

COMMUNITY DONATION REQUEST



Community Donation Request Policy

Overview

The City of Utqiagvik (“City” or “Utqiagvik”) has established a Community Donation Request (“CDR”) program to allow community individuals, organizations and groups to request financial support from the City for civic programs or events that contribute to the health, welfare, and overall lives of the residents of Utqiagvik. The purpose of the CDR is to advance and enhance the community’s opportunities, sustainability, and wellbeing. The City encourages projects and programs with components that foster community wellness, directly impact the community’s vulnerable populations and/or provide civic engagement of Utqiagvik residents and project beneficiaries.

Funding

The City Council has certain fiscal limitations on the aggregate amount of municipal funds it sets aside annually for donations to community projects/programs. The amount of CDR funding available to disseminate on behalf of all the applicants in each fiscal year is dictated by the amount, which is set aside by the City Council during each annual budget preparation process.

Individuals, organizations or groups should submit requests for donations as a group or organization. Having individual members of a group or organization apply for individual funding to evade the group or organizational funding limits may result in the denial of all such requests. Similarly, individuals and groups/organizations submitting requests for the same activities or purposes will be denied.

Each applicant may only receive CDR funds **once** during a rolling six (6) month period.

Individual Request Maximum Amount: \$500.00

Group Request Maximum Amount: \$1000.00

In-Kind Donations: In lieu of cash payment the City Council may provide City of Utqiagvik Swag or free city usage for birthday celebrations (i.e. free 3 hour rental for the Youth Center/Roller Rink, one month free pass for the Piuraagvik, etc.)

The City Council will attempt to balance the funds throughout the fiscal year. If there is an excess amount of unspent funds approaching the end of a fiscal year, the City Council may adjust the donation amounts that exceeds the regular maximum amounts noted above.

Funding Exclusions

CDR funds are prohibited from being used on: (a) organizations that deny service, membership, or other involvement on the basis of race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, disability, or any other protected status; (b) political causes, candidates, organizations, or campaigns; (c) sponsorship, financial support, and active involvement in any religious activity; or (d) any activity that violates local, state, or federal law.

Application Process In order to apply for CADR funding, you must:

- Applicant(s) must complete, sign, submit the CDR Application to donation@utgiagvik.us. Incomplete submissions will be returned for completion. Applications must be submitted at least ten (10) days prior to any City Council meetings. Be sure to include relevant supporting documents (budget, letter, invitation).
- Applicant(s) must attend the City Council meeting in person to answer any questions from the City Council. Please provide prompt notice if a representative is unable to attend the meeting. The application will be tabled for a future City Council meeting when a representative is available.
- Applicant(s) must have resided in Utqiagvik for at least 30 days or more.

Community Donation Request Application



Individual: Organization/Group: Date of Application: _____

Applicant Information

Name of Individual or Organization/Group: _____

Federal EIN# _____

Business License Number(s) (if applicable): _____

Applicant Address: _____

Contact Person: _____ Email Address: _____

Daytime Phone: _____ Cell Phone: _____

Community Donation Request (“CDR”) Request Information

Amount Requested: _____

Dates & Location of Event: _____

How many youth, adults, and or/elders are involved: Youth: _____ Adults _____ Elders: _____

Have you received CDR funds in the previous 12 months? Yes No If yes, provide any previous dates upon which you have received CDR funds: _____

PROJECT SUMMARY

Please provide a comprehensive, clear, and concise response to each of the questions below.

1. Describe the overall goals, objectives, and activities to be accomplished by the proposed project: _____

2. List all donations received and pending from other organizations including the organization making the donation and the amount. _____

3. Provide a proposed budget breakdown with the following information (use graph below and attach any supporting documents to this application: _____

| Item or Expense: | Cost: | Proposed Funding Source (CDR or other funds?): |
|------------------|-------|--|
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Agreement

I affirm that my organization, group, or self has reviewed the overview and policy above, and adhere to the City of Utqiagvik guidelines related to the use of CDR funds. I affirm that any funds received have been used for their intended purposes outlined in the Application submitted.

On behalf of my organization, group, participants, and myself, I grant the City full permission to use any photographs, videotapes, video clips, or recordings relating to my/our use of CDR funds for publicity purposes by the City. I agree to submit photographs, videos, and/or testimonials of the event that the City may use for promotional purposes.

If approved, check should be made out to (name of person or entity and mailing address):

I expressly consent on behalf of all minors who participated if their image is used by the City of Utqiagvik.

Organization Name (when applicable): _____

Signature: _____ Date: _____

Name & Title of Authorized Officer/Applicant: _____

CITY OF UTQIAGVIK | OFFICE USE ONLY

| | | |
|---|------------------------------|-----------------------------|
| Prior year donations received, if any: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Current year donations received, if any: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| IRS determination letter and IRS Form W-9 attached: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Utqiagvik resident for at least 30 days or more: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Council approved: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Date approved: _____ | Amount approved: _____ | |