

Non-Code Ordinance

By: Grants Policy Committee  
Introduced: September 12, 2022  
Public Hearing: September 26, 2022  
Adopted: September 26, 2022  
Yes: Brown, Rubeo, Sullivan-Leonard, Velock  
No: Graham, Johnson  
Absent: None

**City of Wasilla  
Ordinance Serial No. 22-28**

**An Ordinance Of The Wasilla City Council Adopting The Non-Reoccurring 2022 Community Grant Program To Support Nonprofit Organizations Serving The Needs Of The Wasilla Community And Authorizing Disbursement Of Up To \$400,000 Of City Funds Through That Program.**

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WHEREAS, the City of Wasilla (“City”) has \$400,000 of funding available; and

WHEREAS, City Council created the Grants Policy Committee (the “Committee”) to propose a non-reoccurring community grant program policy for consideration by City Council; and

WHEREAS, after consideration of this policy, City Council has determined that it is in the best interest of the City and its residents to adopt and implement the 2022 Community Grant Program and disburse up to \$400,000 to nonprofit organizations and programs dedicated to meeting the needs of the Wasilla community; and

WHEREAS, City Council has also determined that the criteria and scope of the 2022 Community Grant Program serves the best interest of Wasilla residents, permitting all nonprofit organizations with 501(c)(3) tax exempt status to apply for grant funds and prioritizing support for services that meet the fundamental needs of Wasilla’s most vulnerable populations, including its youth, elderly, and individuals experiencing financial hardship.

NOW, THEREFORE, BE IT ORDAINED:

**Section 1. Classification.** This is a non-code ordinance.

**Section 2. Community Grant Program Adopted.** The Wasilla 2022 Community Grant Program (the “CGP”) is hereby enacted and approved and the Grants Policy Committee is

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directed to implement this program subject to the terms and conditions reflected in the 2022 Community Grant Program Policy attached to and incorporated into this Ordinance as Exhibit A.

**Section 3. Community Grant Program Terms.** City Council approves the disbursement of up to \$400,000 through the 2022 Community Grant Program.

**Section 4. Community Grant Program-Authority.** The 2022 Community Grant Program is a non-reoccurring grant program. Per Wasilla Municipal Code (WMC) 5.24.010(C), the Wasilla 2022 Community Grant Program need not apply the grant conditions in WMC 5.24.010(A) but shall comply with the 2022 Community Grant Program Policy incorporated into and attached to this Ordinance. The CGP Committee shall have authority to modify nonessential terms and conditions of the 2022 Grant Program Policy as necessary to serve the best interests of the community or to comply with the law.

**Section 5. Effective Date.** This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on September 26, 2022.

  
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Glenda D. Ledford, Mayor

ATTEST:

  
\_\_\_\_\_  
Jamie Newman, MMC, City Clerk

[SEAL]

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**City of Wasilla**  
**Legislative Staff Report**  
**Ordinance Serial No. 22-28**  
(Non-Code Ordinance)

**Adopting The Non-Reoccurring 2022 Community Grant Program To Support Nonprofit Organizations Serving The Needs Of The Wasilla Community And Authorizing Disbursement Of Up To \$400,000 Of City Funds Through That Program.**

Originator: Grants Policy Committee  
Date: 8/30/2022

Agenda of: 9/12/2022

Route to:	Department Head	Signature	Date
X	Finance Director	<i>Jacquie Pitt, Staff Accountant</i>	9/6/22
X	Deputy Administrator	<i>Darlene Redford/Crystal Hagedorn</i>	9/6/22
X	City Clerk	<i>[Signature]</i>	9/6/2022
X	Mayor	<i>Darlene Redford</i>	9/6/22

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number:** Pending.

**Attachments:** Ordinance Serial No. 22-28 (2 pages)  
Community Grant Program (3 pages)

**Summary Statement:** The Wasilla City Council appointed the Grants Policy Committee to create a non-reoccurring community grant program policy for City Council's consideration. This Ordinance presents to City Council the 2022 Community Grant Program Policy created by that committee. The grant program is non-reoccurring and authorizes a one-time disbursement of up to \$400,000 in City funds through the proposed grant program. This ordinance incorporates the 2022 Community Grant Program Policy, which identifies the criteria for eligibility, priorities, application requirements, funding exclusions, and evaluation and selection process terms. Except as otherwise limited by the funding exclusions, this program is open to all nonprofit organizations with 501(c)(3) tax-exempt status that serve the needs of the Wasilla community. Priority is given to organizations and programs with a physical location in Wasilla that serve the fundamental needs of Wasilla's most vulnerable populations, specifically senior citizens, youth, and those experiencing economic hardship. While the Grants Policy Committee is tasked with reviewing the applications and presenting recommendations regarding awards, City Council ultimately awards program grants via action memorandum.

**Legislative History:**

- June 27, 2022, Regular Meeting Minutes, Item 7.1.3
- July 11, 2022, Regular Meeting Minutes, Item 7.3
- August 8, 2022, Ordinance Serial No. 22-26

**Proposed Action:** Introduce and set the Ordinance for public hearing.



# CITY OF WASILLA

## COMMUNITY GRANT PROGRAM

### Overview

#### Purpose

The City Council has established a temporary Community Grant Program (CGP) to allow non-profit organizations the opportunity to request financial support from the City for programs that provide services that contribute to the health, welfare, and overall quality of life for Wasilla's most vulnerable populations specifically senior citizens, youth, and those experiencing economic hardship. (WMC 5.24.010(C))

#### Funding

The City Council is responsible for funding the Community Grant Program. The intent is to fund a non-recurring grant program to expire on December 31, 2022. Eligible organizations or programs must have 501(c)(3) tax exempt status and must contribute to the health, welfare, and overall quality of life for the Wasilla community.

#### Funding Exclusions

The following services and costs are not eligible for funding through this community grant program:

- Indirect costs that are not traceable to a program, product, or activity; application of an indirect rate to cover overhead costs;
- In-kind donations, including gift cards;
- Memberships, including association/chamber memberships;
- Costs or services used to influence the outcome of an election.
- Programs that send products or people to foreign countries or on domestic travel;
- Registration fees;
- Requests made on behalf of another organization or by an unauthorized representative of the recipient organization;
- Third-party giving, including funds that are re-allocated to fiscally sponsored organizations;
- Tickets for contests, raffles, prizes or any games of chance or skill.

#### Application Process

The City of Wasilla will accept applications for the Community Grant Program as follows:

- Application Period: (To be determined by Committee)
- Submission deadline is (to be determined by Committee) Alaska Time.

Applications and other required documentation are only accepted during the application period. Late or incomplete submissions will be rejected and are ineligible for award. Completed applications may be emailed to [clerk@cityofwasilla.gov](mailto:clerk@cityofwasilla.gov) or delivered to the City of Wasilla, City Clerk's Office, 290 E Herning Avenue, Wasilla, during the application period only.

The application must include:

- Completed CGP application;
- Balance sheet for the prior year (calendar or fiscal year);
- Proof of tax-exempt status;
- Current and prior year operating budgets, including expenses and revenues, sources of revenue received and those pending, to include in-kind donations;
- Recent annual financial statement (audited, if available);
- List of key project/program staff members responsible for overseeing and carrying out the grant.

### Funding Priority

Funding priority will be given to organizations and programs with a physical location within the City of Wasilla and to programs and organizations serving the fundamental needs of Wasilla's most vulnerable populations, specifically senior citizens, youth, and those experiencing economic hardship. The fundamental needs of these populations include, for example, housing, food, employment, clothing, and transportation needs.

### Review, Evaluation and Selection

The CGP Review Committee (the "Committee"), comprised of Council Members Colleen Sullivan-Leonard and Nikki Velock, City Clerk Jamie Newman, and Finance Director Joan Miller, will review all applications, regardless of the grant request, and submit funding recommendations to the Council. The funding recommendations may be less than the grant request and may be adjusted by the Council.

Upon receipt of the Committee's recommendations, the Council will make a final determination regarding the distribution, if any, of grant funds. Council action will be by Action Memorandum (AM). In making their final determination, the Council may make amendments to the recommendations of the Committee, including, but not limited to, amending the recommended amounts, and/or imposing limitations or special conditions that will appear in the grant agreement.

Applicants will be notified of any decision by email following Council review. All funding decisions are final. If an applicant is approved, the grant check will be mailed directly to the awardee within three weeks of the Council's approval.

### Agreement Requirements and Monitoring

Awardees will be required to enter into a Grant Agreement that outlines the responsibilities of both parties. Applicants should note that liability insurance might be required. Awardees will agree to hold the City and its representatives harmless from the awardee's actions. Failure to agree to any of the terms or conditions of the agreement imposed by the City of Wasilla and the program or to execute the agreement within the time period required by the City will result in a forfeiture of any grant award under this program. This program does not create any right to any award of

funds under the program or any right of action regarding the award of such funds. The decision whether or not to award funds and the amount of funds awarded is in the sole discretion of the Committee as approved or denied by City Council.

All approved grant awardees shall maintain detailed documentation of the expenditures made with the grant funds. In addition to the requirement to submit the documentation at the completion of the grant, awardees shall make the documentation available to the Finance Department upon request. Awardees who fail to maintain such documentation or to provide documentation upon request shall be required to return all funds.

#### Exit Report

Awardees will be required to present a written exit report to the Finance Department within thirty days of completion of the project/program.