

## COUNCIL POLICY NO. Mini Grant Program

See Also: Council Procedure No. –

Date: March 10, 2021  
Approved by: Resolution 2021-011

### POLICY – 101.003                      Mini Grant Program

#### Purpose:

The City of Soldotna recognizes the [valuable](#)<sup>[ED]</sup> contributions being provided through the volunteer efforts of community organizations, and agencies on behalf of our community. The Mini Grant Program is established to provide funding to a wide range of civic programs, services, [\[PROJECTS\]](#) and events that contribute to the cultural and economic environment, and/or health, welfare and overall quality of life for the community and residents of Soldotna. [\[GRANT APPLICATIONS SHOULD TYPICALLY ALIGN WITH AT LEAST ONE OF THE GOALS OR OBJECTIVES AS ESTABLISHED IN THE CITY OF SOLDOTNA COMPREHENSIVE PLAN, OR OTHER ADOPTED CITY POLICY DOCUMENTS.\]](#)

Providing grant funding through the Mini Grant Program demonstrates the City's commitment to programs, services, [\[PROJECTS,\]](#) and events that benefit the community and overall quality of life for Soldotna residents, including our most-vulnerable population.

This policy establishes guidelines, to promote the fair and consistent administration of the Mini Grant Program for community organizations and projects.

#### Grant Cycle:

Grant funding requests will be considered on a twice yearly cycle. Applications for funding requests will be accepted only during the dates of the following two cycles annually:

- Cycle 1: July 15 – August 15
- Cycle 2: January 15 – February 15

Applications submitted after the August 15 or February 15 deadline will not be considered. [\[, AND T\]](#) [The](#) City will not hold applications over for the next application cycle. Applicants seeking grant funds through the Mini Grant program must [\[RE\]](#)submit for each cycle in which they are seeking funding.

#### Eligibility:

[\[APPLICATIONS MUST BE FROM NONPROFIT ORGANIZATIONS THAT ARE DEEMED TAX-EXEMPT UNDER THE INTERNAL REVENUE CODE.\]](#) [Mini-Grant applications may be submitted for ongoing civic programs, services and events.](#)

Political parties or candidates, religious organizations or organizations who have received non-departmental funding from the City in the last year are not eligible for [\[MUNICIPAL\]](#) funding through the Mini Grant Program.

[Organizations with operating budgets exceeding \\$100,000 are not eligible.](#)

#### Administration of the Mini Grant Program:

The Mini Grant Program [cycles](#) shall be administered by the City Clerk's Office. The City Clerk shall ensure that the Mini Grant [\[REVIEW TEAM INCLUDES THE CITY CLERK, TWO COUNCIL MEMBERS AND TWO CITY OF SOLDOTNA STAFF MEMBERS\]](#) [application cycle is promoted and advertised appropriately for each cycle.](#)

[\[THE CLERK SHALL REPORT TO THE COUNCIL AFTER THE AWARD OF EACH MINI GRANT APPLICATION CYCLE THE FOLLOWING:](#)

- [IDENTIFY ALL APPLICANTS, THE AMOUNT REQUESTED AND THE PURPOSE OF EACH REQUEST;](#)
- [THE APPLICANT\(S\) THAT WERE AWARDED TO INCLUDE THE PURPOSE AND AMOUNT AWARDED TO EACH.\]](#)

[After the close of each application cycle, the City Clerk or designee will include the eligible applications received, by the packet deadline, in the next regular City Council meeting packet.](#)

#### Grant Amounts:

The total amount of funding available for the Mini Grant Program will be determined by the City Council through the annual operating budget process. The total budgeted amount for the fiscal year will be divided equally, with one half of the program budget available during each of the two application cycles. During

each fiscal year, any remaining funds not awarded in the first cycle shall be made available for award in the second cycle. Remaining funds at the end of the fiscal year shall not be awarded.

[INDIVIDUAL A] Awards are limited to \$1,000 per recipient, per fiscal year.

**Programs [THAT ARE] eligible for Funding, include those:**

- That are designed to address issues of public concern; protect public values; and promote the overall quality of life for the community.
- That are designed to preserve and promote the area's history, and provide adequate public access to art, music and other cultural activities.
- That are designed to provide basic human needs [; SUPPORTS PUBLIC IMPROVEMENT PROJECTS;] and enhances resources for positive community growth.
- That are designed to improve health; and general health services; mental health; and crisis intervention.
- [THAT ARE DESIGNED TO PROVIDE A LONG LASTING END RESULT FOR THE COMMUNITY.]
- [RETROACTIVE FUNDING FOR A PROGRAM, PROJECT, SERVICE OR EVENT THAT QUALIFIES WITH ALL OTHER PROVISIONS OF THIS POLICY, AS LONG AS THE EXPENSE OCCURRED NOT MORE THAN 90-DAYS PRIOR TO THE FIRST DATE OF THE APPLICATION CYCLE IN WHICH THE APPLICATION WAS RECEIVED; AND THE APPLICANT PROVIDES BUDGETARY EVIDENCE OF A DEFICIT.]

**Programs [THAT ARE] NOT eligible for Funding, include:**

- Projects that support a political candidate or issue.
- Religious programs or events.
- Programs, services [, PROJECTS] or events from organizations that have received city funding in the last fiscal year.
- Operating costs associated with keeping an organization running [(HOWEVER, OPERATING COSTS DIRECTLY RELATED TO A SPECIFIC PROGRAM, PROJECT, SERVICE OR EVENT MAY BE CONSIDERED)].
- Costs that would be associated with renovations, property acquisitions or major expansions.
- Large projects that may require [TAKE SEVERAL] years to complete.
- Travel request for groups or individuals.
- Requests for individuals.

**Application Review:**

The City Clerk will review all applications to make sure the applicant meets the criteria and is eligible to participate in the Mini Grant Program.

The [MINI GRANT REVIEW TEAM] Mayor and Council Members will review applications after the close of each cycle, during a work session, regular or special meeting of the Council [, PROVIDE A WRITTEN REPORT TO COUNCIL AT THE END OF EACH CYCLE AWARD; REPORT SHALL INCLUDE THE INFORMATION AS REQUIRED UNDER "ADMINISTRATION OF THE MINI GRANT PROGRAM" WITHIN THIS POLICY]. The Council can request applicants to attend this meeting and be available to answer questions.

The Mayor and Council members will rank the applications to determine which applicants will receive funding. The City Clerk will tabulate the results. The results of which applicants will receive funding will be read by the Mayor.

No lobbying or soliciting of individual [REVIEW TEAM MEMBERS OR] Council Members will be permitted.

[APPLICATIONS WILL NOT BE CONSIDERED IF THEY DO NOT INCLUDE EVIDENCE OF FISCALLY RESPONSIBLE PLANNING FOR THE PROGRAM, PROJECT, SERVICE OR EVENT ATTACHED.]

**Nondiscrimination Policy:**

The City of Soldotna does not discriminate against any of the protected classes. Applicants for a Mini Grant must hold similar standards in their provisions.

**Award Announcements, Disbursement Agreement, and Reporting:**

All organizations that submit a qualified Mini Grant application will receive an email notification on the final action.

Recipients of a Mini Grant will be required [TO SIGN AN AGREEMENT PRIOR TO DISBURSEMENT OF FUNDS, OUTLINING THE REQUIREMENTS FOR RECEIVING THE GRANT, INCLUDING THE EXPECTATION THAT UPON COMPLETION OF THE PROJECT THE RECIPIENT WILL] to provide a final report to the City Council about the project and how the Mini Grant funds were used. Recipients who do not submit a final report may be responsible for returning the grant funds to the City, and will be ineligible for applying for Mini Grant funds in the future.

[THE AGREEMENT SHALL ALSO STATE THAT I] In the event the program, project, service or event for which a Mini Grant has been provided does not occur, the recipient must return the funds to the City.

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Paul J. Whitney, Mayor