



Haines Borough

Criteria for requesting public funds

Nonprofits and community organizations

The Borough Assembly will consider granting public funds to community non-profit corporations, organizations, or associations during development of the next year's budget under the following criteria. Any appropriations that may be made by the assembly and not expended will lapse at the end of a budget cycle (July 1 through June 30) and may be re-requested in another budget cycle.

Criteria

1. The Borough Assembly shall determine that there is revenue available; there is no promise of funding implicit in any advertisement or request for proposals.
2. Requests for funds must be submitted to the Borough Clerk by March 15 preceding the budget year.
3. Requesting organization must submit
 - a. proof of organizational status:
 - Articles of Incorporation, Organization or Association OR
 - Borough Tax Exempt Certification Number
 - b. minutes of the meeting wherein the governing body approved the request.
 - c. copy of the most current IRS form 990 for the organization.
4. Request must be described as one of the following three types and documented as required:
 - I. **General Program Support** not to exceed 25% of annual operating budget
Required submission: Annual Budget showing Anticipated Revenue (including Borough support) and Anticipated Expenses;
 - II. **Specific Object**
 - a. **Capital Purchase**
Required submission: Statement of need and use, Proposed Budget
 - b. **Support of Specific Activity**
Required submission: Statement of need and use, Proposed Activity Budget
 - III. **Matching Funds** for Grant Application
Required submission: Application Packet or Conceptual Paper describing Project
5. Requesting organization must submit a statement of community relevance including # of organizational members, number of clients served or to be served by program or activity
6. Required statements shall be submitted in letter format; budgets shall be submitted separately in standard budget format.
7. Recipients of a Haines Borough appropriation from the prior fiscal year are required to submit a written report detailing how the money was used by the organization. This report should be a separate document and submitted in addition to the application for the new fiscal year.