



# SOLDOTNA CITY COUNCIL

## MINI GRANT POLICY

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### **Purpose:**

The City of Soldotna recognizes the valuable 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, 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.

Providing grant funding through the Mini Grant Program demonstrates the City's commitment to programs, services, 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.

### **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. The City will not hold applications over for the next application cycle. Applicants seeking grant funds through the Mini Grant program must submit for each cycle in which they are seeking funding.

### **Eligibility:**

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 funding through the Mini Grant Program.

Organizations with annual 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 application cycle is promoted and advertised appropriately for each cycle.

After the close of each application cycle, the City Clerk or designee will include the eligible applications received, by the packet deadline, in a regular City Council meeting packet within 30 days of the close of the application period.

### **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.

Awards are limited to \$1,000 per recipient, per fiscal year.

**Programs 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 and enhances resources for positive community growth.
- That are designed to improve health; and general health services; mental health; and crisis intervention.

**Programs NOT eligible for Funding, include:**

- Programs, services or events that support a political candidate or issue.
- Religious programs or events.
- Programs, services or events from organizations that have received city funding in the last fiscal year.
- Operating costs associated with keeping an organization running.
- Costs that would be associated with renovations, property acquisitions or major expansions.
- Large programs that may require 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 Mayor and Council Members will review applications after the close of each cycle, during a work session, regular or special meeting of the Council. 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 Council Members will be permitted.

**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 provide a final report to the City Council about 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.

In the event the program, service or event for which a Mini Grant has been provided does not occur, the recipient must return the funds to the City.