



## Competitive Grant Guidelines

### **Eligibility Criteria**

The Kodiak Community Foundation (KCF), an Affiliate of The Alaska Community Foundation (ACF), seeks applications from qualified, tax-exempt 501(c)(3) organizations that support charitable organizations and programs on the Kodiak Archipelago.

***Ineligible organizations or activities:*** Individuals, for-profit, 501(c)(4), 501(c)(6), and non-Alaska based organizations, private or family foundations, and state and federal government agencies are not eligible for competitive grants. Applications for religious indoctrination or other religious activities, endowment building, deficit financing, fundraising, lobbying, electioneering, and activities of political nature will not be considered, nor will proposals for ads, sponsorships, or special events and any proposals which discriminate as to race, gender, marital status, sexual preference, age, disability, creed, or ethnicity.

***Exceptions:*** In selected cases, projects undertaken by organizations that normally fall outside the above guidelines may be able to receive funding. Examples include religious organizations whose proposal impacts the broader community, and units of government whose proposal extends beyond the traditional governmental functions that impact the broader community.

***Fiscal Sponsorship:*** Ineligible organizations may be able to receive funding for projects if they seek support from a qualified organization who is willing to provide fiscal sponsorship. Fiscal sponsors must agree to take legal and fiscal responsibility for accepting grant funds from KCF on behalf of the ineligible organization. A letter from a fiscal sponsor must be submitted with the application for the project be considered. Please see the fiscal sponsorship letter template at the end of this document for a full list of requirements.

### **Evaluation Criteria**

The KCF Grants Committee is composed of volunteer Advisory Board members and other community members. The committee strives to facilitate a competitive process that is fair and transparent, and all eligible applications are reviewed and evaluated using a scoring matrix by each committee member.

Preference will be given to applications which have the potential to impact a broad range of Kodiak area residents. Applications should detail measurable and achievable outcomes and demonstrate other sources of support, collaboration, and/or cooperation. Applications should also address the sustainability of the proposed program or project for which funding is desired.

Evaluation criteria include but are not limited to the overall merit of the project, the ability of the organization to successfully complete the project, the clarity and measurability of the project's goal, the

feasibility of the time frame given for completion of the project, and the number of people served. All grant projects must be completed within one year of award.

## **Application Requirements**

**Grant applications must be submitted online by 5:00pm AKST on Friday, June 16, 2017 using the link provided on the KCF website (<http://kodiakcf.org>).** Grant reports for previous grant awards from ACF/KCF must also be submitted prior to the deadline for the current application to be considered.

## **Questions?**

Please direct **eligibility and technical questions** about the online application system to ACF's Affiliate Program Officer, Shawn Rivera, at 907-274-6708 or [srivera@alaskacf.org](mailto:srivera@alaskacf.org). Please direct **programmatic and general questions** to KCF's Program Manager, Brianna Gibbs, at [bgibbs@alaskacf.org](mailto:bgibbs@alaskacf.org).

## Fiscal Sponsorship Letter Template

[Name of Sponsor Organization]

[Street Address]

[City, ST ZIP Code]

[Name of Sponsored Organization]

[Street Address]

[City, ST ZIP Code]

[Date]

Kodiak Community Foundation  
P.O. Box 400  
Kodiak, AK 99615

Dear Kodiak Community Foundation,

This letter certifies that [Name of Sponsor Organization] (the “Sponsor”) has agreed to be the fiscal sponsor for [Name of Sponsored Organization] (the “Applicant”) who submitted a grant application to the Kodiak Community Foundation (the “Foundation”), an Affiliate of The Alaska Community Foundation, for the “[Name of Project]” project.

By signing this letter, Sponsor agrees to the following:

- Sponsor will take responsibility for accepting and dispersing any grant funds that are awarded to Applicant by the Foundation in support of the aforementioned project.
- By accepting any grant funds on behalf of Applicant, Sponsor certifies that (1) no tangible benefit, goods, or services were provided to anyone connected with Sponsor, and (2) this grant will not be used to satisfy the payment of any pledge or other financial obligation on behalf of the donor(s) per Section 6115 of the IRS Code.
- By cashing any grant checks, Sponsor guarantees the grant funds received will be used solely for the purposes approved by the Foundation.
- Any use of grant funds for purposes other than those specified in the grant application and the terms and conditions of the grant award must have the prior approval of the Foundation.
- The Foundation reserves the right to require the return of grant funds if it deems that Sponsor or Applicant have not complied with the agreed use of funds, or any law or regulation affecting the grantee, grant, or the Foundation.

Sincerely,

[Name]

[Authorized Representative Title]

[Name of Sponsor Organization]

[Phone]