

PETERSBURG COMMUNITY FOUNDATION

2018 Competitive Mini-grant Guidelines



Application Period Opens: Monday, October 1, 2018

Application Deadline: Thursday, November 1, 2018 by 5:00pm AKST

Typical Mini-grant Award Range: Up to \$500

Online Application: www.grantinterface.com/Home/Logon?urlkey=alaska

Eligibility Criteria

The Petersburg Community Foundation (PCF), an Affiliate of The Alaska Community Foundation (ACF), seeks applications from qualified, tax exempt 501(c)(3) organizations (or equivalents, such as Tribal entities, schools, and faith-based organizations) that support charitable organizations and programs in the **Petersburg** area. Mini-grants may support a broad range of community needs, including but not limited to health and wellness, education, the great outdoors, arts and culture, and community development.

Ineligible organizations or activities: Individuals, for-profit, 501(c)(4), 501(c)(5), 501(c)(6), and non-Alaska based organizations, private or family foundations, state and federal government agencies, and ad hoc groups without a tax exempt legal status are not eligible for competitive grants. Applications for religious indoctrination or other religious activities, endowment building, deficit financing, fundraising, lobbying, electioneering, or activities of political nature will not be considered, nor will proposals for ads, sponsorships, or special events (e.g. fundraisers), 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 faith-based 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 PCF on behalf of the ineligible organization. A letter from the fiscal sponsor must be submitted with the application for the project to be considered. Please review the fiscal sponsor letter template at the end of this document for a full list of requirements.

Mini-grant projects must be completed within one year of award and are subject to the grantee completing an online grant agreement signifying acceptance of the terms and conditions of the grant. A final grant report must also be submitted online by the assigned due date. Due dates and the forms to submit for these follow ups can be found by logging into the online grant system.

Evaluation Criteria

The PCF Grants Committee is composed of volunteer Advisory Board 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 Petersburg 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.

Application Requirements

Mini-grant applications must be submitted online by 5:00pm AKST on Thursday, November 1, 2018 using the link provided above and on the PCF website (www.petersburgcf.org) when the application period opens on Monday, October 1, 2018.

Any overdue grant reports or other follow ups for previous grant awards from ACF and its Affiliates must also be submitted using the online grant system (www.grantinterface.com/Home/Logon?urlkey=alaska) prior to the deadline for the current application to be considered; **you will not be eligible for any funding from ACF/PCF if you have not submitted any overdue follow ups before the application deadline.** Due dates and the forms to submit for these follow ups can be found by logging into the online grant system.

Questions?

Please direct **general questions** to PCF's Program Manager, Holli Flint, at hflint@alaskacf.org. Please direct **eligibility and technical questions** about the online grant system to ACF's Affiliate Program Officer, Shawn Rivera, at srivera@alaskacf.org or 907-274-6708.

Fiscal Sponsor Letter Template

[Name of Fiscal Sponsor Organization]
[Address]
[City, ST ZIP Code]

[Name of Sponsored Organization]
[Address]
[City, ST ZIP Code]

[Date]

Petersburg Community Foundation
PO Box 1024
Petersburg, AK 99833

Dear Petersburg Community Foundation,

This letter certifies that [Name of Fiscal 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 Petersburg Community Foundation, an Affiliate of The Alaska Community Foundation (the “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,

[Authorized Representative Signature]

[Authorized Representative Name]
[Authorized Representative Title]