

**Resolution of the City of Gustavus, Alaska  
Resolution No. 2011-03**

**A Resolution to Adopt "Policy on Submission of Small Grant  
Proposals (Less than \$5,000)"**

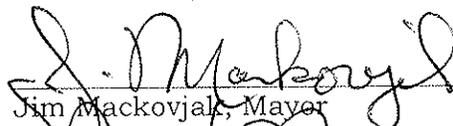
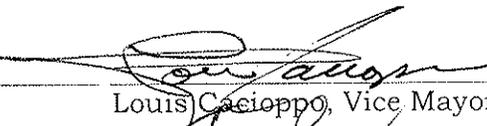
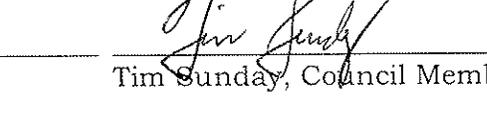
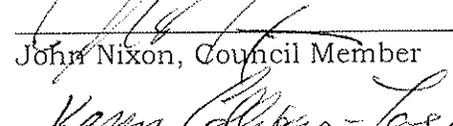
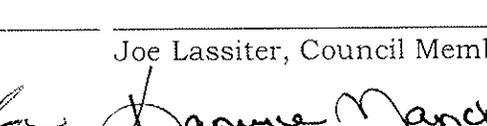
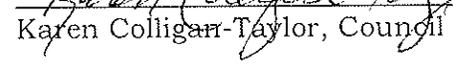
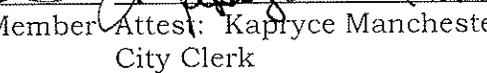
**WHEREAS** the City of Gustavus has the need to develop a body of policy and procedure documents for the submission of grant proposals; and

**WHEREAS** the City of Gustavus needs a streamlined procedure for smaller grant proposals not requiring the level of planning and documentation required for larger grants; and

**WHEREAS** this policy has been under discussion by the Council since November 4, 2010 and has been published since December 17, 2010;

**AND NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts Resolution 2011-03, which includes Exhibit A "Policy on Submission of Small Grant Proposals (Less than \$5,000)."

PASSED and APPROVED by the Gustavus City Council this 13<sup>th</sup> day of January, 2011.

 _____ Jim Mackovjak, Mayor	 _____ Louis Cacioppo, Vice Mayor
 _____ Melanie Lesh, Council Member	 _____ Tim Sunday, Council Member
 _____ John Nixon, Council Member	 _____ Joe Lassiter, Council Member
 _____ Karen Colligan-Taylor, Council Member	 _____ Attest: Kariyce Manchester, CMC City Clerk

**Exhibit A**

**CITY OF GUSTAVUS  
POLICIES AND PROCEDURES**

**Policy on Submission of Small Grant Proposals  
(Less than \$5,000)**

**POLICY**

It is the policy of the City of Gustavus to facilitate the submission of meaningful small grant proposals by utilizing a shorter procedure than that required for large grant proposals (\$5,000 or higher). The grant proposal will reflect the goals of the committee's annual work plan on file in City Hall. Administration: Grant monies awarded to the City (any city department/committee) shall be administered by the City (the Mayor and/or the City Clerk).

**PROCEDURE**

Committees submitting small grant proposals will fill out the Small Grant Proposal Form. This form will be submitted with the grant proposal to the City Clerk for review by the Mayor. Proposals will be retained in the City files pursuant to the City's record retention schedule.

**Small Grant Proposal Form**

Part I.

Title of Grant/Proposal/Project: \_\_\_\_\_

Committee: \_\_\_\_\_ Committee Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of funding agency: \_\_\_\_\_

Funding amount: \_\_\_\_\_

Are matching funds required? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, how much? \_\_\_\_\_

Have these matching funds already been allocated in your budget?

Part II.

1. Provide a brief description of the project to be funded or the items/class of items to be purchased.

2. How does this project/purchase fit into your annual work plan?

- What community problem, need, or opportunity will it address?
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

3. Will the purchase require any on-going expenses for operation, supplies, licenses, subscriptions, maintenance, etc.?

4. Service life and disposition.

- What is the service life of items to be purchased?
- Can purchased items be returned or recycled at the end of their service life? If not, how will they be disposed of?

5. Has this project/purchase been discussed and endorsed by the committee as a whole in a public meeting? Please provide date of meeting(s) and indicate vote of approval.

**Mayor's Approval** (signature): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Or, reason for denial:**