Board of Advisors

 Sitka Alaska Permanent Charitable Trust

 1000 Lake Street

 Sitka, AK 99835

# SITKA ALASKA PERMANENT CHARITABLE TRUST

#  2019 GRANT APPLICATION

## INSTRUCTIONS TO APPLICANTS

**BACKGROUND:** Prior to filling out this application, you are advised to read the Declaration of Trust, dated July 31, 1995, which states the origins, purposes, and operations of the Sitka Alaska Permanent Charitable Trust and its Board of Advisors. The Declaration of Trust can be found at www.sitkacharitabletrust.org.

**ELIGIBLE RECIPIENTS:** Any charitable organization as defined in the Declaration of Trust, Article III, Section (b), which is exempt pursuant to Section 501 (C)(3) of the Internal Revenue Code, or an educational institution that is exempt from federal income tax.

**ELIGIBLE PROJECTS:** There are two project categories defined in the Declaration of Trust, Article II, Section (1):

* + (a) "To promote cultural programs, general community betterment, and educational assistance through grants."
	+ (b) "To promote the advancement of scientific knowledge and understanding with respect to the marine and terrestrial flora and fauna of Sitka and the surrounding areas that might affect Sitka by making grants to educational institutions for this purpose and, more specifically, to create, at Sitka High School, Alaska's finest program to encourage young men and women to explore and pursue the study of science and the environment... Funding provided in furtherance of the educational purpose shall be made through educational institutions."

It is a requirement of the Declaration of Trust that grants "shall supplement and not replace the regular funding of recipient institution."

**DISTRIBUTION AMOUNT:** The amount available for distribution this year is **$83,500.** The Board, at its discretion, may award less than the total available.

**CONDITIONS:**

1. Grant funds must be administered without discrimination as to sex, race, religion, or national origin of project participants and beneficiaries.
2. A final grant report and financial accounting shall be submitted within sixty (60) days of completion of project. If the project is not completed by **January 10, 2020**, a work-in-process report and financial accounting must be submitted by that date, with final grant report and financial accounting to follow within sixty (60) days of completion.
3. Receipt of an award does not obligate the Trust to continue funding in future or subsequent years.

**HOW TO SUBMIT APPLICATIONS:** The charitable organization or educational institution must submit **EIGHT copies** of the following application materials by the stated deadline to be considered:

* + Completed application form
	+ Proposed budget
	+ Narrative as described on page five of this application. Please use the provided format to address item three.
	+ Documentation of exempt status

Applications must be received in the Sitka High School Administration Office before **4:00PM on April 26, 2019**, or if submitted by mail, postmarked on or before **April 26, 2019**, to: Board of Advisors, Sitka Alaska Permanent Charitable Trust, ATTN: Ariel Starbuck, c/o Sitka High School, 1000 Lake Street, Sitka, AK 99835.

**GRANT AWARDS:** The opportunity will be given to discuss your grant application with the Board of Advisors at the meeting to be held on **May 6, 2019**, at **6:00PM** in Sitka High School library. The Board strongly encourages all applicants to send a representative to appear. The meeting will be advertised.

**MORE INFORMATION:** Please contact Thad Poulson, Chairperson of the Board of Advisors, at 747-3219, or direct inquiries to the Board of Advisors via Recording Secretary Ariel Starbuck at the above address, by email at starbucka@sitkaschools.org, or at 966-1935.

**SITKA ALASKA PERMANENT CHARITABLE TRUST**

2019 GRANT APPLICANT INFORMATION

|  |  |
| --- | --- |
| ORGANIZATION: |  |
|  |  |
| ADDRESS: |  |
|  |  |
| CITY, STATE, ZIP: |  |
|  |  |
| CONTACT PERSON: |  |
|  |  |
| TELEPHONE: |  |
|  |  |
| EMAIL: |  |
|  |  |
| EIN for 501(c)(3): |  |
|  |  |
| AMOUNT OF GRANT REQUESTED: |  |
|  |  |
| PROJECT PERIOD: |  |
|  |  |
| PURPOSE OF PROJECT: |  |

APPLICATION SUBMITTED BY:

|  |  |  |
| --- | --- | --- |
|   |  |  |
| Signature |  | Printed Name |
|  |  |  |
|  |  |  |
| Title |  | Date |
|  |  |  |
|  |  |  |
| Signature of authorized official |  | Printed Name |
|  |  |  |
|  |  |  |
| Title |  | Date |

 **PROJECT DESCRIPTION:**

1. Which of the purposes cited in Article II(A) (1) and (2) of the Declaration of Trust will this project benefit? Check the box that most closely aligns with your project.

[ ]  (1) Cultural program, general community betterment, or educational assistance

[ ]  (2) Scientific knowledge and understanding with respect to the marine and terrestrial flora and fauna of Sitka.

**NARRATIVE:** Please type a project description of no more than four pages and attach.

Grant applicants must address the following in the narrative:

1. Describe your organization and its key achievements.
2. Identify the need or problem being addressed, and the expected outcomes.
3. Use the form in Appendix A to discuss the strategies to be used to reach and measure desired outcome. All applicants must include the following
* What we invest – Inputs
* What we do – Outputs/Activities
* Who we reach – Outcomes – Short Term
* Outcomes – Medium Term
* Outcomes – Long Term
1. Detail a work plan, which includes a timeline for completion of the project.
2. Detail individuals participating in the project, their qualifications, and responsibilities.

**FOR CATEGORY (b) GRANTS ALSO INCLUDE THE FOLLOWING:**

1. Please state briefly how your project is related to one or both of the following Trust objectives:
2. What existing programs or courses at your educational institution are related to the objectives of your project? Will your project interact with any or all of these programs or courses, and if so, in what way?

### **SITKA ALASKA PERMANENT CHARITABLE TRUST**

### **2019-2020 PROPOSED PROJECT BUDGET**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | (Name of Charitable Organization or Educational Institution) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **CHARITABLE TRUST AMOUNT** |  | **OTHER RESOURCE APPROX. AMOUNTS** |  | **TOTAL PROJECT** |
|  |  |  |  |  |  |
| **PERSONAL SERVICES** | **$0** |  | **$0** |  | **$0** |
|  |  |  |  |  |  |
| **TRAVEL** | **$0** |  | **$0** |  | **$0** |
|  |  |  |  |  |  |
| **EQUIPMENT** | **$0** |  | **$0** |  | **$0** |
|  |  |  |  |  |  |
| **SUPPLIES** | **$0** |  | **$0** |  | **$0** |
|  |  |  |  |  |  |
| **OTHER (LIST)** |  |  |  |  |  |
| **FICA/TRS** | **$0** |  | **$0** |  | **$0** |
| **Professional** | **$0** |  | **$0** |  | **$0** |
| **Transportation** | **$0** |  | **$0** |  | **$0** |
| **Indirect Costs** | **$0** |  | **$0** |  | **$0** |
| **Teachers** | **$0** |  | **$0** |  | **$0** |
| **Insurance** | **$0** |  | **$0** |  | **$0** |
|  |  |  |  |  |  |
| **TOTAL** | **$0** |  | **$0** |  | **$0** |

FOR EACH BUDGET CATEGORY THAT IS APPLICABLE, PLEASE PROVIDE A SHORT DESCRIPTION OF WHAT TYPES OF EXPENSES ARE INCLUDED AND HOW THOSE EXPENSES ACHIEVE THE OBJECTIVES OF THE PROPOSED PROJECT.

PERSONAL SERVICE

TRAVEL

EQUIPMENT

SUPPLIES

OTHER

Will the funding for this project replace existing funding from any other source? [ ]  YES [ ]  NO

Appendix A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INPUTS** | **OUTPUT ACTIVITES** | **OUTPUT PARTICIPANTS** | **OUTCOMES SHORT TERM** | **OUTCOMES MEDIUM TERM** | **OUTCOMES LONG TERM** |
| ***What we invest*** | ***What we do*** | ***Who we reach*** | ***Learning*** | ***Action*** | ***Conditions*** |
|  | ***Measured by:*** | ***Measured by:*** | ***Measured by:*** | ***Measured by:*** | ***Measured by:*** |

**Sitka Charitable Trust Scoring Rubric**

**(Scientific Knowledge and Understanding)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1 Point** | **2 Points** | **3 Points** |
| **Advancement of Scientific Knowledge** | * Promotes activities that do little to encourage exploration and pursuit of the study of science and the environment.
 | * Promotes activities that encourage exploration and pursuit of the study of science and the environment
 | * Promotes highly engaging activities and experiences that encourage exploration and pursuit of the study of science and the environment
 |
| **Education Institution or other organization** | * Grantee provides few educational opportunities and/or is not an educational institution and/or does not have a partnership with a recognized educational institution.
 | * Grantee provides educational opportunities, but is not itself an educational institution or does not have a partnership with a recognized educational institution.
 | * Grantee provides significant educational opportunities, and is a recognized educational institution (School, University, or College) or has a partnership with a recognized educational institution.
 |
| **Relationship with Sitka High School** | * Does little to help develop the science program at Sitka High School
 | * Indirectly helps develop the science program at Sitka High School
 | * Greatly aids Sitka High School in developing Alaska’s finest science program
 |
| **Audience** | * Impacts few students over a short period of time
 | * Impacts many students for a short period of time or few students for a long period of time
 | * Impacts many students over a long period of time
 |

**Does the proposal Supplement or Supplant other funding? (Circle one)**

**Supplant(1 point) Supplement (3 points)**

 **Total Points: \_\_\_\_\_\_**

**Sitka Alaska Permanent Charitable Trust (Basis of the Scoring Rubric)**

 **ARTICLE II**

1. **Purposes Potential Grantee**

**Culture, Community Betterment & Educational Programs**

**This scoring rubric is intended to bring more objectivity to the subjective process of judging of grant proposals under the following article of the Sitka Alaska Permanent Charitable Trust (Culture, Community Betterment & Educational Programs):**

 **ARTICLE II**

1. **Purposes.** The Trust is organized and shall be maintained and operated exclusively for charitable, scientific and educational purposes, and specifically, for the following purposes:
2. To promote cultural programs, general community betterment and educational assistance through grants.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1 Point** | **2 Points** | **3 Points** |
| **Community Benefit, Need or Problem Being Addressed** | * Addresses a need and/or problem that is not being met but that could be met in some other manner, or will negatively impact relatively few people if not funded.
 | * Addresses an important need and/or problem, cannot be met by others, and/or will provide for the betterment of the Sitka community.
 | * Addresses a need and/or problem that is absolutely critical, must be addressed, & cannot/will not be addressed without Trust assistance.
 |
| **Strategies to Address Community Need or Problem** | * Grantee provides few or unclear ideas of how their grant will be implemented, or how it will address the need and/or problem.
 | * Grantee provides reasonable strategies that do address the need and/or problem & have a fair chance of succeeding.
 | * Grantee provides clear & realistic strategies that focus clearly on the identified need and/or problem.
 |
| **Work Plan** | * Addresses the need and/or problem tangentially.
 | * Solid work plan with good detail & a good chance of being successful.
 | * Provides clear & focused attention to detail & has a history of being successful with similar projects.
 |
| **Impact on Sitka and its citizens**  | * Has some economic impact & affects only few people over a relatively short period of time.
 | * Affects many people for a short time or a few people for a long time, and/or has a positive economic impact.
 | * Affects a large number people, over a long period of time, and/or will generate a significant economic impact.
 |
| **Availability of Other Funding & Request as a % of the whole budget**  | * Little or no other funding available and/or request is a large % of their operating budget
 | * Some other funding available and/or request is not a small or large % of their operating budget
 | * Other funding readily available and/or request is not a large % of their operating budget
 |

**Does the proposal Supplant other funding (1 pt), or Supplement other funding? (3 pt)**

 **TOTAL POINTS \_\_\_\_\_\_\_\_\_**