

Introduced by: City Manager Hannan  
 Date: November 25, 2014 – for council discussion  
 Date: Scheduled for introduction on February 10, 2015  
 Date: February 10, 2015  
 Public Hearing: February 24, 2015  
 Action: Adopted  
 Vote: Unanimous

Yes:	No:
Best	
Combs	
DeVries	
Hanson	
Johnson	
Carrington	

CITY OF PALMER, ALASKA

**Ordinance No. 14-043**

**An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 2.04 by Enacting Section 2.04.160 Council Community Grants**

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Section 2.04.160 is hereby enacted to read as follows:

**2.04.160 Council community grants.**

The City of Palmer recognizes the valued contributions being provided through the volunteer efforts of community organizations, agencies, and individuals on behalf of its citizens. Community grant funding demonstrates Council’s commitment to programs, services, projects and events (event) that are benefits to the community while at the same time recognizing the financial constraints impacting the City’s ability to provide funding.


- A. This policy identifies the types of funding available through this grant process, establishes eligibility requirements, and outlines application and monitoring requirements.
- B. Council shall retain the right to make the final decision on both the overall grant allocation and individual grants.
  - 1. Preference will be given to organizations and groups that demonstrate Palmer community support and that propose programs, services, projects or events having the potential for positive economic and cultural impacts and that show evidence of efficient use of resources, sound business practices/accountability, and describe the organization’s or group’s knowledge, skills and self-reliance.

2. The Board of Economic Development will review this grant policy at least every two years and forward any recommendations for updates or revisions to the policy to City Council.
- C. The aim of the Community Grant Program is to provide modest levels of support and assistance to help foster and develop community programs, services, projects and events that enhance the greater Palmer community's cultural and economic environment. The objective of this policy is to treat all organizations fairly and consistently while creating a minimal administrative process.
- D. Each year, as part of its annual budget process, Council will, through its annual operating budget, determine the amount of funds to be allocated to the community grant program.
- E. The different types of grants eligible under the Community Grants Program are:
1. In-Kind Contributions grants - based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality.
  2. Special Events grant - defined as seed money funding for the start-up of a community program, service, project or event, or funds for a short-term undertaking to assist in developing a program, service, project or event that is of cultural, social, recreational or economic significance to the community. Special events grants are start up funds; therefore these grants are limited to funding for between one to five years.
  3. Community Event grant - defined as a recurring program, service, project or event that Council has determined provides significant benefits to the broad community as a whole; therefore there is no limit to the number of times a community event grant application may be funded.
  4. Organization grant – defined as a 501(c) organization, in need of a onetime appropriation for administration expenses or project money to further mission of the organization.
- F. An applicant organization must meet the following general criteria in order to be eligible for a Palmer Council Community grant:
1. Event must primarily benefit the community and residents of Palmer.
  2. Event has City wide significance and is expected to bring economic and/or public relations benefit to the City.
  3. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program, project or service. The City grant should not be considered as the primary source of funding for the organization.
  4. Funding requests can be defined as programs, services, projects, and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.
  5. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
    - a. event is open – accessible – to all members of the community;
    - b. event must take place within the Palmer city limits or within one mile of the city limits;
    - c. event is effective in providing an economic benefit to Palmer;
    - d. applicant is accountable through sound management and financial practices;
    - e. Individuals are not eligible.

6. Grants are awarded by the type of project, not the type of organization/agency.
7. The applicant/organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded.
8. Members of the Board of Economic Development are available to provide mentoring assistance to all applicants, both while preparing an application and following a grant award.
9. All applications shall be submitted on the Grant Application form together with the following information and documentation:
  - a. An outline of the economic benefits the event provides to the community as well as how this supports Council's Economic Development Strategic Priorities;
  - b. The amount of financial or in-kind assistance required;
  - c. The degree in which the community benefits as a result of the grant;
  - d. A detailed proposed budget for the current project, detailing expenditures and anticipated revenues, including a list of all other grants and/or donations;
  - e. How applicant proposes to provide a post event report with details on economic impact.
  - f. Applicants seeking funding for consecutive years will be required to provide a multi-year financial forecast (3 to 5 years) for the event which should include estimated revenues and expenditures;
  - g. Completed application forms may be submitted to the City Manager's office at any time during a fiscal year.
10. The City Manager will review grant applications and forward each application to the City Council with a funding recommendation and comments. The Manager's comments on applications for in-kind non-financial assistance will include a report on the affect, if any, providing the in-kind assistance would have on the city's ability to meet its regularly scheduled work responsibilities.
11. Council shall retain the right to make the final decision on both the overall grant allocation and individual grants.
12. Grant recipients will be notified in writing of the grant amount approved.

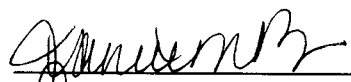
Section 4. Effective date. Ordinance No. 14-043 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this twenty-fourth day of February, 2015.




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Steven Carrington, Deputy Mayor




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Janette M. Bower, MMC, City Clerk