



DISCRETIONARY FUND COMMITTEE
MEETING AGENDA, JANUARY 9, 2024 AT 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



WRAP-UP MEETING

1. Roll Call
2. Approval of Meeting Minutes – December 13, 2023
3. Public Comment (limited to three minutes)
4. New Business
 - a) Allocation of funds over requested amount
 - b) Review of Discretionary Fund Grant Application and Committee Process
 - c) Review of Discretionary Fund Committee Policies and Procedures
5. Next Meeting – November 2024 (exact date to be determined by the Committee)
6. Adjournment

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DISCRETIONARY FUND COMMITTEE
 MEETING MINUTES, DECEMBER 13, 2023 AT 12:00 PM
 HELD VIA TELECONFERENCE AND AT
 FAIRBANKS CITY COUNCIL CHAMBERS
 800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Discretionary Fund Committee convened at 12:01 p.m. on the above date to conduct a Distribution Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska and via teleconference with Council Member **Lonny Marney (Seat F)** presiding and with the following members in attendance:

- Members Present: Karen Blackburn, Seat A
 Samantha Kirstein, Seat C
 Traci Gatewood, Seat D (remotely)
 Rachael Kvapil, Seat E (remotely)
- Members Absent: Thomas Alexander, Seat B (excused)
- Also Present: Diana Hebel, Deputy Clerk I
 Margarita Bell, Chief Financial Officer
 Sarah Fuerst, Grants Administrator

APPROVAL OF MEETING MINUTES

- a) Approval of Meeting Minutes – December 1, 2023

Ms. Kirstein, seconded by **Ms. Blackburn**, moved to APPROVE the meeting minutes.

There being no objection, the minutes were APPROVED.

NEW BUSINESS

- a) Announcement of Discretionary Fund Awards for 2024 Distribution

Chair Marney elected to have allocations declared by members in the order of committee seats. It was stated that Sarah Fuerst would announce allocations for Tom Alexander, who was unable to attend the meeting.

Members read their respective allocations into the record one at a time in the following order: Blackburn, Alexander (Fuerst), Kirstein, Gatewood, Kvapil, and Marney.

Ms. Bell read the award allocations based on the numbers given by each committee member.

Name of Organization	Award Amount
Fairbanks Youth Litter Patrol, Inc.	\$ 12,500
Alaska International Senior Games, Inc.	\$ 15,667
Pioneer Memorial Park, Inc. dba Fairbanks Pioneer Museum	\$ 24,117
Clay Street Cemetery Commission	\$ 12,454
Festival Fairbanks, Inc.	\$ 31,333
World Eskimo-Indian Olympics	\$ 22,817
Yukon Quest International, Ltd.	\$ 50,500
Tanana Yukon Historical Society	\$ 14,083
Cold Steel Pan Orchestra	\$ 2,827

Fairbanks Curling Club	\$	13,717
Friends of Creamer's Field	\$	14,917
Fairbanks Community Museum	\$	21,333
Fairbanks Community Band, Inc.	\$	17,654
Alaska Dog Musers Association, Inc.	\$	31,367
Alaska Goldpanner Baseball, Inc.	\$	31,832
Downtown Association of Fairbanks Community Services	\$	13,715
Fairbanks Arts Association	\$	69,167
TOTAL	\$	400,000

NEXT MEETING

Members scheduled the wrap-up meeting for Tuesday, January 9, 2024, at 12:00 p.m.

Chair Marney asked if there were any questions or comments.

Ms. Kirstein asked if it was allowed to award more than the amount requested. Ms. Bell stated she noticed some of the awards were more than the amount requested. She stated the committee has never addressed that issue because it has never happened before. **Chair Marney** stated he did not have an issue with it, and this may be the only year it ever occurs.

Ms. Bell explained that an agency receiving funds above what they requested would be required to use those funds for the expenses indicated in their application, keeping them within their budgeted expenses.

Ms. Gatewood said she would prefer to see an amended budget from any agency that receives more funds than requested. Ms. Bell responded that the committee could ask for a revised budget, but the agency would still be required to stay within the parameters of what was requested in their budget narrative.

Ms. Kirstein asked if any applicants were allocated more funds than what they requested. Ms. Bell named the Fairbanks Youth Litter Patrol and the Downtown Association.

Ms. Kirstein explained that the reason she asked was because there were some organizations she thought could have used more funding but did not know if she could have awarded more.

Ms. Bell recommended that the committee address the issue during the wrap-up meeting when policies and procedures are reviewed.

ADJOURNMENT

Ms. Kvapil, seconded by **Ms. Gatewood**, moved to ADJOURN the meeting.

Chair Marney declared the meeting ADJOURNED at 12:23 p.m.

Lonny Marney, Chair

Diana Hebel, Deputy City Clerk I

Transcribed by: DH



Discretionary Fund Grant Application Guide

READ THIS PAGE BEFORE COMPLETING THE APPLICATION

OVERVIEW

- The tax on the daily rental of rooms levied by Fairbanks General Code (FGC) Sec. 74-117 is for the primary purpose of funding services for the promotion of the tourist industry and other economic development and for the funding of services for the general public.
- Any organization, public or private, or any person may submit a discretionary grant application and proposal.
- Only one application per applicant will be accepted.
- A Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January.
- All grant funds must be expended in the year awarded.

GUIDELINES

- Applications must be received by the City Clerk's Office **no later than 5:00 p.m., Tuesday, October 31, 2023**, or if mailed, postmarked no later than October 31, 2023, in order for the funding request to be considered. All applicants are required to **submit one original and seven unbound copies of the application**.
- City staff will review all applications for completeness. **Original applications** that are **not completed in full will not be considered** for funding.
- **Requests for the following cannot be supported:** loans, deficits, debt reduction, endowments, scholarships, and health and social services activities.
- There will be an opportunity for applicants to ask questions to City Finance Department staff at a **Q&A session at noon on Wednesday, October 11** at Fairbanks City Hall, 800 Cushman Street. Applicants may also attend the Q&A session remotely via Zoom: Meeting ID 822 0142 7541; Passcode 537073.
- All applicants must have at least one representative at the presentation meeting (usually scheduled in December). The representative should be able to address financial and program questions. **Applicants that have no representative at the meeting will not be considered for funding.**
- No new information may be presented after the October 31 deadline, and no promotional items such as pens, bags or trinkets should be included with the application. Electronic presentations (e.g., digital media, PowerPoint, etc.) and hard copy handouts of any kind are prohibited at the presentation meeting.
- All successful applicants awarded Discretionary Funds are required to provide a report of expenditures with supporting documents (Discretionary Fund Grant Annual Report) to the Chief Financial Officer by October 31 in the year of award.



**ROOM RENTAL TAX
DISCRETIONARY FUND GRANT
CITY OF FAIRBANKS
2023 APPLICATION**

Original
Copy

This application is due no later than **Tuesday, October 31, 2023** for fund distribution in early 2024.

ORIGINAL APPLICATIONS THAT ARE NOT COMPLETED IN FULL WILL NOT BE CONSIDERED.

The Discretionary Fund Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January.

Applicant must provide the following information:

1. Name of Applicant _____

2. Contact Person _____ Email _____

3. Phone Number _____ Fax Number _____

4. Address _____

City _____ State _____ Zip Code _____

Website (if applicable) _____

5. Current Board of Directors:

6. Is applicant a nonprofit organized under the laws of Alaska? Yes No

Taxpayer Identification Number (TIN): _____

Alaska Business License # _____ City Business License # _____

7. Prior Discretionary Fund Grants awarded to the applicant:

Check this box if applicant has never received a Discretionary Fund Grant.

2023: _____ 2022: _____

2021: _____ 2020: _____

8. Amount of funding requested for dispersal in 2024:*

*This amount should match the total amount listed in Item #11. _____

9. Briefly describe the history and goals of the applicant.

10. Demonstrate how the funds will promote or enhance tourism, and/or contribute to economic growth in the City of Fairbanks.

11. Provide a budget and a brief narrative detailing the use of the funds for which the applicant is applying. If applicant is disbursing funds to other organizations and/or individual(s), provide a listing of all agencies and/or individual(s) represented and amount.

ITEM	AMOUNT
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

TOTAL AMOUNT* _____
*This amount should match the request listed in Item #8.

BUDGET NARRATIVE:

Applicants that received a Discretionary Fund Grant in 2023 must provide the following:

- A copy of the Discretionary Fund Grant Annual Report (**provide only the report** and no supporting documents); and
- Copies of documents or pictures that demonstrate use of the Discretionary Grant Fund logo to acknowledge the “City of Fairbanks Discretionary Fund Grant” as a sponsor. Do not provide promotional items in the application, such as pens, bags, or trinkets.

All applicants must provide the following financial information (no more than two pages for each item):

- Balance Sheet for the **last fiscal year** (last fiscal year should contain the full twelve months); and
- Balance Sheet as of August 31, 2023 or September 30, 2023; and
- Income & Expense Statement for the **last fiscal year** (last fiscal year should contain the full twelve months); and
- Income & Expense Statement for YTD as of August 31, 2023 or September 30, 2023; and
- Wage & Salary Information (Schedule A) for all employees for the **last, current, and upcoming year**; and
- A detailed listing of grouped miscellaneous or other income and/or expenses if they total 10% or more of the applicant’s total income and/or expenses.

APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS WHEN SUBMITTED:

- | | |
|---|--|
| <input type="checkbox"/> Signed Application | <input type="checkbox"/> Discretionary Fund Grant Annual Report (If Applicable) |
| <input type="checkbox"/> Balance Sheets | <input type="checkbox"/> Fund Logo Documents (If Applicable) |
| <input type="checkbox"/> Income & Expense Statements | <input type="checkbox"/> List of All Sub-grant Organizations (If Applicable) |
| <input type="checkbox"/> Schedule A – Wage & Salary Statement | <input type="checkbox"/> Misc./Other Income and Expenses Listing (If Applicable) |

A SIGNED ORIGINAL PLUS SEVEN COMPLETE COPIES OF THE SIGNED ORIGINAL MUST BE SUBMITTED.

LATE OR INCOMPLETE ORIGINAL APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: Completed applications must be received by the City Clerk's Office no later than 5:00 p.m., Tuesday, October 31, 2023, or if mailed, postmarked no later than October 31, 2023, in order for the funding request to be considered.

The Grant Recipient agrees to acknowledge the "City of Fairbanks Discretionary Fund Grant" as a sponsor whenever possible.

The agent's signature below certifies that this application is true and complete (must include a designated original and seven **complete** copies).

Signature of Agent/Applicant: _____

Printed Name of Agent/Applicant: _____

SCHEDULE A
EMPLOYEE WAGE & SALARY STATEMENT

Name of Applicant _____ Fiscal Year End: _____

POSITION TITLES	LAST FISCAL YEAR ANNUAL SALARY	CURRENT FISCAL YEAR ANNUAL SALARY	PROPOSED FISCAL YEAR ANNUAL SALARY
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ATTACH ADDITIONAL PAGES IF NECESSARY

Discretionary Fund Committee

Policies and Procedures

FGC Requirements (summarized):

- Discretionary Grant Funds will be \$400,000.00.
- Applicants whose Annual Report is not filed by October 31 are ineligible to apply.
 - Final Annual report with all expenditures is due by December 31
- 10% of grant monies from the prior year are withheld until an Annual Report is filed with the accounting department.
- Any organization or person, public or private, may apply for grant monies.
- Applications must be received in City Clerk's Office no later than 5:00 P.M. on October 31.
 - Committee requires applications to be complete upon submittal
- Applicants cannot request funding to support the following:
 - a. Loans, deficits, or debt reduction
 - b. Endowments
 - c. Scholarships
 - d. Health and social services activities
- Grant Guidelines:
 - a. Contribute significantly to the growth and promotion of Fairbanks
 - b. Monies must supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals
- Scoring procedures and conflicts of interest are decided at the Committee's first organizational meeting each year.
- On the Monday prior to the distribution meeting Committee Members send their allocations to accounting department
 - Finance staff will receive Members' allocations no later than 10:00 A.M. the day of allocations.
- Each Committee Member reads their allocation into the record during the distribution meeting. Allocations are not final until approved by the City Council at the first Council Meeting in January.

Stated in the Minutes:

- If an event or organization creates tourism/economic development for the City of Fairbanks, the entity itself does not have to be within city limits to be eligible.
- The presentation meeting will start on time regardless of who is present.
- Presentations may be held in one meeting only.
- Presenters will present in the order applications were received.
- No specific time slots are allotted, and presenters are encouraged to arrive at the start of the meeting.
- If a presenter misses their turn to present, they will be invited to present at the discretion of the Committee or at the end of the meeting.
- If Committee Members miss any presentations due to absence, they will not be permitted to score any applications.
- Each presenter will be given three minutes to present, and there will be (up to) a seven-minute question and response period following each presentation. Presenters may choose to simply answer questions. At the discretion of the chair, an applicant's question and answer period may be extended.
- No new information may be presented to the Committee Members after the October 31 deadline. Electronic presentations and hard copy handouts of any kind are prohibited.
- If three or more Committee Members allot a zero allocation at the end of the presentation, the applicant will be eliminated from consideration.
- Committee Members must round their allocations to the nearest \$10.
- Incomplete or late applications will not be considered for funding.
- Applicants who are not represented at the presentation meeting will not be considered for funding.
- The original application will serve as the official copy; completeness will be determined by original.