

City of Laramie/Albany County
Community Partner Organization-- “Outside Agency”
Funding Request Application

Fiscal Year 2018/2019

Introduction

The City of Laramie and Albany County provide funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies” or “Community Partners,” organizations receiving municipal and/or county funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions, or to fund special projects. Community Partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Historically, the organizations requesting funding have typically fallen within the following three categories:

Recreational/Arts and Culture: These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: *Laramie Plains Museum and Laramie Depot*

Social Services: The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Big Brothers-Big Sisters, Downtown Clinic, Interfaith-Good Samaritan*

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit or B) provide services, programs or other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns and interests.

Examples: *Laramie Regional Airport, Albany County Public Library, Laramie Plains Civic Center*

Application Instructions

Please answer questions in the form provided here. An application is also available for download on the City of Laramie website, www.cityoflaramie.org and the Albany County website: <http://www.co.albany.wy.us/>. Contact Sarah Reese (sreese@cityoflaramie.org, 721-5201) or Jackie R. Gonzales (jgonzales@co.albany.wy.us) for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager’s Office.

Applicants must submit two (2) signed original applications, plus one (1) electronic copy to:

Original Copy

Hand deliver to:

City Manager's Office
Nancy Oakland-Potter
406 Ivinson Avenue

or

Mail:

City Manager's Office
Attn. Community Partner Funding
P.O. Box C
Laramie, WY 82073

Electronic Copy

Email to:

Sarah Reese
City Manager's Office
Economic & Community Initiatives
307-721-5201
sreese@cityoflaramie.org

&

Jackie R. Gonzales
Albany County
County Clerk
307-721-5533
JGonzales@co.albany.wy.us

The application process also includes a five-minute presentation and Q&A session with the City Council and the County Commissioners. See Application Checklist for meeting schedule.

Applications must be received by the City Manager's Office by no later than 5:00 p.m. on Thursday, February 22nd, 2018.

Application Checklist

This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- Two (2) Original Copies hand delivered or mailed to the City Manager's Office.
 - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
 - Copy of Organization W-9 Form.
 - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to both sreese@cityoflaramie.org and JGonzales@co.albany.wy.us.
(*Do not include W-9 in electronic version*)
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer "N/A" or enter a zero.
- Complete Section VI if *your agency received funding during the FY 2017/2018 cycle*.
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule will be provided when applications are received)*

Applicant Type	Date/Time	Location
City-only	March 7, 2018/ 5:30 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
Joint City/County	March 7, 2018/ 5:45 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
County-Only	TBA	County Commissioners' Room, Room 105, County Courthouse

Schedule for Decision Making Process and Availability of Funds

→**City:** Laramie City Council intends to make preliminary funding decisions in late March 2018. Those decisions will be finalized upon adoption of the City's FY 2018/2019 budget, which is planned to occur in June 2018. Award payments for successful applications will be made after July 1, 2018.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget in July 2018.

SECTION II: Organization History

Organizational History and Mission

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

Organizational Structure

List your officers and director(s), indicating their terms of office

SECTION III. *Funding Request Justification*

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years*
- *whether or not this is a one-time or on-going request*
- *description of any large program or staff expansion occurring in this fiscal year*
- *large equipment or other fixed assets that will be purchased fiscal year*
- *how your project relates to city or county goals or improves the overall quality, character or health of the community*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means*

Section IV. Financial Information (a current balance sheet can be submitted to satisfy this requirement)

Balance Sheet as of December 31, 2017:

<p><i>Assets</i></p> <p>Current: Cash: CDs , etc.: Receivables:</p> <p>Fixed: Equipment: Building: Less Depreciation:</p>	<p><i>Liabilities</i></p> <p>Current: Payables: Withholding:</p> <p>Long Term: Promissory Notes: Mortgage:</p> <p>Owner’s Equity:</p>	<p><i>Other Financial Information You Wish to Include:</i></p>
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SECTION V. FY 2018/2019 Budget Information

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner		
Albany County, Community Partner		
United Way		
Donors		
Fundraisers		
Interest		
Other		
Other		
Other		
Other		
Total Estimated Revenue		

Expense

	Amount	Comments
Salary, Director		
Salary, Other(s)		
Benefits		
Rent		
Utilities		
Client Service		
Client Aid		
Equipment		
Other		
Other		
Other		
Other		
Total Estimated Expense		

Section VI: Interim Report for FY 2017/2018 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2017/2018

Amount Awarded? \$ _____

Have you used all of the funds awarded? Yes
 No

If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds. \$ _____
Date: _____

Briefly describe the impact that the FY 2017/2018 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project or organization*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*