



**Municipality of Anchorage  
Girdwood Parks & Recreation**

**GVSA Non-Profit Recreation Organization Grant Funding  
Information**

**BUDGET YEAR 2025**

**APPLICATION INSTRUCTIONS:**

Application for funding is competitive. The total amount of funding requested is expected to exceed the amount of money available. A detailed application containing a comprehensive proposal of the project and realistic funding request is essential.

Please review this information, including the attached criteria and process information sheets before starting the application. The application forms are self-explanatory. Include all of the requested information or required attachments. If an item does not apply to your project, note "N/A" for that item. A checklist is attached.

One copy of your complete, typed (minimum font size 10) application must be received by 3:00PM on Friday, September 13, 2024.

Grant requests will be announced at the September 16, 2024 GBOS regular meeting. A GBOS Work Session is scheduled to hear GVSA Non-Profit Recreation Grant Presentations at 7PM on September 30, 2024 in the Girdwood Community Room. You or your representative is required to attend this work session. You will be given approximately 5 minutes to present your application to GBOS, followed by Q&A time from the public and the board. Additional discussion will take place during the November 18, 2025 GBOS Regular meeting and a final vote will likely be held at that meeting.

Incomplete application or missed deadline will be grounds for rejection of the application.

Email Application to: [gbos@muni.org](mailto:gbos@muni.org)

Mail Application to:  
Girdwood Parks & Recreation  
Attn: GVSA Non-Profit Rec Grants  
PO Box 390  
Girdwood, AK 99587

Or hand-deliver to:  
Girdwood Parks & Recreation  
250 Egloff Drive, Office located next to the Girdwood Community Room.



**Girdwood Valley Service Area  
Parks & Recreation Non-Profit Recreation Organization  
Grant Funding Program**

The Girdwood Parks and Recreation Department strives to ensure that comprehensive and diverse recreation programs and activities are made available to the community. The objective of this grant program is to use tax funds collected in the Girdwood Valley Service Area (GVSA) to assist in providing a variety of quality recreation projects.

**How do we define recreation?**

Recreation: Consists of leisure time activities that contribute to healthful living.  
Enhances participation and skill-building.  
Instills positive personality characteristics.  
Expands one's interests and increases quality of life.

Eligible projects fall into one or more of the following categories:

- I. Enable community members of Girdwood to participate in recreation activities. Grant funds will be specifically used to:
  - A. Provide scholarships to individuals, or
  - B. Directly result in a quantifiable fee reduction to the participant.
  
- II. Expand existing recreational opportunities. The grant funded project will fill a need in the community that:
  - A. Cannot be met by the Municipality as effectively or efficiently, or
  - B. Is not currently being met by another agency in the community.
  
- III. Foster new, innovative, unique projects. The grant funds will:
  - A. Provide seed money for new projects not currently available in the GVSA
  - B. Provide special recreational opportunity for the community

**Restrictions on this Funding:**

Below is a list of key restrictive parameters on funding, other restrictions may apply:

- I. The organization must have obtained 501(c)3, 501(c)4 or 501(c)19 status as verified by a formal determination letter from the IRS. Applicants may also be fiscally sponsored projects, as long as the fiscal sponsor has a 501(c)3, 501(c)4 or 501(c)19 status. Grantee is responsible for completion of all requirements under this contract. Informal associations are not eligible for grants.
  
- II. The organization must have been in operation in the GVSA for at least one year prior to application.
  
- III. There are no guarantees of annual funding.
  
- IV. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.
  
- V. The intent is to supplement the project, not to fund the project in total. It should be noted that funding is provided, in full, within a reasonable period upon execution of the contract.
  
- VI. Grants are for direct project expenses only, such as supplies, equipment or facility rental for project activities, project staff wages (to a limited degree), project travel expenses within the Anchorage area, etc.

- VII. Grant funds may not be used for general operating or administrative expenses of your organization, such as administrative personnel expenses, non-project space rent or utility costs, liability insurance, office supplies, audit or legal fees, fund-raising expense, etc.
- VIII. Recreation programming is the goal; grant funds are not to be used for construction activities or capital equipment, lobbying, or any political activity.

**Insurance Requirements for grant recipients:**

- I. Certificate of Insurance naming the Municipality of Anchorage as Additional Insured and Waiver of Subrogation must be in effect during the entire contract period. Additionally, programs that work with youth or other at-risk populations are required to carry sexual molestation coverage.

**Minimum Insurance Requirements:**

- 1 \$500,000 Worker's Compensation and Employer's Liability as required by Alaska Law.
- 2 Commercial Automobile Liability per occurrence in the amount of \$500,000 single limit to include: owned, hired and non-owned.
- 3 Comprehensive General Liability in the amount of \$1,000,000 combined single limit to include:
  - a. Premises operations
  - b. Products and completed operations
  - c. Blanket contractual
  - d. Broad form property damage
  - e. Independent contractors
  - f. Personal injury coverage
- II. Each policy of insurance required by this section shall provide or a faxed copy of insured's cancellation notice, within two (2) business days of receipt, to the Municipality of Anchorage.
- III. With the exception of Worker's Compensation, each policy shall name the Municipality of Anchorage as an additional insured and the actual policy endorsement shall accompany each Certificate of Insurance.
- IV. General liability and Automobile policies shall be endorsed to waive all rights of subrogation against the Municipality of Anchorage by reason of any payment made of claims under the above coverage. This policy endorsement should accompany each Certificate of Insurance.

**Evaluation Criteria** – The Grant Review Committee will evaluate your application based on:

- I. Purpose of the Project:  
What demonstrated community need is being met? What is the impact on the community if this project is not provided? What other programs/agencies exist to meet this need? How do they compare to this project?
- II. Management of the Project:  
Does your application show effective management of financial and human resources? Are there appropriate technical skills and knowledge of this program service? Is it fiscally responsible? Does it have a proven ability/track record?
- III. Community Support of Project:  
Are the following elements evident in your application? Strong participation, volunteer services, financial support from other funding sources such as private and corporate contributions, user fees, in-kind donations.
- IV. Specifics of Project:  
Target population – who benefits from your project? Is it cost-effective? Did you present a comprehensive concept and organized plan of action? Does it include measurable results? Is this a recreation-oriented project?
- V. Appearance:  
Application must be complete, concise and relevant. Applications in excess of 6 pages will be returned.



**Girdwood Valley Service Area  
Parks & Recreation Non-Profit Recreation Organization  
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**Application Checklist**

This checklist is for your use in preparation of your application. Applications that omit any of the requested information or that contain errors in calculations will be returned to the applicant for correction and resubmission. The ensuing delay may jeopardize project funding.

**A COMPLETE APPLICATION INCLUDES:**

- \_\_\_\_\_ Funding Request/Certification Form (page 1)
- \_\_\_\_\_ Project Information Form (pages 2-4)
- \_\_\_\_\_ Operating Expenses of Proposed Project/Budget Form #1 (page 5)
- \_\_\_\_\_ Funding Sources for Proposed Project/Budget Form #2 (page 6)

**REMINDER:** Submit one complete, typed application before the deadline.

**Deadline:  
Received by 3:00 p.m.  
Friday, September 13, 2024**