

**City of Palmer  
Action Memorandum No. 19-075**

**Subject:** Approving a Council Community Grant in the Amount of \$400.00 to the Palmer High School to Support Alaska Association Student Government Conference Field Trip to Palmer November 2, 2019


**Agenda of:** October 22, 2019

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**




**Originator Information:**

**Originator:**    City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>9/27/19</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager		_____
City Attorney		_____
City Clerk		_____

**Certification of Funds:**


Total amount of funds listed in this legislation:    \$ 400.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>400.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>01-02-10-6068</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

**Attachment(s):**

- 2019 Grant Application
- 2019 Scoresheet

**Summary Statement/Background:**

The Palmer High School is requesting a \$400.00 to support the annual Alaska Association of Student Governments Conference, specifically the field trip on November 2<sup>nd</sup>, which includes a tour of the community.

The event is expected to attract up to 500 students and advisors from around the state. The event is scheduled to take place November 1-3, 2019.

This is the first year for the high school to request a council community grant for this event. This is the 2nd year for the event at Palmer High School since it began in 1993. Previous events were hosted at PHS in 2008.

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant program. The Council also approved \$15,000.00 in the Community Council Grants line item for 2019 that would finance approved Council grants.

Legislation #	Organization	Amount	Date Approved
AM 19-019	YAK renovations	\$5000	Feb 12
AM 19-027	Green Day Gallop Marathon	\$2000	Feb 26
AM 19-032	PMHA Midsummer Garden & Art Faire	\$2000	Mar 12
AM 19-033	Mat Su Runners WLTRO	\$2000	Mar 12
AM 19-042	Spring Classic 2019	\$1000	Apr 9
AM 19-046	Tractor to Work Breakfast	\$475	Apr 23
Total 2019 Grants approved prior:		\$12,475	

**Administration's Recommendation:**

To approve Action Memorandum No. 19-075 for a Council Community Grant to Palmer High School to support the Alaska Association of Student Governments 2019 Conference



**City of Palmer • City Manager's Office**  
231 W. Evergreen Avenue • Palmer, AK 99645  
Phone: 907-745-3271 Fax: 907-745-0930



## **Council Community Grant**

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 that are benefits to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding.

### **The objectives of the City of Palmer Council Community Grant are:**

- 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; and
- to treat all organizations fairly and consistently while creating a minimal administrative process.

### **Applicant eligibility**

Preference will be given to organizations and groups that demonstrate Palmer community support and that propose a program, service, project or event (event) 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.

An applicant organization must meet the following general criteria in order to be considered for a Council Community grant:

1. Program, service, project or event must primarily benefit the community and residents of Palmer.
2. Program, service, project or even 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, service, project or event. 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. Program, service, project or event is open – accessible – to all members of the community;
  - b. Program, service, project or event must take place within the Palmer city limits or within one mile of the city limits;
  - c. Program, service, project or 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.



**City of Palmer • City Manager's Office**  
231 W. Evergreen Avenue • Palmer, AK 99645  
Phone: 907-745-3271 Fax: 907-745-0930

### Council Community Grant Application

Program, service, project or event title: Alaska Association Student Government  
Date(s) of program, service, project or event: November 2, 2019 Field trip

#### Applicant Information

Name: Palmer High School  
Address: 1170 W. Bogard Rd  
City: Palmer State: AK Zip: 99645  
Phone: 746-8408 Email: Kimberly.akers@matsuk12.us

#### Organization Information

Name of organization/group: Matsuk Borough School District  
Type of organization:  Non-profit  Volunteer community group  Other

#### Funding Request

Amount of Request: \$ 400<sup>00</sup>  
Matching funds provided by applicant: \$ \_\_\_\_\_

#### Project Summary Information

In the space below, provide a concise, one paragraph summary of your proposed program, service, project or event and how it promotes economic development for the City of Palmer.

Palmer High School is hosting this years Alaska Association Student Government Conference. It brings 500 students from all over Alaska to discuss and find solutions for the problems our schools face while learning about the host community. We will highlight Palmers history. Students will have the opportunity to explore the community and its businesses.

### Project Scope of Work

Please list the steps to be taken to conduct the program, service, project or event. Be sure to address issues such as: beginning and ending date, who will work to conduct the event/project, clean-up team, where is the project going to occur (location).

The Conference will be held at Palmer High School and as part of it students will take part in workshops and explorations to intergrate themselves in the community. As one of the explorations we hope to have students skate at the MTA Events center who haven't had the opportunity before.

### Eligibility

Describe how your program, service, project or event meets the eligibility guidelines.

Every delagate will be helping to contribute to the city's economy through spending money at local businesses throughout the weekend. As well as share our community with peers from around the state, while educating them of the compelling history of Palmer.

### Matching Funding Source

Describe source of matching funding. Have alternate sources of funding been explored?

None Avalible

**Community Benefit**

Please indicate how the results of your program, service, project or event will enhance economic development or generally benefit the City of Palmer. Describe the expected number of participants to be attracted by the event or project. Please explain how your organization will evaluate the community benefit of your event. Examples might include surveys, registrations, sign-in sheets, number of people served, etc.

Having so many students attracted to the event through prior attending of the conference will provide an outlook to compare our community to others in the state. Students and advisors will register prior to attending and our projected audience is between 500-600 students and advisors.

**Detailed Budget**

NA


**Revenue:**

Source:	Cash	In-Kind	Total
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
<b>Totals</b>	\$ _____	\$ _____	\$ _____

**Expenditures:**

Item/Service:	Cash	In-Kind	Total
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
<b>Totals</b>	\$ _____	\$ _____	\$ _____

Applications may be submitted at any time to the address listed above. Please allow at least six weeks lead time for application review and City Council agenda scheduling.

Applicant signature:   
Date: 9-26-19

---

For Office Use Only

Date received by Manager's Office: \_\_\_\_\_

City Council agenda date: \_\_\_\_\_

Action Memorandum No.: \_\_\_\_\_

City Council:  Approved  Denied

Date Manager's Office notified applicant of request outcome: \_\_\_\_\_