

# WACO Community Assistance Grant Recommendations and Guidelines

The Community Assistance Program (CAP) provides Alaska communities with funds vital to the delivery of basic public services or any purpose that each community deems in the public interest. These recommendations and guidelines are meant to give prospective applicants a way to assess the qualifications of their own project and to guide the CAP Review Committee in analyzing project applications in a fair and impartial way. It is essential that both the applicants and CAP Review Committee view the projects by what is in the best interest of the public.

## Recommendations

Recommendations for the CAP review committee:

- The review committee should consist of five WACO members with diverse backgrounds and interests.
- Each committee member should disclose any personal or financial conflicts of interest.
- The committee should have adequate time to review grants.

Evaluate the applications using a three point process:

- The committee should first screen applicants for eligibility and completeness and work with the applicants in this regard.
- The committee should evaluate the applications using a weighted scoring system within the application.
- The committee should have a thorough discussion of the evaluations before finalizing the awards.

## Eligibility Guidelines

Who Do We Fund?

- Organizations providing services or benefits to Willow residents.
- Organizations recognized by WACO
- Non-profits
- Religious Organizations
- Service Organizations

Who Do We Not Fund:

- Individuals
- For profit organizations.
- Political organizations or organizations supporting candidates for political office.
- Organizations that discriminate by race, religion, gender, national origin

What Type of Projects Do We Fund:

- Safety
- Community health and wellness.
- Education
- Trails and parks
- Arts
- Recreation
- Short term operating costs for prioritized projects

What Type of Projects Do We Not Fund:

- Projects not used by or accessible to the public.
- Fundraising events.
- Long term ongoing operations or program funding
- Reimbursement for items on a completed project or not associated with a proposed project.
- Indirect costs not directly related to the proposed project.

# Willow Area Community Organization Community Assistance Program Application Fiscal Year 2024



Fiscal Year 2024 revenue share fund amount:

Application Deadline: **July 31, 2023**

Mail completed application: WACO, PO Box 1027, Willow, AK 99688 or email to [admin@waco-ak.org](mailto:admin@waco-ak.org)

Projects must meet all WACO guidelines for CAP.

**Name of project:** \_\_\_\_\_

**Total Funds Requested** \_\_\_\_\_

**Sponsoring Organization** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Description:** Please provide a detailed project description including the project location and plans on maintaining the project long term (if applicable). Scoring: 5 pts possible).

**Land Use Approval and Required Permitting:** Please provide land use authorization and any required State or Borough permitting. (You will be expected to have documentation before grant is awarded).

**Project Budget:** (scoring: 5 pts possible)  
Please list below itemized costs that are being requested for your project:

<u>Item</u>	<u>Quantity</u>	<u>Cost/Unit</u>	<u>Total</u>
-------------	-----------------	------------------	--------------

Total Grant Request \_\_\_\_\_

Please list other funding sources and in-kind contributions such as volunteer labor or donated items/materials, etc.

Item

Is your project still possible if you receive less than the requested amount? **Yes** **No**  
Comment:

**Public & Community Benefit:** Describe the public need and community benefit this project will provide. Please include how many people it would benefit and if it would benefit an underserved population. (scoring: 10 pts possible)

**Community Support:** Explain the support your project has in the community. Include any public outreach that has been done and how you plan to partner or collaborate with local resources. (scoring: 8 pts. possible)

**Reporting Requirements:** At the project completion, grantees will submit a final report to WACO that includes a narrative, actual costs incurred and photos or other documentation.

---

Organization

---

Date

---

Representative

# Grant Evaluation Sheet

Grant Name \_\_\_\_\_

Amount Requested \_\_\_\_\_

**Guidelines:** Does the project meet the CAP guidelines and necessary permitting and land use authorization? (if not, the application is disqualified).

Comments:

Points \_\_\_\_\_ (2)

**Project Description:** Does the description provide sufficient detail on implementation, location and long term maintenance (if applicable)?

Comments:

Points \_\_\_\_\_ (5 possible)

**Project Budget:** Does the budget provide a detailed and clear accounting of costs? Is there other funding sources or in-kind contributions?

Comments:

Points \_\_\_\_\_ (5 possible)

**Public and Community Benefit:** Does the narrative describe a strong public/community benefit? Does it describe an estimate of how many would benefit and for how long? Does it benefit an underserved population?

Comments:

Points \_\_\_\_\_ (10 possible)

**Community Support:** Is there community support for the project? Is the applicant partnering with another organization?

Comments:

Points \_\_\_\_\_ (8 possible)

Total points \_\_\_\_\_ (<30)