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# Norton Sound Economic Development Corporation

## 2019 Outside Entity Funding Application Packet

### Application Deadlines:

Fisheries-Related Project Proposals ..... **October 15, 2018**  
Non-Fisheries-Related Project Proposals ..... **January 15, 2019**

For funding consideration, proposals must either be delivered to the Anchorage NSED office by 4:00 p.m., or postmarked on the date of the deadline. **Faxed or emailed proposals will not be accepted.** Early submissions are encouraged. Fisheries-related projects may be eligible for funding under both categories, so please plan accordingly.

### Mail or deliver original proposals to:

Norton Sound Economic Development Corporation  
2701 Gambell Street, Suite 400  
Anchorage, AK 99503

#### Additional Contact Information:

NSED Unalakleet  
Kerilee Ivanoff  
Phone: (800) 385-3190  
[kerilee@nsedc.com](mailto:kerilee@nsedc.com)

NSED Anchorage  
Stanley Pearson  
Phone: (800) 650-2248  
[spearson@nsedc.com](mailto:spearson@nsedc.com)

NSED Nome  
Amanda Patrick  
Phone: (888) 650-2477  
[amandap@nsedc.com](mailto:amandap@nsedc.com)



# Important Information

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## **Applicant Eligibility**

To be eligible, an applicant must be a municipal government, federally recognized tribal government, local or regional non-profit organization, or a local, state or federal agency located in one of NSEDC's fifteen member communities. Entities with delinquent balances through NSEDC's Consolidated Bulk Fuel Program will be considered ineligible to apply. Third-party submission of an OEF application will not be accepted and NSEDC will not enter into third-party agreements on the grantee's behalf or co-sign contracts with the grantee.

## **Funding Availability and Allocation**

Ninety percent (90%) of the funds allocated annually to the Outside Entity Funding (OEF) program will be divided equally among each NSEDC member community for projects conducted within that community. Ten percent (10%) of the funding will be reserved for project proposals from regional non-profit entities or local entities that provide a regional program, project or service. Fisheries-related projects considered through NSEDC's internal budget process will not utilize funds from the Outside Entity allocation; however, local entities are eligible to apply for fisheries-related projects through the Community OEF process.

## **Review of Proposals**

A volunteer community-based review committee from within the community in which each respective applicant resides will review complete applications that have met the submission deadline. Review committees will include the community's NSEDC Director and at least two local community members selected by that Director. Based on recommendations from each community's committee, the full Board of Directors will make final approvals at NSEDC's first quarter meeting, which is typically held in April or May. The review and award process for regional entities will remain at the sole discretion of the NSEDC Board of Directors.

## **Submission Deadline for Fisheries-Related Projects**

Proposals and all supporting documentation must be postmarked or delivered to the Anchorage office by **October 15, 2018**. Proposals postmarked or hand delivered after October 15th will not be considered.

## **Submission Deadline for All Other Projects**

Proposals and all supporting documentation must be postmarked or delivered to the Anchorage office by **January 15, 2019**. Proposals postmarked or hand delivered after January 15th will not be considered.

## **Fax & Email Proposal Submission**

Faxed or emailed proposals will not be accepted. It is the responsibility of the applicant to ensure that NSEDC receives a signed, original application with all supporting attachments on or before the submission deadline.

## **Preparation Costs**

All costs incurred by applicants over the course of the proposal preparation shall be the sole responsibility of the applicant.

## **Application Clarification, Reclassification, Modification, and Rejection**

NSEDC reserves the right to reclassify regional or community applications to the proper classification. NSEDC also reserves the right to modify the requirements for completing this application. In the case of modification, all applicants will be given an opportunity to modify their proposals in the specific areas affected. An applicant's submission of this application does not obligate NSEDC to fund the proposed project. All funding decisions shall be made by NSEDC at its sole discretion.

# NSEDC Policies

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## **Fisheries-Related Project Proposals**

To be eligible under this process, completed applications for fisheries-related project proposals are due October 15, 2018. These projects include, but are not limited to, salmon research and restoration projects (enumeration, restoration, enhancement, etc.) and fishery development projects (equipment acquisition, infrastructure, feasibility work, etc.). Funding consideration for fisheries-related projects will go through the annual NSEDC budgeting process and will be assessed and awarded in coordination with NSEDC priorities, goals and funding availability. NSEDC staff will assign applications to the appropriate NSEDC department and/or program for administration and oversight.

## **Project Administration**

Applications for funding and any resulting grants are subject, in all respects, to the Outside Entity Funding Policies as updated and approved by the NSEDC Board of Directors in August 2017, and as may be amended from time to time. Applicants should carefully review the OEF policies, including the requirement that OEF funding be used only for actual, direct project costs, to ensure the proposed project and any resulting operations conducted with grant funds are consistent with current policies throughout the term of the grant. NSEDC staff shall have full discretion to interpret OEF policies in administering the grant. NSEDC will attempt to provide applicants with any future amendments to the OEF policies; however, applicants will be responsible for ensuring they are abiding by the current OEF policies.

As part of the award process, projects that receive \$75,000 or more in NSEDC funding are required to complete a conference call with the NSEDC Community Benefits Department prior to the award being remitted. During the call NSEDC will review the reimbursement process and schedule, reporting requirements, and other expectations of the grantee. The call will also serve as an opportunity for the grantee to ask any questions they may have of NSEDC.

## **Funding Reimbursements**

Upon funding approval, grant recipients must report expenditures to NSEDC on a quarterly basis. Reimbursement requests can be made quarterly or monthly with the Financial Statement Report (FSR). The FSR should include requests for payment or reimbursements for costs incurred by the grant recipient during the respective quarter. Reimbursable or direct vendor expenditures must be pre-approved by NSEDC. Requests for payment or reimbursement must be accompanied by written purpose and explanation for each expenditure, including original invoices, receipts and corresponding check stubs establishing the recipient's prior payment for items for which reimbursement is sought. Back-up documentation for payment requests must be in a form satisfactory to NSEDC, which reserves the right, at its sole discretion, to require additional information. Please see the Board of Directors Policies for Funding Outside Entities for further detail and explanation.

# 2019 Outside Entity Funding Application



**Project Title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Project Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Total NSEDC Funds Requested: \$** \_\_\_\_\_

**Regional or Community Application:** \_\_\_\_\_

**Organizational Financial Status:**

Federal Tax Identification Number (Employer Identification Number - EIN):		
	YES	NO
Are all federal & state taxes current? If not, provide a list of all unpaid taxes and organization's plan for bringing the taxes current.		
Are there outstanding liens or garnishments against the organization? If so, identify the lien or, basis for lien and amount of debt, and applicant's plan for paying off the debt.		
Has the organization conducted financial audits for the last three years? (NSEDC reserves the right to request copies of those audits)		
Does the organization have short-term & long-range plans? If so, provide a summary of the plans.		
Is the organization new? If yes, please provide proof of incorporation or organization as a limited liability company.		
If the organization participates in NSEDC's Consolidated Bulk Fuel Program, is it current on its payments to NSEDC?		

## Letter of Request

Please provide a cover letter summarizing the proposed project and clearly request a specific amount of funding for a specific project, activity, or service. Include contact information, mission and purpose of organization submitting the application and list of current board members.

## Scope of Work

As an attachment, please provide a description and/or feasibility study of the overall plan for the specified project, activity, or service, including a description and copy of any required permitting or licensure. Please clearly outline the project goals and priorities.

## Budget

Please attach a spreadsheet detailing how the requested funds will be spent and the source(s) of any matching funding. For OEF projects, matching funding is not required, though it is preferred. If the applicant expects to secure additional grants or funding from another source, provide a breakdown in the spreadsheet of how funds from each source will be utilized. Submit quotes or invoices from vendors for supplies, equipment, shipping or services as back-up documentation for the budget. The budget must be presented in NSEDC format, no exceptions are permitted (see attached format on page 9).

# 2019 Outside Entity Funding Application



## Timeline

If approved, OEF funds will be made available for the project or program for one year from the time the Board approves the grant. NSEDC reserves the right to forfeit any funds that are not used in two calendar years. Please provide a detailed description of the project timeline including purchase, shipment, production, completion, and maintenance, if applicable.

## Operation & Maintenance

If the project or equipment purchased with these funds will require ongoing operation and/or maintenance beyond the NSEDC grant year, please provide a summary describing the future financial and personnel needs for the project and how those needs will be met. For equipment, please describe who will be responsible for storage and maintenance.

## Economic Development

What percentage of the NSEDC requested funding is budgeted for the payment of wages or for other personnel/labor expenses? (Total budgeted for personnel/labor divided by the total NSEDC requested amount)

What percentage of the total requested funding is budgeted for such personnel/labor expenses that will last for more than one (1) year for this specific project?

## Matching Funds or Contributions

Please identify other funding sources as it pertains to your funding request:

Source	Item	Secured	Pending

## Regional Impact

How many member communities will the program, project, or service impact directly?	
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Please list the communities and attach an explanation of the direct impact of the proposed project.

## Community Support

Please include at least one letter of support from **each** of the following:

City	Tribe	Native Corporation	Other

\*\*\* Please detach and submit completed form to NSEDC office \*\*\*

# 2019 Outside Entity Funding Application



## Checklist

- Letter of Request
- Scope of Work (including description of required permits/license)
- Budget
- Timeline
- Operation & Maintenance
- Economic Development
- Matching Funds
- Regional Impact
- Community Support

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Name of Group or Organization

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Printed Name of Representative

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Signature

Date

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Title

The applicant must adequately address all requirements of this application for the application to be considered complete. The NSEDC Board will make all final funding approvals. Completing and/or submitting this application does not obligate NSEDC to fund the proposed project or program. If you have questions, please contact Paul Ivanoff III, *NSEDC Community Benefits Director*, at (800) 385-3190 or [pivanoff@nsedc.com](mailto:pivanoff@nsedc.com).



Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**Checklist of attachments.** Each attachment must adequately address the requirements and include supporting documentation:

- Letter of Request
- Scope of Work
- Budget
- Timeline
- Operation & Maintenance
- Economic Development
- Matching Funds
- Regional Impact
- Community Support

	Yes	No
Application is complete and all questions are adequately addressed.		
Does the budget comply with NSEDC's format?		
Are quotes, invoices, etc. provided to support the budget?		
Does the project or program list matching funds requested/awarded from other organizations?		
Are copies of matching funding requests and/or award letters provided?		
Is the project or program DIRECTLY fisheries related? If so, which program - NSFR&D, NSSP or Community Benefits?		
In the past two years, how many programs or projects has NSEDC funded for the organization and how much for each? (Please list below)		
Has NSEDC funding been given to this program or project in the past?		
Is there an indication that this proposal creates a future dependency upon NSEDC funds?		
Does this proposal create the potential for other community/regional organizations to submit similar requests?		
Does the project or program have the necessary permits/licenses?		
If the organization participates in NSEDC's Consolidated Bulk Fuel Program, is it current on its payments to NSEDC?		
Does this proposal offer an exchange of knowledge or information on a community level?		
Does this proposal offer an exchange of knowledge or information on a regional level?		



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**Past performance in administering NSEDC grants:**

**Additional information to request from organization:**

**NSEDC Notes:**





# Sample Budget

Use the table format below to complete a budget spreadsheet (or attach a separate spreadsheet) outlining the item(s) or service(s) you are applying for through this grant. List the item(s) and amount(s) you are requesting to be covered by this grant, personal investment and/or other sources. This budget's total in the NSEDC column should match the amount requested on Page 4 of this application.

Budget Line Item	Applying Entity	NSEDC	Other (Please identify)	TOTAL
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
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	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$