Norton Sound Economic Development Corporation

2024 Outside Entity Funding Application

Application Submission Deadlines

Non-Fisheries-Related Project Proposals ....**February 15, 2024**

For funding consideration, proposals must either be delivered to the Anchorage NSEDC office by 4:00 p.m., or be postmarked on the date of the deadline. **Faxed or e-mailed 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:

NSEDC Unalakleet	NSEDC Nome
Marcus Pedro	Amanda Patrick
mpedro@nsedc.com	amandap@nsedc.com
Phone: (800) 385-3190	Phone: (888) 650-2247

PART I: IMPORTANT INFORMATION & GUIDELINES

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 Outside Entity Funding (OEF) application will not be accepted and NSEDC will not enter a third-party agreement on the grantee's behalf or co-sign contracts with the grantee.

Funding Availability and Allocation
$50,000 per community is allocated for the 2024 OEF program. Total funding availability for each member community will be determined by each community's roll-over amount from prior years.

Review of Proposals
A volunteer community-based review committee from within the community in which each respective applicant resides will review completed applications that have met the submission deadline. Review committees will include the community's NSEDC Board of 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.

Submission Deadline
Proposals and all supporting documentation must be postmarked or delivered to the Anchorage office by February 15, 2024. Proposals postmarked or hand delivered after February 15th will not be considered. Faxed or emailed proposals will not be accepted.

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.

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 2019, 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 Policies for Funding Outside Entities for further detail and explanation.

PART II: APPLICATION & REQUIRED SUBMISSIONS

Project Title: _____ **Date:** _____

Organization Name: _____

Authorized Representative: _____

Contact Person & Phone Number _____

Contact E-mail: _____

Total NSEDC Funds Requested: $ _____

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 utilize the community's long range plans?		
Does the organization have the financial capacity to carry out OEF grants? (If not, all grant payments will be on a direct vendor or reimbursement basis.)		
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 the NSEDC format below, and no exceptions are permitted. Use the table format shown below to complete a budget spreadsheet (or attach a separate spreadsheet) outlining the item(s) or service(s) you are seeking to fund through this grant. List the item(s) and amount(s) you are requesting to be covered by this grant, the applicant's investment and/or other funding sources.

Budget Line Item	Applying Entity	NSEDC	Other (Please Identify)	TOTAL
TOTAL				

Matching Funds or Contributions

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

Source	Item	Secured	Pending

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?

Timeline
Please provide a detailed description of the project timeline including purchase, shipment, production, completion, and maintenance, if applicable. Please include any contingency plans/timelines if delays occur due to issues such as funding shortfalls, shipping/production delays, or other factors.

Funding Duration/Extensions
If approved, OEF funds will be made available for the project or program for two (2) calendar years from the time of the Board's approval. Thereafter, a single one-year extension may be sought, subject to approval by the Board. The deadline for the extension request must be made three months prior to the end of the grant's second year.

Operation & Maintenance
If the project 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.

Project Management
NSEDC recognizes that projects in the Norton Sound region can face challenges on a number of fronts, including logistics and access to resources. An experienced management team is often crucial to a project's success. Please identify key members of the project management team and provide a description of their experience and qualifications as they relate to the proposed project. Please include contact information for each team member.

Community Support
Please include at least one letter of support from the following:

City	Tribe	Native Corporation	Other

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

_____
Name of Group or Organization

_____
Printed Name of Representative

_____
Signature   Date

_____
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 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*.

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Date: _____

Reviewed by: _____

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

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

	Yes	No
Is the application complete and all requirements adequately addressed?		
Does the budget comply with NSEDC's format?		
Are quotes, invoices, etc. provided to support the budget?		
Does the organization have any unpaid taxes, liens or judgements against it?		
Does the organization have an overdue balance from NSEDC's Consolidated Bulk Fuel Program?		
Does the request list matching funds, either pending or secured?		
Are copies of matching funding requests and/or award letters provided?		
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 project or program have the necessary permits/licenses?		
Does this proposal create the potential for other community/regional organizations to submit similar requests?		
Does this proposal offer an exchange of knowledge or information on a local or regional level?		

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Past performance in administering NSEDC grants:

Additional information to request from organization:

NSEDC Notes: