

# **2024 SMALL GRANT FUNDING GUIDELINES**

## **Administered by the McCarthy Area Council and funded by the state of Alaska's Community Assistance Program**

MAC receives money annually from the State of Alaska's general funds. The State has asserted that we can spend the money more efficiently than government bureaucrats, with specific attention to our own needs, and that MAC is the only appropriate local body to administer these funds. The MAC Board of Directors implemented this proposal process in order to fairly and efficiently disburse this money. **Requests that positively affect the most community members and have long-lasting benefit are encouraged.** We have many more local needs than can ever be covered by the amount we have, so we must choose wisely, and we must match the Community Assistance funds with local investments of labor and financial contributions, as well as outside funding from sources apart from these funds. To this end, we have come up with the following guidelines for small-grant funding:

### **Eligibility:**

Any person who is eligible for MAC membership (an adult who maintains a residence in this valley) may submit a proposal for project funding at any MAC meeting; only MAC members may vote on proposals. If anyone else wishes to present a proposal, a MAC membership-eligible person must also co-sponsor the proposal.

### **Procedure:**

1) Proposals must be emailed to the MAC secretary (mccarthyareacouncil.secretary@gmail.com) as an electronic PDF or Word file that can be distributed by email to the MAC membership. A proposal must be submitted prior to the MAC meeting at which it will be presented and discussed. Voting may occur as soon as the following MAC meeting, but can occur at any meeting following the presentation meeting.

### **The written proposal must include the following information:**

- Name(s) of sponsor(s) and contact information
- Specific project description, including start and end dates
- An explanation of who will benefit from the project
- Proposed budget for the project. Itemize all anticipated expenses, including materials, rate/hours of labor, rate/hours of machine/equipment rental, etc.
- A specific explanation (with dollar amounts) of how the Community Assistance funds from MAC will be matched by money/labor/materials from community members and/or from external funding sources (other than MAC).

2) At the meeting before the vote, the sponsor(s) must present the proposal in person to the membership and be prepared to answer questions about it. Presentations will not exceed 10 minutes, excluding questions.

3) **All proposals must show that a minimum of 30% of the amount requested will be covered by sources other than MAC.** This could be financial contributions or in-kind investment of labor by community members, or it could be funding from external sources other

than MAC. If a proposal includes local labor as a matching contribution, the total number of hours and the equivalent hourly pay rate used to calculate the matching contribution must be specified in the proposal. Note that 30% is the **minimum** matching contribution; the greater the percent of the total cost of the project covered by sources other than MAC, the greater the likelihood that the MAC membership will vote to support the project.

4) In 2024, the MAC BOD determined the amount available for each small-grant project proposal will be limited to **\$3,000**.

5) If your proposal wins financial support from MAC, within a month of the end of your project, please submit to the MAC secretary a brief report on exactly what was done, and an itemized accounting of all the money that was spent and all matching funds collected. Projects will generally be reimbursed after they are completed unless an upfront lack of funds makes this impossible. All receipts and bills will need to be submitted to the MAC treasurer for reimbursement. Projects must be completed within one year of approval for funding reimbursement. Six-month extensions may be requested if a progress report/explanation is given; extensions may be approved by vote of the membership.

6) Long-running projects can return to MAC to make successive proposals to fund portions of the larger project. However, each proposal must meet the minimum 30% matching requirement and the annual limit. Moreover, whether a final report was submitted and whether the previous funding was used efficiently and as intended will be considered by the membership when requests are made for additional funding for the project.

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