

MINI-GRANT STEERING COMMITTEE
NOVEMBER 5, 2021 – 2:00 P.M.
CLERK'S CONFERENCE ROOM, KENAI CITY HALL
210 FIDALGO AVENUE, KENAI AK 99611
Telephonic/Virtual Information Below
<http://www.kenai.city>

AGENDA

1. **CALL TO ORDER & ROLL CALL**
2. **AGENDA APPROVAL**
3. **APPROVAL OF MEETING SUMMARY**
 - a. October 3, 2019
4. **PERSONS SCHEDULED TO BE HEARD**
5. **PERSONS PRESENT NOT SCHEDULED TO BE HEARD**
(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - a. Review of Mini-Grant Application for Award
 - Kenai River Disc Golf Club
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**

Join Zoom Meeting

<https://us02web.zoom.us/j/81711849967>

Meeting ID: 817 1184 9967 **Password:** 793925

OR

Call: (253) 215-8782 or (301) 715-8592

Meeting ID: 817 1184 9967 **Password:** 793925

**MINI-GRANT STEERING COMMITTEE
OCTOBER 3, 2019 – 11:00 A.M.
KENAI CITY HALL
CLERK'S CONFERENCE ROOM
PRESIDENT PRO TEMPORE JOHNA BEECH, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER & ROLL CALL

Committee Member Beech called the meeting to order at 11:07 p.m.

Roll was confirmed as follows:

Members present: B. Gabriel (phone), B. Randle, J. Beech, M. Bernard, K. Reed

Members absent:

Staff Present: City Manager P. Ostrander, Parks & Rec. Director B. Frates, Parks & Rec. Assistant C. Bannock

A quorum was present.

2. AGENDA APPROVAL

It was noted the Mini-Grant Application was regarding pumpkin painting, not face painting.

MOTION:

Member Bernard **MOVED** to move Item 6(a) to New Business Item 7(a) and approve the agenda with the revision to "pumpkin" painting; Member Reed **SECONDED** the motion. There were no objections; **SO ORDERED**.

3. APPROVAL OF MEETING SUMMARY

- a. April 24, 2019

MOTION:

Member Gabriel **MOVED** to approve the meeting summary from April 24, 2019 and Member Bernard **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. PERSONS SCHEDULED TO BE HEARD – None.

5. PERSONS PRESENT NOT SCHEDULED TO BE HEARD – None.

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

- a. Review of Mini-Grant Application for Award
 - Mountain View Elementary, Fall Festival Pumpkin Painting

The Committee reviewed the application and it was clarified that the funds were for the costs associated with having a Pumpkin Painting Booth at the City of Kenai Fall Festival. The Parks and Recreation Director noted additional pumpkins were being donated and the applicant's intent was to charge \$2.00 for the purchase and painting of a pumpkin, and that this was a pilot fundraiser for the First and Fifth Grade field trips. It was further noted Mountain View Elementary would run the entire pumpkin event.

Concern was expressed about the new charge for pumpkins while in the past the event and pumpkins were free to the public, noting this was the fourth year for this event and it had been successful.

All Members agreed to table the decision so the Parks and Recreation Director could obtain more information and clarification.

MOTION:

Member Reed **MOVED** to table the discussion and decision until the Parks and Recreation Director had more information; Member Randle **SECONDED** the motion. There were no objections; **SO ORDERED**.

8. ANNOUNCEMENTS – None.

9. ADJOURNMENT

There being no further business before the Committee, the meeting was adjourned at 11:46 a.m.

[Clerk's Note: The meeting was continued on Monday, October 7 at 11 a.m.]

Roll was taken and all members were present.

The Committee reviewed the additional information, clarifying the applicant supported the change in application to just requesting funds for paint supplies; the City would donate the pumpkins for the event again. Members expressed support of the painting project for a small fee to the public in support of the school while offering the pumpkins alone at no cost.

MOTION:

Member Bernard **MOVED** to award \$200 Mini-Grant to Mountain View Elementary School for paint supplies and Member Randle **SECONDED** the motion. There were no objections; **SO ORDERED**.

There being no further business before the Committee, the meeting was adjourned.

Meeting summary prepared and submitted by:

Jacquelyn LaPlante
Deputy City Clerk



Mini-Grant Overview / Procedures

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
Phone: 283-8231
Fax: 283-5068
Email: cityclerk@kenai.city

TOGETHER WE CAN

Purpose: *Together We Can!* Provides funding in the form of mini-grants for residents, school programs and organizations to use for projects that will have an immediate, positive, and long-lasting effect for their neighborhoods and the City of Kenai. Mini-grants are intended to provide start-up funding for small innovative projects within the City of Kenai. Our goal is for families, neighbors and all members of Kenai to work together to build healthier neighborhoods, help kids succeed in school and improve the quality of life for all residents.

Who may apply: Youth, neighborhood groups, organizations, and individuals who have a desire to improve the quality of life in their community.

How to apply: Complete a *Together We Can!* Mini-Grant application and submit to the City Clerk at City Hall.

Types of Projects: Only new or expanded projects will be considered.

Selection: Grant recipients will be chosen by the Steering Committee, appointed by the Kenai City Council. The Steering Committee will include the Mayor, Kenai Economic Development member, one representative each from Kenai Central High School and the Kenai Chamber of Commerce.

Funding: The City of Kenai may provide funds in its annual Legislative Budget for distribution. The maximum grant amount the Committee may award is \$500. Grants larger than \$500 must be approved by the Kenai City Council. Awards for funding are granted to prior-approved projects only.

Project Completion: Upon completion of the project, a report must be filed with the *Together We Can!* Steering Committee and the report will be submitted to the Kenai City Council explaining how the funds were spent and the outcome of the project.

Procedures: Applications are submitted to the City of Kenai *Together We Can!* Steering Committee for review through the Kenai City Clerk. (Students' applications must be signed/approved by a teacher.) Upon approval of application and execution of Letter of Agreement, 90% of the grant funds will be issued through the Kenai Finance Department. A report will be given to the City Council of awarded projects. A written report must be submitted to the Steering Committee within thirty (30) days of completion of the project. Council will present a proclamation upon receipt of the completed project and financial reports.

Awards: Projects most likely to receive funding are those that will benefit the community/neighborhoods the most. This includes projects that create the most visible and lasting change.



Mini-Grant Application

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
Phone: 283-8231
Fax: 283-5068
Email: cityclerk@kenai.city

Grant Number:
Date Received:

Contact Information

Applicant: Kena: River Disc Golf Club
Date: 10.14.2021
Applicant Address: 460 Lilly Dr.
Phone: 907 252 8380
Email: chris.westervelt@gmail.com
Contact Name: Chris Westervelt
Phone:
501(c)(3) Non-profit Organization EIN #: 42-0151271
Society Group
Individual

Project Information

Project Title: Kena: River Disc Golf Club
Project Start Date: 10.2.2021
Project End Date: N/A
Total Project Cost:
Amount Requested: 500

1. Provide a brief description of your organization, society, group, or entity. As an individual applicant, describe your involvement in the community and your experience/expertise as it relates to this project. (Attach a separate sheet, if necessary.)
We are a small group of passionate individuals working to grow our sport, and enhance our local parks by becoming active members of the community!
To start out we are hosting a tournament at East End Park. we have people from all over (wasilla to Homer) already registered.
This is being funded out of pocket. Any donations/grants are GREATLY appreciated!

TOGETHER WE CAN

2. Describe the project for which you are requesting funding. Include a project timeline and an explanation of how the project will benefit the community. (Attach a separate sheet if necessary.)

We are looking for any assistance to help us get off the ground. Our first event is on Oct. 30. We have locals, and people traveling for this event!

3. Please complete a simple budget for this project. Grants over \$500 must be approved by the Kenai City Council.

ITEM (Material or service needed to complete your project.)	COST (Estimated cost of the items.)	STORE OR SUPPLIER* (Where you will purchase this item or service.)
Porta-Potty	300 - 2 units / oneday	TBD
Portable Campy	100 - 1-2 units	TBD
folding table / chair	150	TBD

Total Grant Request: \$ 500

* The City requests material bought with city grant funds be purchased within the City of Kenai, if possible.

4. How will you know if your project is successful?
Word of mouth and turn outs to future events. Having new faces show up and take an interest in our sport!

History

5. Have you received a City of Kenai Mini-Grant before? Yes No

If yes, most current award: Project title: _____

Project dates: _____

Amount of Grant: \$ _____

Did you comply with the Letter of Agreement? Yes No (If no, attach a current status of your project.)

I certify the information contained in this application, including all attachments and support material, is true and correct. I understand the grant funds, if granted, will be used only for the project or purpose described in this application. I understand ninety percent (90%) of the funds approved will be provided in advance. The balance will be paid at the completion of the project and report filed with the steering committee. Signatory must be an authorized officer for an organization. Student applications must also be signed/approved by a teacher.

Applicant Signature: 	Date: 10-14-2021
Name Printed: Chris Westervelt	Title: President (if applicable)

Approval Signature:	Date:
Name Printed:	Title: (if applicable)

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ROUTING: Clerk's Office
DISTRIBUTION: Steering Commission Finance File