### Aleutian Pribilof Island Community Development Association (APICDA) 2022 Community Development Grant Program (CDGP) Instruction and Application Packet

The APICDA Community Development Grant Program (CDGP) supports economic development in each of the six APICDA communities of Akutan, Atka, False Pass, Nelson Lagoon, Nikolski and St. George.

This Grant provides a resource to APICDA communities of direct financial support and assists with leveraging additional funding for their priority initiatives.

Each APICDA community has developed a Community Development Plan which identifies goals for the community. This program assists communities in accomplishing their community development goals. In each APICDA community, the City, Tribe and/or Village Corporation may apply for the CDGP. Funding for the Grant is designated by APICDA's Board of Directors, based on available funds and the recommendation of the Budget and Audit Committee. An allocated amount per community will be authorized each year by the Board of Directors.

APICDA will consider applications from communities and the eligible entities until the total grant funds for each community are exhausted. Late or incomplete applications are not accepted. There is no rollover of unallocated grant funds at the end of the grant period.

## Projects must be listed on the Community Development Plan and meet one or more of the CDQ Program Requirements:

- Benefit all community residents
- Provide in-region employment
- Aid in the reduction of poverty
- Provide economic and social benefits for the community residents
- Aid in creating a sustainable and diversified local economy
- Benefit the fishing industry directly or indirectly

## The 2022 grant period is open January 1 - October 1, 2022

### How to apply:

- 1. Submit application packets no later than 5:00PM AKST on October 1, 2022 via email to programs@apicda.com
- 2. Complete applications include:
  - i. Application Form with Budget and Timeline Forms
  - ii. Written Grant Proposal Narrative
  - iii. Documentation of previous grants or projects completed by applicant
  - iv.Supplemental information to support application

## Additional Requirements:

Grant awardees will be required to submit quarterly reports with itemized accounting of the grant award. Quarterly reports are due no later than 10 business days past the end of the quarter. Upon completion of the project, awardees must submit the grant close-out form with a final itemized accounting of the grant.

### APICDA Community Development Grant Program (CDGP)-2022 Application Form

**Instructions:** Complete the application form and provide all supplemental documents listed under the required documents checklist. Complete the application, answering all fields in the application form as thoroughly as possible. The application and supplemental material will assist APICDA in evaluating the grant request. Submit complete applications by email to programs@apicda.com.

The APICDA Program Committee reviews all applications. As needed, APICDA staff will request additional information. After a full review, a funding recommendation is prepared for the Board of Directors for a final decision. All applicants will be notified in writing of the Board's decision.

1. Date of application: \_\_\_\_\_

2. Name and address of entity to which CDGP would be paid. Please list exact legal name:

	Telephone:
	_ Fax:
	_ E-mail:
	Cell:
3. Project title:	
4. Purpose of grant (one sentence):	
5. President/CEO/Administrator name:	
	on of the project manager(s) who will direct the project.
	Total project budget: \$
8. Anticipated length of project: Start date	End date:
9. Is this a multi-year project? Yes	No
10. Is this project listed as a goal on your (	Community Development Plan? Yes No
If no, please explain here:	

For questions or to submit application by email contact programs@apicda.com or phone toll-free: 1-888-927-4234CDGP Application FormPage 2 of 6Original: 05/2019- Revised: 01/2021

# APICDA Community Development Grant Program (CDGP)-2022 Application Form

11	. What is the primary p	ourpose and the	need or proble	m that you are s	seeking to address	with this
	project?					

12. Does this project benefit all community residents? Yes No
Please explain here:
13. Does this project provide economic and social benefits for community residents? Yes No
Please explain here:
14. Does this project create new jobs in the community?       Yes       No        # of Full-time Jobs       List Job Titles:
<ul> <li>15. Does this project contribute to employment or other long-term income generating opportunities for community members? Yes No</li> <li>Please explain here:</li></ul>
16. Does this project directly or indirectly support the fishing industry in the community and/or region? Yes No
Please explain here:
<ul> <li>17. Does this project require additional funding sources (i.e. state or federal grants, in-kind funds, etc.)</li> <li>Yes</li> <li>No</li> </ul>
Please explain here:
For questions or to submit application by email contact programs@apicda.com or phone toll-free: 1-888-927-4234

## APICDA Community Development Grant Program (CDGP)-2022 Application Form

## **Budget Form**

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

\*Submit budget form with your application

#### **Expenses**

Expense Items (e.g. labor, material, admin, etc.)	Line Item Total	Amount Requested from APICDA
*Totals	\$	\$

#### Income

Income Source _(e.g. entity match, other grants, etc.)	Line Item Total	Amount Requested or Awarded
*Totals	\$	\$

Name and contact information for person who will be responsible for finances:

Name:	Title:
Office Phone:	Cell Phone:
Email:	

# **Detailed Project Planning Form**

\*Submit timeline form with your application

Project Title: _			·		
TASKS	RESPONSIBLE PERSON	START DATE	END DATE	BUDGETED COST	STATUS
PHASE 1					
PHASE 2					
PHASE 3					
PHASE 4					
PHASE 5					

PROJECT TEAM-Complete with your application and submit changes with each quarterly report			
QUALIFICATIONS	RESPONSIBILITIES		

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# **Required Attachments:**

## 1. Grant Proposal Narrative Guidelines

## Provide the following Project Information:

- 1. Project rationale-Identify problem/current need
- 2. Project goals and outcomes
- 3. List all collaborations or partnerships
- 4. Statement addressing the project's sustainability and feasibility

Be sure to include information regarding items of significance resulting from this grant such as; new equipment, infrastructure repairs or replacement, savings to resident's cost of living, new business or improved business, feasibility studies, business plans, construction drawings, etc.

## 2. Budget Form

## 3. Detailed Project Planning Form

## 4. Documentation of Previous Grants or Projects Administered by Applicant.

## 5. Supplemental Information to Support Application.

By signing below, I certify all information is true and correct to the best of my knowledge and if approved, I agree to carry out this project as approved by the APICDA Board of Directors. I am authorized to sign and accept funding on behalf of this organization.

X Signature of Executive Director/CEO/President	Date
X Printed Name 	Project Title
Signature from other eligible community entities ackno 2020 APICDA CDGP grant funds.	wledging this application is being submitted for

Name of Governing Entity

Signature of Mayor/CEO/President

Name of Governing Entity

Signature of Mayor/CEO/President

Date:

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

\*APICDA will not process applications until all signatures are acquired.