

# City of Laramie/Albany County

## *Community Partner Organization - “Outside Agency” Funding Request Application*

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**Fiscal Year 2023-2024**

### *Introduction*

The City of Laramie and Albany County provide funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies” or “Community Partners,” organizations receiving municipal and/or county funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community Partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Historically, organizations requesting funding have typically fallen within the following three categories:

***Recreational/Arts and Culture:*** These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: *Laramie Plains Museum, Laramie Depot, and Relative Theatrics*

***Social Services:*** The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Big Brothers-Big Sisters, Downtown Clinic, and Interfaith-Good Samaritan*

***Civic Organizations/Quasi-Governmental:*** These organizations have been established within our community to: A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit; or B) provide services, programs or other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns and interests.

Examples: *Albany County Public Library and the Laramie Plains Civic Center*

## ***Application Instructions***

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Please answer questions in the form provided here. An application is also available for download on the City of Laramie website: [www.cityoflaramie.org](http://www.cityoflaramie.org). Contact Nancy Oakland-Potter ([noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org), 721-5226) or Kayla White ([kwhite@co.albany.wy.us](mailto:kwhite@co.albany.wy.us), 307-721-5517) for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager's Office.

**Applicants must submit their application either by U.S. Mail or electronically to:**

### **Original Copy (one hard copy only)**

**Mail:**

City Manager's Office  
Attn. Nancy Oakland-Potter—Community Partner Funding  
P.O. Box C  
Laramie, WY 82073

### **Electronic Copy (one to each staff member listed below)**

**Email to:**

Nancy Oakland-Potter  
City Manager's Office  
Executive Assistant  
307-721-5226  
[noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org)

Kayla White  
Albany County  
County Clerk  
307-721-5517  
[kwhite@co.albany.wy.us](mailto:kwhite@co.albany.wy.us)

The application process also includes a five-minute presentation and "question and answer" session with the City Council and the County Commissioners. See Application Checklist for meeting schedule.

### ***PLEASE NOTE:***

***Applications must be received by the City Manager's Office  
no later than 5:00 p.m. on Tuesday, February 21, 2023.***

# Application Checklist

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This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- If submitting a hard copy via U.S. Mail to the City Manager’s Office.
  - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
  - Copy of Organization’s W-9 Form.
  - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to BOTH [noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org) and [kwhite@co.albany.wy.us](mailto:kwhite@co.albany.wy.us).  
**NOTE: Do Not include W-9 in electronic version.**
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer “N/A” or enter a zero.
- Complete Section VI if your agency received funding during the FY 2021/2022 cycle.
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received).

Application Type	Date/Estimated Time	Location
City-only Joint City/County	March 14, 2023/5:30 p.m.	<b>To Be Determined – Applicants will be informed of meeting location.</b>
County-Only	<b>May 26, 2023/5:00 p.m. Applications due to Kayla White Presentation on June 6, 2023, Commissioners Meeting</b>	County Commissioners’ Room, Room 105, County Courthouse

**Schedule for Decision Making Process and Availability of Funds:**

→**City:** Laramie City Council intends to make a preliminary funding decision in late March or early April 2023. Final funding decisions will be announced upon adoption of the City’s FY 2023/2024 budget. Adoption is planned to occur in June 2023. Award payments for successful applicants will be made on or around August 1, 2023, pending receipt of completed agreement.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget at the end of June 2023. Contact County Clerk, Kayla White for more information.



## **SECTION II: Organization History**

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### **Organizational History and Mission**

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

### **Organizational Structure**

List your officers and director(s), indicating their terms of office.

### **SECTION III. *Funding Request Justification***

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**Briefly explain how these funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:**

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *description of any large program or staff expansion occurring in this fiscal year;*
- *large equipment or other fixed assets that will be purchased fiscal year;*
- *how your project relates to city or county goals, or how it improves the overall quality, character or health of the community; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means.*

**Section IV. *Financial Information***—*a current balance sheet can be submitted to satisfy this requirement.*

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**Balance Sheet as of December 31, 2022:**

<b><i>Assets</i></b>	<b><i>Liabilities</i></b>	<b><i>Other Financial Information You Wish to Include:</i></b>
<b>Current:</b> Cash: CDs, etc.: Receivables:	<b>Current:</b> Payables: Withholding:  Long Term: Promissory Notes: Mortgage:	
<b>Fixed:</b> Equipment: Building: Less Depreciation:	     Owner's Equity:	

**SECTION V. Fiscal Year Budget Information**

If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:

***Revenue***

	<b>Amount</b>	<b>Secured or pending?</b>
City of Laramie, Community Partner		
Albany County, Community Partner		
United Way		
Donors		
Fundraisers		
Interest		
<b>Other</b>		
Other		
<b>Total Estimated Revenue</b>		

***Expense***

	<b>Amount</b>	<b>Comments</b>
Salary, Director		
Salary, Other(s)		
Benefits		
Rent		
Utilities		
Client Service		
Client Aid		
Equipment		
Other		
Other		
<b>Total Estimated Expense</b>		

**Section VI: Interim Report for FY 2022/2023 Awardees Only**

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***Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2022/2023***

**Amount Awarded?** \$ \_\_\_\_\_

**Have you used all of the funds awarded?**  Yes  
 No

**If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds.** \$ \_\_\_\_\_

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

**Briefly describe the impact that the FY 2022/2023 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:**

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project, or organization.*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year.*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*