

Albany County and City of Laramie Community Partner Organization Funding Request Application FY2027

ALL APPLICATIONS ARE DUE ON OR BEFORE 5:00 P.M. ON WEDNESDAY, MARCH 11TH 2026 AND WILL ONLY BE CONSIDERED IF ALL PREVIOUS FINAL REPORTS HAVE BEEN COMPLETED.

The City of Laramie and Albany County provide funding to local community partner organizations through their annual budget making processes. Organizations receiving these 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. Only non-profit/not-for-profit entities are eligible to apply for funding. For-profit entities are ineligible.

Historically, organizations requesting funding fall 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 and celebrations designed to encourage a diverse cultural and active lifestyle while promoting a strong sense of community.

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 focus on basic human needs, access to programs and services designed to maintain human dignity and health, and the overall welfare of citizens.

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to A) work for the overall improvement, advancement, and economic health through civic involvement, economic development initiatives, and fostering community spirit; or B) provide services, programs and 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.

This Community Partner Funding is available from funds collected via Albany County's 5th Penny Tax and historically has funded approximately \$250,000 in County requests and \$235,000 in City requests. In their sole discretion, the City and County each reserve the right to waive any informality in any application and/or reject any application.

Organizations can submit a request to both the City and County. If an organization is awarded funding, the organization is solely responsible for its costs including, but not limited to, operations, personnel, taxes, maintenance, and insurance coverage against public liability and property damage.

Priority of requests is as follows:

- Requests that improve the community.
- Requests that are not more than 20% of organization's general operating budget and do not exceed \$20,000 each from City or County.
- Requests to either City or County that are less than 20% of organization's general operating budget but in excess of \$20,000 are considered on a case by case basis and may affect the priority of the organization's request.
- Demonstration of multiple revenue sources for organization.
- The number of people served by organization.
- Clear identification of those who benefit from the organization's work.
- Demonstration of the organization's partnership with other organizations in the community.
- Requests that do not duplicate efforts already existing in the community.

For-profit entities are not eligible to apply. Only non-profit/not-for-profit entities are eligible to apply for funding.

Presentation dates are as follows:***City-Only and Joint City/County Applicants:***

March 24th, 2026 beginning at 5:30pm.

City Hall-Council Chambers, 406 Iverson Ave.

County-Only Applications:

April 7th, 2026 beginning at 9:30 am

County Courthouse, County Commissioners Room, Room 105.

*****Send presentation materials to Nancy Oakland-Potter noaklandpotter@cityoflaramie.org by 5:00 p.m. on Friday, March 13th*****

Schedule for Decision Making Process and Availability of Funds:

City: Laramie City Council intends to make its preliminary funding decisions in early to mid-April 2026 and final funding decisions will be announced upon adoption of the City's FY2026/2027 Budget in June 2026. The City's award payments to successful organizations will be made on or around August 1, 2026, pending receipt of the fully executed agreement.

County: The Albany County Commissioners make their final funding decisions upon the adoption of the County's FY2026/2027 Budget in June 2026. Agreements will be sent to successful organizations in July 2026. Pending the County's receipt of the fully executed Agreement, the County's award payments to successful organizations will only be made on a reimbursement basis.

All information on this form and all requested documentation must be complete and submitted before the application will be considered. Applications that are incomplete or are missing required materials may be rejected. If there are additional questions from City Council or the Albany County Commissioners after review of the applications Nancy Oakland-Potter or Bailey Quick will reach out to the organization for additional information.

Contact the following for assistance:

City of Laramie: Nancy Oakland-Potter, noaklandpotter@cityoflaramie.org, 307-721-5226

Albany County: Bailey Quick, grants@albanycountywy.gov, 307-721-1803

Email *

rcrocker@acplwy.org

The organization has read, understands, and agrees to the above guidelines? *

Yes

No

Applicant Information

Please provide the following information about your organization:

Organization Name: *

Albany County Public Library

Contact Name, Title: *

Rachel Crocker, Library Director

Mailing Address: *

310 S. 8th St, Laramie, WY 82070

Contact Phone: *

307-721-2580

Contact E-Mail: *

rcrocker@acplwy.org

Type of Organization: *

Recreation/Arts and Culture

Social Service

Civic/Quasi-Governmental

Non-Profit Agency (501(c)(3))

Not-for-Profit Agency (501(c)(4) or 501(c)(7))

Other: _____

Are you a first time applicant for Community Partner Funding? *

Yes

No

Requested Amount from the City of Laramie: *

Enter dollar amount only

20775

Requested Amount from Albany County: *

Enter dollar amount only

0

Will this amount be used to leverage additional funds through grants or other means? *

Yes

No

If yes, indicate the dollar amount of additional funds that will be leveraged.

.....

Provide examples of grants the organization has received in the past 2 years. *

(Excluding prior City of Laramie and Albany County Community Partner Funds programs)

Wyoming Library Multi-Purpose Community Facility Program (\$2,515,778) // Albany County Recreation Board (\$4,735)

List organization board of director(s), indicating officers. *

Joe Horthor (Chair), David Hardesty (Vice-Chair), Rebecca Garcia (Secretary/Treasurer), Deborah Miller, Emily Vercoe

Description of request:

Provide a detailed explanation of how the requested funds would be utilized by the organization. *

Include any additional funding sources and amounts received by the organization. Maximum character count is 2,500, including spaces.

ACPL will use the requested funds for Operational Costs and Direct Client Services.

For operational costs, ACPL is requesting funds for internet costs for the Laramie Branch and the ACPL Bookmobile (\$5,375), fuel costs for the library van and bookmobile (\$1,000), and subscription costs for room reservation software. Additional operation funding (excluding personnel) comes from County mill and 1% (approximately \$132k), ACPL Foundation (\$30k), and Library Revenue (15k).

For direct client services, ACPL is requesting funds to support interlibrary loan services (\$6,000) and access to e-book and e-audiobooks (\$6,000). Additional funding for direct services comes from the ACPL Foundation (\$30k) and the Friends of the ACPL (\$64k).

Describe the positive effects and benefits the requested funds would provide to the organization and the community, including goals the organization hopes to accomplish. *

Maximum character count is 2,500, including spaces.

Two pillars of the ACPL mission are building meaningful connections and enhancing community. All of the requested funds serve those two broad aims.

Internet access is key to ACPL's operations, but it is also a critical direct service. On any given day, about 100 people use the library's internet via a library computer or their own personal device. For some of those people, the library is their primary source of internet access. Internet access means connecting to friends and family, applications for essential services, job applications, and recreation, among other things.

The purchase of fuel keeps ACPL on the road and in the community. It enables ACPL to use its van and bookmobile to go out into the community to provide library services. In some cases, it allows ACPL to connect with people that otherwise would not be able to connect with the library in person. This includes delivering library materials to Laramie's care centers as well as offering tech tabling events to offer technology help to people. This also includes bringing the ACPL Bookmobile around for weekly stops at parks and participation in community events.

The annual subscription fee for room reservation software will streamline the process for Laramie residents to make use of ACPL's new community spaces. The ultimate goal of the community spaces is to provide more opportunities for residents to meet and connect.

Interlibrary Loan (ILL) services allow residents to check out items from other Wyoming libraries that are not available at ACPL because of ACPL's limited financial resources and shelving space. In 2025, ACPL patrons borrowed 1,200 items from other Wyoming libraries using ILL. This service is increasingly costly because of the continual rise in postage costs. Currently, library patrons pay \$2 for every request to supplement this cost. Without additional funding support the cost charged to patrons will need to increase substantially.

E-books and e-audiobooks provide Laramie residents with the opportunity to access educational, informational, and recreational resources from the convenience of their phone or personal device. ACPL's participation in a state-wide consortium allows patrons to access a broad range of titles purchased by libraries across the state. In FY25, ACPL patrons checked 98,500 items. Albany County are amongst the most prolific users in the state. Last year we accounted for just shy of 10% of the total checkouts.

Describe your organization’s partnerships with other organizations in the community and how your organization avoids duplication of efforts while carrying out impactful work in your service area. *

Maximum character count is 2,500, including spaces.

Computer and internet access, and checkout materials are services largely unique to the public library. While community meeting spaces are not a unique service in town, they are one that continues to be in short supply.

The library stays in contact with partners throughout the community by attending a variety of nonprofit meetings and building ongoing relationships. ACPL is thoughtful in designing its programming not to overlap with free services already provided elsewhere. Frequently, our programming is based on partnerships with local organizations.

Is this a new or existing project, or ongoing operations? *

- New Project
- Existing Project
- Ongoing Operations

Is this a one-time request or an ongoing expense? *

- One-time request
- Ongoing expense

Number of individuals your organization serves annually. *

150000

Populations served: *

Check all boxes that apply

- Children Ages 0-5
- Children Ages 6-10
- Children Ages 11-18
- Adults Ages 18-25
- Adults Ages 26-40
- Adult Ages 41-64
- Adults Ages 65+
- K-12 School/School District
- Veterans
- Low to Moderate Income
- LGBTQIA+
- Persons with Disabilities
- College/University
- Tribal Organizations
- Other: _____

Additional information in support of this application?


Maximum character count is 1,000, including spaces.

The answer provided above for the number of individuals served by the organization is the number of visits (approximately) to the library in FY25. Given our range of services available electronically, it is difficult to capture exactly how many individuals ACPL directly serves.

No funds were included in the County column of the attached budget because we request funds from the County through this process. ACPL's request to the County for 1% funds comes through the County's departmental budget process.

Provide your organization's financial statements for the most recent fiscal year. *


File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchen2025FinancialStatment)


 AlbanyCountyPu...

 Add file

Provide an itemized budget for this request and include other revenue sources as applicable. Budget Template available in the link below. *


File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchenFY27Budget)


 AlbanyCountyPu...

 Add file

Provide organization's most recent Form 990, 990-EZ, or 990-N, including all schedules. *

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchen2025_990-N)

 AlbanyCountyPu...

 Add file

FY2025 City Award Information

Please complete the following additional questions if you are applying for City funds. If you are only applying for County funds you may skip this section.

Amount of **City** funds awarded in FY2025?

12945

Has your organization spent all awarded FY2025 **City** Funds?

Yes

No

If organization has not spent all awarded FY2025 **City** funds, note the remaining amount and the date by which you intend to expend those funds.

The remaining funds (\$5,079.69) will be spent by June 1, 2026

Assurance and Signature

Please review all previous questions to ensure their completeness and accuracy, and make sure all files have been attached.

We, as the Grantee Organization, understand that we are responsible for signing an Agreement with Albany County and/or the City of Laramie if funds are awarded: *

- Yes
- No

We, as the Grantee Organization, understand that a final report **must** be submitted to the awarding agency as part of this funding: *

- Yes
- No

We, as the Grantee Organization, understand that a representative must present to the City Council and/or County Commission at the appointed date to be eligible for funding: *

- Yes
- No

We, as a Grantee Organization, have submitted all previous required final reporting to each funding agency. *

- Yes
- No

We, as the Grantee Organization, understand that all funding awarded through **Albany County** will be on ***** a reimbursement basis:

Yes

No

We, as the Grantee Organization, understand that submission of this application is not a guarantee of ***** funding:

Yes

No

Digital Signature, Title: *****

Rachel Crocker, Library Director

Date: *****

MM DD YYYY

03 / 11 / 2026

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Google Forms

Albany County Public Library

Balance Sheet

As of June 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BANK ACCOUNTS	0.00
Cash Register Money	485.28
FIB 7028 Reserve Acct	11,888.64
FIB CK 69354	104,347.22
Square	750.20
Stamps.com	249.43
Total BANK ACCOUNTS	117,720.77
Total Bank Accounts	\$117,720.77
Other Current Assets	\$7,999.96
Total Current Assets	\$125,720.73
TOTAL ASSETS	\$125,720.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CREDIT CARDS	3,507.94
Total Credit Cards	\$3,507.94
Total Current Liabilities	\$3,507.94
Total Liabilities	\$3,507.94
Equity	\$122,212.79
TOTAL LIABILITIES AND EQUITY	\$125,720.73

Community Partner Funding Budget FY 2026-2027

Albany County Public Library

Expense Category	Total Expense	County Total	City Total	Other Total	Brief Discription
Personnel:					
Salary:	\$ -				
Fringe:	\$ -				
TOTAL:	\$ -	\$ -	\$ -	\$ -	
Supplies/Equipment:					
ACPL Phone and Internet	\$ 9,940.00		\$ 5,375.00	\$ 4,565.00	City portion is for Laramie Branch and Bookmobile; Other portion is for phones and county branches
Fuel	\$ 1,500.00		\$ 1,000.00	\$ 500.00	Fuel for Library Van and Bookmobile
Room Reservation Software	\$ 2,400.00		\$ 2,400.00	\$ -	Streamline reservations for new community spaces
snow					
TOTAL:	\$ 13,840.00	\$ -	\$ 8,775.00	\$ 5,065.00	
Utilities:					
Enter Utilites Here	\$ -				
TOTAL:	\$ -	\$ -	\$ -	\$ -	
Direct Client Services:					
Interlibrary Loan	\$ 14,000.00		\$ 6,000.00	\$ 8,000.00	Postage costs for returning items loaned from other libraries
OverDrive	\$ 14,000.00		\$ 6,000.00	\$ 8,000.00	Access to ebooks and eaudiobooks
TOTAL:	\$ 28,000.00	\$ -	\$ 12,000.00	\$ 16,000.00	
Other Expenses:					
TOTAL:	\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL:	\$ 41,840.00	\$ -	\$ 20,775.00	\$ 21,065.00	