

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

** Indicates required question*

1. Email *

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

Mark only one oval.

Yes

No

Applicant Information

Please provide the following information about your organization:

3. Organization Name: *

4. Contact Name, Title: *

5. Mailing Address: *

6. Contact Phone: *

7. Contact E-Mail: *

8. Type of Organization: *

Check all that apply.

- 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: _____

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

Mark only one oval.

- Yes
- No

10. Requested Amount from the City of Laramie: *

Enter dollar amount only

11. Requested Amount from Albany County: *

Enter dollar amount only

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

Mark only one oval.

Yes

No

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

14. 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)

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

Description of request:

- 16. 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.

- 17. 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.

- 18. 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.

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

Mark only one oval.

- New Project
- Existing Project
- Ongoing Operations

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

Mark only one oval.

- One-time request
- Ongoing expense

21. Number of individuals your organization serves annually. *

22. Populations served: *

Check all boxes that apply

Check all 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: _____

23. Additional information in support of this application?

Maximum character count is 1,000, including spaces.

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

Please Attach

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

Please Attach

26. Provide organization's most recent Form 990-N. *

Please Attach

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.

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

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

Mark only one oval.

Yes

No

29. 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.

Assurance and Signature

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

30. 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: *

Mark only one oval.

Yes

No

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

Mark only one oval.

Yes

No

32. 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: *

Mark only one oval.

Yes

No

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

Mark only one oval.

Yes

No

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

Mark only one oval.

Yes

No

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

Mark only one oval.

Yes

No

36. Digital Signature, Title: *

Taylor Haley

37. Date: *

Example: January 7, 2019

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Albany County Fair Alumni Association

Trial Balance

As of December 31, 2026

	DEBIT	CREDIT
Donor Checking StagePoint	83,167.00	
Donor Savings	5.00	
Jackpot Checking StagePoint	11,603.90	
Jackpot Savings	1,988.95	
Opening Balance Equity		500.00
Retained Earnings		96,264.85
TOTAL	\$96,764.85	\$96,764.85

Community Partner Funding Budget FY 2026-2027

(Enter Organization Name)

Expense Category	Total Expense	County Total	City Total	Other Total
Personnel:				
Salary:	\$ -	\$ -	\$ -	\$ -
Fringe:	\$ -			
TOTAL:	\$ -	\$ -	\$ -	\$ -
Supplies/Equipment:				
Jackpot Cost for Judges	\$ 3,100.00	\$ 1,000.00	\$ 2,000.00	
Awards	\$ 3,800.00	\$ 1,000.00	\$ 1,500.00	
Office Supplies for Show	\$ 700.00			
Accomodations for Judges	\$ 1,000.00	\$ 1,000.00		
Meals for Judges/Show Help	\$ 800.00			
Class Awards	\$ 2,500.00	\$ 1,500.00	\$ 1,000.00	
TOTAL:	\$ 11,900.00	\$ 4,500.00	\$ 4,500.00	\$ -
Utilities:				
Enter Utilites Here	\$ -			
TOTAL:	\$ -	\$ -	\$ -	\$ -
Direct Client Services:				
Enter Service Here	\$ -			
Enter Service Here	\$ -			
Enter Service Here	\$ -			
Enter Service Here	\$ -			
Enter Service Here	\$ -			
Enter Service Here	\$ -			
TOTAL:	\$ -	\$ -	\$ -	\$ -
Other Expenses:				
Scholarship	\$ 1,000.00	\$ 500.00	\$ 500.00	
Enter Expense Here	\$ -			
Enter Expense Here	\$ -			
Enter Expense Here	\$ -			
TOTAL:	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -
GRAND TOTAL:	\$ 12,900.00	\$ 5,000.00	\$ 5,000.00	\$ -