

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 *

sarah.brown.mathews@gmail.com

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: *

Pilot Hill Inc.

Contact Name, Title: *

Sarah Brown Mathews

Mailing Address: *

PO Box 487 Laramie, WY 82073-0487

Contact Phone: *

307-399-4479

Contact E-Mail: *

sarah.brown.mathews@gmail.com

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

25000

Requested Amount from Albany County: *

Enter dollar amount only

25000

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.

73441

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)

Laramie Rivers Conservation District; WY Game and Fish Department; WYCF Intertie Community Investment Fund; Guthrie Family Foundation; Laramie Beautification Etchepare Fund; First Interstate Bank Foundation; Innergex Foundation; Cycle Wyoming; Albany County Rec District Grant; Wy State Parks Outdoor Recreation Grants; UniWyo Community Fund; Hughes Charitable Foundation

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

Voting Member and Professional Affiliation:

Leah Burgess - Vice-Chair - Senior Program Mngr., Rocky Mtn Region, Rocky Mtn. Elk Fnd
 Charlie DeWolf - Chair - Sr. Scientist/Geochemist/Risk Assessment - Trihydro Corp
 Gregory Slate -Treasurer - Principal Technical Project Manager, Safran Corp
 Amy Nagler - Secretary - Research Scientist, Casita Properties LLC/Krummholz Cabanas LLC
 Dan McCoy -WY Outdoor Rec & Tourism Mngmt. Program Director - UW Haub School
 Jill Walford - Math & Science Educator, ACSD #1 Retired
 Bill Mai - Deputy VP for Admin. & Facilities - UW; UW Appointee
 Michael Samp - Retired UW Chief of Police; Associate VP - UW Operations, UW Appointee
 Wendy Berelson - Retired Geospatial Specialist WYGISC ; Albany County Appointee
 Christie Roberts - Civil Engineer, DWEL Inc.
 Hall Sawyer - Wildlife Biologist, WEST Inc.
 Bruce Burrows - Trails Specialist, WYSP - Part time/Retired

Ex-officio Members:

Thad Hoff - Albany County Commissioner; County Liaison
 Aaron Voos - Communications Manager; USFS/Med Bow National Forest Liaison
 Micah Morris - Laramie Region Habitat & Access Biologist, WY Game & Fish Dept. Liaison
 Micah Richardson - Laramie City Council Member, City Liaison
 Christina Bird - District Manager, Laramie Dist., Wyoming State Parks Liaison
 Katie Wynn - Director, Laramie Rivers Conservation District
 Sarah Brown Mathews - Pilot Hill Inc. Executive Director

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.

The \$50,000 CPG request (\$25,000 City / \$25,000 County) funds the core annual obligations that keep Pilot Hill's 7,100 acres open, safe, and free of charge to all users. Specifically, funds are allocated as follows:

Annual Lease Fees & Liability Insurance – \$68,093 total budget. CPG funds cover a proportionate share of the long-term lease payments to Wyoming State Lands and liability insurance required to maintain public access across all 7,100 acres.

Direct Client Services – \$1,042,459 total budget. Supports contract trail crews and services responsible for day-to-day operations, user safety, and ongoing trail maintenance across 50+ miles of multi-use trails. This funding also covers maintenance of fencing, wayfinding signage, trailhead facilities (restrooms, shelter, water, gathering space amenities), and ADA-accessible infrastructure serving users of all abilities. These services attract additional revenue and drive the 150,000+ annual visits generating regional economic activity.

Pilot Hill Inc. maintains a diversified funding model. The CPG request represents approximately 4.8% of the \$1,042,459 annual direct client services portion of the budget. Additional confirmed and anticipated revenue sources include:

Private Foundations & Major Donors – including the reserved grant funds from the Hughes Foundation and other regional philanthropic partners; historically the largest single funding category.

Wyoming Outdoor Recreation & State Grants – competitive grants supporting trail maintenance and infrastructure and recreation programming statewide.

Individual Donations & Community Fundraising – Albany County residents have contributed over \$1.8M cumulatively since inception, demonstrating exceptional grassroots commitment from our community.

Corporate Sponsors & In-Kind Contributions – local businesses provide cash sponsorships, equipment, and services; volunteer labor contributes thousands of hours annually toward trail and property maintenance.

Earned Revenue – event fees and program partnerships (races and events, branded merchandise) generate supplemental operating income and broaden community engagement.

CPG funds are not a standalone subsidy – they are a catalyst. Every dollar from the City and County leverages multiple dollars from foundations, state grants, donors, and earned revenue, sustaining free access to 7,10 acres for 38,000 residents and generating regional economic activity.

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.

CPG funding directly stabilizes Pilot Hill Inc.'s ability to fulfill its mission. Annual lease fees and liability insurance are non-negotiable obligations – without them, public access to all 7,100 acres would be untenable. Ongoing maintenance ensures a safe and accessible community resource. Securing a portion of these costs through CPG allows Pilot Hill to direct donor and grant revenue toward capital goals: finishing the trailhead, and enhancing the amenities needed to attract and manage 150,000+ annual users. CPG funds also strengthen Pilot Hill's credibility with major funders by demonstrating sustained municipal investment – a key factor in qualifying for state and private matching grants that could unlock thousands of additional dollars for the region.

For Albany County's 38,000+ residents, Pilot Hill provides what no other resource can: free, immediate access to 50+ miles of trails, wildlife habitat, and open space in their own backyard. The community benefits are wide-ranging and well-documented:

Physical & Mental Health. Accessible trails reduce barriers to outdoor exercise for residents of all ages and abilities, including 2+ miles of ADA routes. Regular outdoor activity is directly linked to improved cardiovascular health, reduced anxiety and depression, and stronger community bonds.

Education & Youth Development. K–12 students engage in science-based field trips, wildlife research, and aquifer education. Youth programs – including at-risk youth groups and school mountain bike teams – use Pilot Hill weekly as a safe, restorative outdoor classroom.

Economic Growth. UW's CBEA estimates that Pilot Hill generates \$5.8M in annual regional economic value, supports 150 jobs, and produces \$1.3M in local tax revenue. Outdoor amenities attract workforce talent, remote workers, and retirees – a proven economic development strategy for rural communities.

Environmental Stewardship. Operational funding protects the Casper aquifer recharge zone – Laramie's primary drinking water source – by maintaining a managed growth buffer on the city's eastern edge and supporting the joint City-County Aquifer Protection Plan.

With CPG support, Pilot Hill Inc. will maintain uninterrupted free public access and grow educational and community events. Pilot Hill is one of the most-used and most-valued community assets in Albany County. A significant CPG investment demonstrates the commitment of the City and County as foundational partners.

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.

Partnerships have been a cornerstone of Pilot Hill Inc.'s success since inception, and they continue to grow each year. Board members serve by appointment from partnering organizations including the University of Wyoming (UW), Albany County, City of Laramie, WY State Parks, WY Game & Fish Department, USFS/Med Bow Natl. Forest and Laramie Rivers Conservation District. Elected Board members represent Rocky Mountain Elk Foundation, Laramie BikeNet, and High Plains Harriers. This governance structure ensures active collaboration and eliminates duplication by keeping key agencies and organizations at the decision-making table.

With the Pilot Hill trailhead within two miles of Laramie Middle School, High School, and several elementary schools, this unique positioning allows Pilot Hill to serve as a community third space, and a hub that complements – rather than duplicates – existing community resources.

Recent partnership examples include a collaborative erosion control project with Laramie Rivers Conservation District, WY Game & Fish, USDA Natural Resources Conservation Service, and UW Extension/Barnyards & Backyards, engaging 20+ volunteers to install Zeedyke reclamation structures. UW also partnered in reactivating an abandoned well to install a solar water pump supporting wildlife in critical winter habitat.

Pilot Hill is partnering with the City of Laramie to support its role as host of the Wyoming Association of Municipalities Conference this spring, providing the venue for a 5K fun run that showcases Pilot Hill's trails and Laramie's unique outdoor assets to municipal leaders from across the state.

Through partnerships with local schools and community clubs, Pilot Hill coordinates guided hikes on topics including the Casper aquifer, regional geology, and other nature-focused themes. These programs connect students and residents directly to the landscape in their backyard, supporting site-based learning while leveraging the expertise of partner organizations – ensuring efforts are coordinated and impactful rather than duplicative.

Pilot Hill's Executive Director serves on the City Parks & Recreation Board, the SE WY Great Divide Outdoor Recreation Collaborative, and the Albany County Tourism Board – ensuring Pilot Hill's work aligns with and strengthens broader community initiatives. Regular engagement at state conferences further multiplies Pilot Hill's reach and impact beyond Laramie.

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: _____

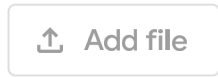
Additional information in support of this application?

Maximum character count is 1,000, including spaces.

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)

 PilotHillInc2025F...

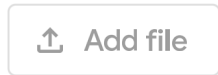
 Add file

Provide an itemized budget for this request and include other revenue sources as applicable. *

Budget Template available in the link below.

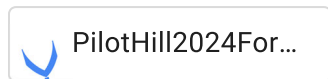
File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchenFY27Budget)


 Community Part...

 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)

 PilotHill2024For...

 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?

8389

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.

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: *

Sarah Brown Mathews

Date: *

MM DD YYYY

03 / 09 / 2026

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PILOT HILL PROJECT
Statement of Financial Position
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
FIRST INTERSTATE-CHECKING	111,912.86
FIRST INTERSTATE-SAVINGS	131,944.63
Total Checking/Savings	243,857.49
Other Current Assets	
Charles Schwab	648,515.51
Total Other Current Assets	648,515.51
Total Current Assets	892,373.00
Fixed Assets	
Accumulated Depreciation	-84,763.20
Fencing	10,577.50
Furniture and Equipment	5,699.00
Trail Improvements	934,335.26
Trailhead	63,823.50
Total Fixed Assets	929,672.06
TOTAL ASSETS	1,822,045.06
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Deferred Grant Income	115,470.64
Total Long Term Liabilities	115,470.64
Total Liabilities	115,470.64
Equity	
Unrealized Gains/Losses	61,412.39
Unrestricted Net Assets	1,483,596.21
Net Income	161,565.82
Total Equity	1,706,574.42
TOTAL LIABILITIES & EQUITY	1,822,045.06

PILOT HILL PROJECT
Statement of Activities

For the Three and Twelve Months ended December 31, 2025

	Oct - Dec 25	Jan - Dec 25
Ordinary Income/Expense		
Income		
General Donations	48,739.07	405,144.37
Grants-Designated		
Hughes Charitable Fnd Grant	0.00	8,588.92
Major Gifts Revenue Evans	0.00	124,447.54
Grants-Designated - Other	400,149.18	400,149.18
Total Grants-Designated	400,149.18	533,185.64
In-Kind Donations	43,669.25	43,669.25
Interest Income		
Bank Interest	670.40	2,012.10
Schwab Income	9.92	1,177.73
Treasury Bill Interest	10,847.26	40,630.13
Total Interest Income	11,527.58	43,819.96
Total Income	504,085.08	1,025,819.22
Expense		
Adminstrative Expenses		
Bank Charges	63.99	317.46
Bookkeeping/Audit	4,155.00	7,620.00
Dues/Subscriptions	0.00	123.15
Legal Fees	2,017.59	2,017.59
Marketing/Advertising	1,835.26	3,575.26
Office Supplies	839.30	2,284.88
Payroll Expenses		
Payroll Taxes	1,216.36	3,538.08
Wages	15,900.08	47,664.66
Total Payroll Expenses	17,116.44	51,202.74
Phone/Internet/Travel Reimburse	601.29	2,488.42
Postage and Freight	0.00	84.60
Printing/Photocopying	0.00	127.19
Total Adminstrative Expenses	26,628.87	69,841.29
Board and Committees		
D&O Insurance	0.00	1,732.00
Total Board and Committees	0.00	1,732.00
Fundraising		
Campaigns	0.00	100.00
Consultant/Contractor	0.00	700.00
Donor Development	0.00	16.92
Dues/Subscriptions	0.00	636.00
Events	689.19	1,811.29
Payroll Expenses		
Payroll Taxes	649.65	1,759.47
Wages	8,492.09	23,002.30
Total Payroll Expenses	9,141.74	24,761.77
Total Fundraising	9,830.93	28,025.98
Infrastructure/Build Out		
Consultants/Contracted	29,307.91	248,554.68
Equipment Purchases	4,597.37	4,597.37
Maintenance Contractor	-831.88	0.00
Materials	170.97	3,584.24
Payroll Expenses		
Payroll Taxes	36.86	2,281.13
Wages	481.82	28,400.44
Total Payroll Expenses	518.68	30,681.57

No Assurance is Provided

PILOT HILL PROJECT
Statement of Activities

For the Three and Twelve Months ended December 31, 2025

	Oct - Dec 25	Jan - Dec 25
Signage	0.00	111.05
Tools	-4,524.96	0.00
Trailhead Construction		
Trailhead Grant Match	360,000.00	360,000.00
Trailhead Construction - Other	15,723.24	23,072.65
Total Trailhead Construction	375,723.24	383,072.65
Trailhead Design	0.00	251.25
Trailhead Permitting Fees	0.00	19,832.87
Total Infrastructure/Build Out	404,961.33	690,685.68
Site Maintenance \$ Operations		
Automobiles/Travel	675.00	675.00
Consultants/Contracted	2,760.00	5,180.48
Lease Obligations		
OSLI Leases	0.00	34,830.71
Total Lease Obligations	0.00	34,830.71
Liability Insurance	0.00	32,389.73
Payroll Expenses		
Payroll Taxes	0.00	32.80
Wages	0.00	429.34
Total Payroll Expenses	0.00	462.14
Signage/Materials	0.00	183.98
Total Site Maintenance \$ Operations	3,435.00	73,722.04
Volunteers/Ambassadors		
Supplies	0.00	246.41
Total Volunteers/Ambassadors	0.00	246.41
Total Expense	444,856.13	864,253.40
Net Ordinary Income	59,228.95	161,565.82
Net Income	59,228.95	161,565.82

Community Partner Funding Budget FY 2026-2027

(Enter Organization Name)

Expense Category	Total Expense	County Total	City Total	Other Total	Brief Discription
Personnel:					
Salary:	\$ 86,360.00				
Fringe:	\$ 21,590.00				
TOTAL:	\$ 107,950.00	\$ -	\$ -	\$ -	
Supplies/Equipment:					
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
TOTAL:	\$ -	\$ -	\$ -	\$ -	
Utilities:					
Enter Utilites Here	\$ 7,162.00				Office electric, phone, internet plus water, electric @ trailhead
TOTAL:	\$ 7,162.00	\$ -	\$ -	\$ -	
Direct Client Services:					
Enter Service Here	\$ 41,418.00	\$ 15,000.00	\$ 10,918.00	\$ 15,500.00	Lease - Office of State Lands to secure property access for community
Enter Service Here	\$ 26,675.00	\$ 10,000.00	\$ 6,675.00	\$ 10,000.00	Liability Insurance
Enter Service Here	\$ 919,018.00				Trailhead - remaining 2026 construction expenses
Enter Service Here	\$ 55,348.00		\$ 7,407.00	\$ 47,941.00	Trails Maintenance, Wayfinding signage, Other (weeds, fences, trash, etc.)
Enter Service Here	\$ -				
Enter Service Here	\$ -				
TOTAL:	\$ 1,042,459.00	\$ 25,000.00	\$ 25,000.00	\$ 73,441.00	
Other Expenses:					
Enter Expense Here	\$ 27,795.00				Admin, Fundraising, Board/Committee expenses, Volunteers
Enter Expense Here	\$ -				
Enter Expense Here	\$ -				
Enter Expense Here	\$ -				
TOTAL:	\$ 27,795.00	\$ -	\$ -	\$ -	
GRAND TOTAL:	\$ 1,185,366.00	\$ 25,000.00	\$ 25,000.00	\$ 73,441.00	