

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 *

treasurer@laramiedepot.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: *

Laramie Railroad Depot Association

Contact Name, Title: *

Shaun Bullock, Treasurer

Mailing Address: *

PO B0x 623, Laramie, WY 82073

Contact Phone: *

3077608611

Contact E-Mail: *

treasurer@laramiedepot.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

2500

Requested Amount from Albany County: *

Enter dollar amount only

2500

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.

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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)

Community Partnership Grants only

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

Charles Van Huele, President. Richard Hook, VP. Shaun Bullock, Treasurer. Ron Bagby, Secretary, Benjamin Moore, Joseph Cook, Doug Johnson, Pat Nelson, David Lucke, Cole Lewis and Janet Dewey

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 requested funds will support the transportation and secure installation of a historically significant model railroad exhibit depicting the Laramie Engine Terminal during the steam era. The model, constructed in the United Kingdom by modeler Peter Kirmond, has been displayed at exhibitions for more than a decade and has been offered as a donation to the Laramie Railroad Depot Museum as a permanent interpretive exhibit.

Grant funds will be used in three areas. First, funds will assist with safely transporting the model from the United Kingdom to Laramie, Wyoming. This includes professional crating, international freight, customs processing, and final delivery. Because the layout contains intricate hand-built structures and mechanical components, proper packing and specialized transport are essential to ensure the exhibit arrives safely.

Second, funds will support preparation of a secure exhibit space within the Depot by installing upgraded locking hardware on the doors to the display room, ensuring controlled access and protection of the artifact.

Third, funds will allow the museum to install a small monitoring system consisting of discreet webcams to help staff monitor the exhibit area and prevent theft, vandalism, or accidental damage.

The model itself is being donated to the Laramie Railroad Depot Museum at no cost by the artist and builder. Grant funds are requested solely to cover the transportation and protective measures needed to responsibly receive and preserve the exhibit. Once installed, the layout will become a permanent interpretive exhibit that helps visitors understand the scale and complexity of Laramie's historic rail operations. It will support educational programming for school groups, enhance the museum experience for residents and tourists, and further the Depot's mission of preserving and interpreting Laramie's railroad heritage.

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.

Funding for this project will allow the Laramie Railroad Depot Museum to preserve, protect, and publicly display a unique historical exhibit that directly interprets Laramie's railroad heritage. The donated model provides a detailed visual representation of how the Laramie Engine Terminal operated during the steam era, helping visitors understand the scale and complexity of railroad operations that shaped the community.

Once installed, the exhibit will become a permanent educational feature within the museum. It will allow visitors—including students, families, and tourists—to visualize the workings of a major railroad facility that played a critical role in Laramie's history. The exhibit will support the museum's educational programming for school groups and provide a hands-on visual learning tool that complements the Depot's existing artifacts, photographs, and historical displays.

The project will also strengthen the Depot's role as a regional cultural destination. Laramie receives visitors from across Wyoming and the Rocky Mountain region who are interested in railroad history, western expansion, and Union Pacific heritage. A permanent, professionally displayed model of the Laramie Engine Terminal will enhance the visitor experience and provide a compelling interpretive centerpiece within the museum.

For the organization, the project represents an opportunity to responsibly steward a significant donated exhibit and expand the quality of exhibits available to the public. For the community, it preserves and interprets an important part of local history while providing an engaging educational experience for residents and visitors alike.

Ultimately, the goal of this project is to ensure that this detailed historical interpretation of Laramie's railroading past can be safely brought to the community and shared with the public for many years to come.

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.

The Laramie Railroad Depot Museum works collaboratively with a number of local organizations, businesses, and community groups to preserve and interpret Laramie's railroad history while strengthening the cultural and educational resources available to the community.

The Depot regularly partners with the City of Laramie and Albany County Government to provide space for community meetings, cultural programming, and regional events that benefit residents and visitors. As part of its mission to serve the public, the Depot periodically provides the facility at no charge for important civic and community functions. Examples include hosting the 2026 Wyoming Association of Municipalities (WAM) conference activities organized by Albany County, supporting community events such as Brewfest, and providing space for the City of Laramie to present downtown planning initiatives and community updates to residents.

The Depot also collaborates with organizations such as Visit Laramie, local schools, and the University of Wyoming to support tourism, educational programming, and historical interpretation. These partnerships help expand access to local history while strengthening the Depot's role as a cultural and educational resource.

To avoid duplication of efforts, the Depot maintains a clear focus on railroad history, transportation heritage, and stewardship of the historic Union Pacific passenger depot building. Other museums and historical organizations in Albany County focus on broader regional or cultural history, while the Depot specializes in interpreting Laramie's railroad legacy. This clear mission allows the organization to complement the work of other institutions while contributing a unique historical perspective to the community.

Through these partnerships and a focused mission, the Laramie Railroad Depot Museum maximizes community impact, supports local education and tourism, and ensures resources are used efficiently to benefit residents and visitors throughout the region.

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. *

10000

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.


This project represents a rare opportunity to bring an internationally exhibited interpretation of Laramie's railroad history to the community where that history occurred. The model railroad layout depicting the Laramie Engine Terminal has toured exhibitions in the United Kingdom for more than a decade and has been offered to the Laramie Railroad Depot Museum as a permanent donation by its builder.

The exhibit reflects the steam-era operations that played a central role in Laramie's development as a railroad community. Once installed, it will allow visitors, students, and tourists to better understand the scale and complexity of railroad operations that shaped the region.

Grant funding will ensure the layout can be safely transported, secured, and preserved so it can become a lasting educational exhibit accessible to residents, students, and visitors for many years to come, helping the community preserve and share an important part of Laramie's railroad heritage.

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)


 Laramie Railroad...

 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)

 Laramie Railroad...


 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)

 Laramie Depot 2...

 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?

2723

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.

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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: *

Shaun Bullock, Depot Treasurer

Date: *

MM DD YYYY

03 / 10 / 2026

Laramie Railroad Depot Association

Balance Sheet

Basis: Accrual

As of December 31, 2025

| Account | Account Description | Total |
|-----------------------------------|---|-------------------|
| Assets | | |
| Current Assets | | |
| Cash and Cash Equivalents | | |
| | Cash | |
| | Total for Cash | 0.00 |
| | Bank | |
| | First Interstate Bank - Business Index Money Market | 113,848.74 |
| | First Interstate Bank - Community Checking | 3,542.99 |
| | Total for Bank | 117,391.73 |
| | Total for Cash and Cash Equivalents | 117,391.73 |
| Accounts Receivable | | |
| | Total for Accounts Receivable | 0.00 |
| Other current assets | | |
| | Total for Other current assets | 0.00 |
| | Total for Current Assets | 117,391.73 |
| Fixed Assets | | |
| | Total for Fixed Assets | 0.00 |
| Other Assets | | |
| | Total for Other Assets | 0.00 |
| | Total for Assets | 117,391.73 |
| Liabilities & Equities | | |
| Liabilities | | |
| Current Liabilities | | |
| | Total for Current Liabilities | 0.00 |

| Account | Account Description | Total |
|---|--|------------------|
| Long Term Liabilities | | |
| Total for Long Term Liabilities | | 0.00 |
| Other Liabilities | | |
| Total for Other Liabilities | | 0.00 |
| Total for Liabilities | | 0.00 |
| Equities | | |
| Net Assets: Board-Designated Funds Internally Restricted | | 0.00 |
| Board Designated Funds: Brick Project | Funds for for grant writing on brick projects on sidewalks | 4,611.06 |
| Board Designated Funds: Building Painting | Funds for painting & partial grant restriction of bathrooms (\$334) | 334.00 |
| Board Designated Funds: Gift Shop | Funds for gift shop inventory and infrastructure purchases (80% of Gift Shop Sales) | 1,496.24 |
| Board Designated Funds: Lights & Locks | Funds for lights & locks (repair & maintenance) | 337.11 |
| Board Designated Funds: Modell RR Club | Funds for layout building & upkeep | 778.15 |
| Board Designated Funds: Museum Projects | Funds for museum displays & contents (including Wye layout) | 5,408.63 |
| Total for Net Assets: Board-Designated Funds Internally Restricted | | 12,965.19 |
| Net Assets: Grants and/or Donor Funds Externally Restricted | | 0.00 |
| Partial Restrictions: Grants and /or Donations (Received) | | 0.00 |
| Donation Only Designated Funds: N-Scale Modules | Funds for N-scale layout for display at open houses (requiring Albany Co. landscape) | 3,953.00 |
| Donor & Grant Designated Funds: Furnace Projects | Funds for furnace repairs & maintenance | 617.22 |
| Donor & Grant Designated Funds: Kitchen Projects | Funds for kitchen repairs & maintenance | 1,317.50 |
| Donor & Grant Designated Funds: RR Heritage Park | \$7500 signs, \$4000 bunk car platform, & \$284 Laramie sign | 35,294.11 |
| Grant Only Designated Funds: Junior Conductors | Funds for young modelers club & their layouts | 491.20 |
| Total for Partial Restrictions: Grants and/or Donations | | 41,673.03 |

| Account | Account Description | Total |
|--|---|-------------------|
| (Received) | | |
| Permanent Restrictions: Memorials (Received) | | 0.00 |
| Graham Dewey Memorial | (Enter date received and document intended purpose) | 1,240.19 |
| Jerry Hansen Memorial | (Enter date received and document intended purpose) | 1,527.31 |
| Lawrence Ostresh Memorial | (Enter date received and document intended purpose) | 2,634.37 |
| Total for Permanent Restrictions: Memorials (Received) | | 5,401.87 |
| Total for Net Assets: Grants and/or Donor Funds Externally Restricted | | 47,074.90 |
| Current Year Earnings | | 6,002.42 |
| Retained Earnings | | 51,349.22 |
| Total for Equities | | 117,391.73 |
| Total for Liabilities & Equities | | 117,391.73 |

Amount is displayed in your base currency **USD



Laramie Railroad Depot Association

Project Budget: Transport and Security Installation for Laramie Engine Terminal Model Exhibit

This budget outlines the estimated costs associated with transporting the donated Laramie Engine Terminal model exhibit from the United Kingdom to the Laramie Railroad Depot Museum and installing security measures to protect the display once installed.

| Expense Item | Description | Total Cost | Grant Request | Other Funding |
|---------------------------------|---|-----------------|----------------|----------------|
| International Crating & Packing | Professional packing and custom crate for safe transport of the model layout | \$3,000 | \$1,500 | \$1,500 |
| International Freight & Customs | Shipping from the United Kingdom to Laramie including freight handling and customs processing | \$6,500 | \$2,800 | \$3,700 |
| Local Delivery & Handling | Transport from freight carrier to the Laramie Railroad Depot | \$500 | \$200 | \$300 |
| Exhibit Room Security | Installation of upgraded locking hardware for exhibit room doors | \$400 | \$250 | \$150 |
| Monitoring System | Purchase and installation of security webcams to monitor the exhibit space | \$600 | \$250 | \$350 |
| TOTAL PROJECT COST | | \$11,000 | \$5,000 | \$6,000 |

Note: The requested grant amount represents partial funding for transportation and security costs required to responsibly receive and preserve the donated exhibit. Additional project costs will be supported through other funding sources and community support.