

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 *

cath.ann.johnson@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: *

Wyoming Singer-Songwriters

Contact Name, Title: *

Jon Gardzelewski, Founder and Director

Mailing Address: *

2312 E Sheridan St, Laramie 82070

Contact Phone: *

307-343-0088

Contact E-Mail: *

jon.gardzelewski@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

10000

Requested Amount from Albany County: *

Enter dollar amount only

10000

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.

10000

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 Arts Council, Wyoming Cultural Trust Fund, Wyoming Community Foundation

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

Jon Gardzelewski, Director

Jason Buchanon, Treasurer

Adam Kirkpatrick

Jason Newman

Sharon Martinson, Secretary

April Bretzman

Spencer Pelton

Amy Truman

Lauren Podjun

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.

Wyoming Singer-Songwriters (WYSS) is requesting funding for the 2nd Annual Snow Train Music Festival, which will take place in Laramie over a (non-football game) weekend in October 2026. Similar to last year, this event will feature over 100 Wyoming-based/connected artists on a dozen stages in venues throughout downtown Laramie. Last year, the event featured a return by Wyoming-native and GRAMMY Award-winning bluegrass bassist, Shelby Means. Similarly, this year, Wyoming Singer-Songwriters hopes to have the necessary funding to invite another acclaimed and Wyoming-connected headlining artist. In addition to featuring nationally successful artists, Snow Train Music festival provides opportunities to showcase local and regional musicians and bands as they build their careers or passion. Snow Train Music Festival is a weekend-long event that includes family-friendly venues (such as the Train Depot and St. Matthew Episcopal Church) and late night venues, making it accessible and open to all. Funding for this event would cover the venue rentals, sound engineers and staff required to run each stage, the cost of scheduling, marketing and promotion, but mostly funding will be distributed to the artists performing.

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.

Wyoming Singer-Songwriters (WYSS) seeks to address the lack of resources, opportunities and community connection for aspiring singer-songwriters and musicians in Wyoming so that they can develop their talent and contribute to Wyoming's unique and creative culture. Snow Train Music Festival is one way that WYSS seeks to accomplish its mission: by providing opportunities for musicians and fostering a regional music scene for the entire community to enjoy. WYSS believes that diverse story-telling and community-building through the art of songwriting is a powerful vehicle for not only understanding, celebrating, and growing Wyoming's unique culture and heritage, but essential for a strong, vibrant, pluralistic society. Last year, the first Snow Train Music Festival surpassed the organization's expectations regarding ticket sales, audience sizes, and general public reception. It became clear that there is a great desire and need for more music-centered community festivals like Snow Train, and WYSS is committed to meeting that need. This year, WYSS hopes to replicate the success of last year by drawing even larger audiences to each venue and making it more accessible by lowering the cost of tickets. This is only possible with the support of grants and funding. In addition, WYSS hopes that Snow Train will support the local economy by becoming an attraction for new and returning tourists from the region.

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.

WYSS has excellent relationships with venues throughout town and their managers/staff, including: The Gryphon Theater, Bonds and Blacktooth Breweries, The Cowboy, Buckhorn Bar, The Ruffed Up Duck, The Great Untamed, and St. Matthew's Episcopal Church, and the Train Depot, among others. Last year, each venue was eager to work with WYSS to produce Snow Train Music Festival. WYSS also works with Wyoming Public Media to promote regional Snow Train Artists live on Wyoming Sounds. Other partners/supporters include Bender Ruble Sound, D & L Music, and Battlesong Records. WYSS also works with generous volunteers throughout the community who donate their time and energy to make this event possible.

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. *

1000

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)


 WyomingSingerS...


 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)

 Wyoming Singer-...

 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)

 WyomingSingerS...

 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?

1

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.

We have never received funding before (the form would not accept 0 above)

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: *

Jon Gardzelewski, Founder and Director

Date: *

MM DD YYYY

03 / 11 / 2026

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Google Forms

Statement of Financial Position

Wyoming Singer-Songwriters

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Checking (0838)	7,352.71
Total for Bank Accounts	\$7,352.71
Total for Current Assets	\$7,352.71
Total for Assets	\$7,352.71
Liabilities and Equity	
Liabilities	
Total for Liabilities	
Equity	
Opening Balance Equity	119.98
Retained Earnings	13,478.15
Net Income	-6,245.42
Total for Equity	\$7,352.71
Total for Liabilities and Equity	\$7,352.71

Community Partner Funding Budget FY 2026-2027

Wyoming Singer-Songwriters-Snow Train Music Festival

Expense Category	Total Expense	County Total	City Total	Other Total	Brief Discription
Personnel:					
Salary:					
Fringe:					
TOTAL:					
Supplies/Equipment:					
Media: Posters, Booklets	\$ 1,600.00	\$ 400.00	\$ 400.00	\$ 800.00	
Digital Advertising	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	
Custom Festival Wristbands	\$ 400.00	\$ 100.00	\$ 100.00	\$ 200.00	
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
TOTAL:	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	
Utilities:					
Enter Utilites Here	\$ -				
TOTAL:	\$ -	\$ -	\$ -	\$ -	
Direct Client Services:					
Musicians / Artist Compensation	\$ 28,000.00	\$ 6,500.00	\$ 6,500.00	\$ 15,000.00	
Graphic Design	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	
Venue Rental	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	
Sound and Lights	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	
Enter Service Here	\$ -				
Enter Service Here	\$ -				
TOTAL:	\$ 38,000.00	\$ 9,000.00	\$ 9,000.00	\$ 20,000.00	
Other Expenses:					
Planning and Organizing	\$ 2,000.00			\$ 2,000.00	
Enter Expense Here	\$ -				
Enter Expense Here	\$ -				
Enter Expense Here	\$ -				
TOTAL:	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	
GRAND TOTAL:	\$ 44,000.00	\$ 10,000.00	\$ 10,000.00	\$ 24,000.00	