

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 *

peaceofmind.ddwaiversvcs@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: *

Peace of Mind: Your Journey, Your Way

Contact Name, Title: *

Michelle Cook, Executive Director

Mailing Address: *

4901 Graham Drive, Unit A, Laramie, WY 82070

Contact Phone: *

307-223-6966

Contact E-Mail: *

peaceofmind.ddwaiversvcs@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

5000.00

Requested Amount from Albany County: *

Enter dollar amount only

5000.00

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)

Peace of Mind received a grant from 4imprint for materials for a fundraising event. We used the funds for the purchase of branded mugs to give to guests who attended our Hot Cocoa Contest in 2025.

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

Deanne Flickinger, Sarah Mosher, Larca Wicke, Kaycee Holloway, Erica Mones, Shelby Gunter, Lynora Tolman

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 directly support the development and implementation of Peace of Mind's emergency preparedness initiative for individuals with disabilities and their families. Funding allocations are structured to maximize impact, ensure sustainability, and provide measurable outcomes.

Personnel and Staff Support (40%)

Staff will coordinate and facilitate both the community conference and individualized emergency planning sessions. Responsibilities include conducting planning meetings with participants and their families, gathering and organizing critical information, creating personalized plans, providing training and technical assistance, and maintaining program documentation. Staff time is essential to ensure accurate, individualized plans and to foster collaboration with emergency responders and partner organizations.

Community Conference Costs (35%)

Funding will cover venue rental, audiovisual equipment, signage, and educational materials for the emergency preparedness conference. These costs ensure a professional, accessible environment conducive to learning and collaboration and allow participation from a wide range of stakeholders.

Technology and Materials (15%)

Funds will support software and digital tools necessary to create, store, and share emergency preparedness plans. This includes licenses for secure planning software, digital storage solutions, and tablets or computers used during planning sessions. Additional materials include printed plan templates, brochures, and resource guides for conference attendees and program participants.

Outreach and Communication (5%)

Resources will be allocated for outreach to participants, families, and partner organizations, including mailings, phone calls, and online communications. Effective outreach ensures broad participation and engagement, maximizing the program's reach and impact.

Evaluation and Reporting (5%)

Funds will support evaluation activities, including survey development, data collection, analysis, and reporting. Evaluation is critical to measure program effectiveness, track outcomes, and provide data for continuous improvement and funder reporting.

This budget allocation ensures that each dollar directly supports program goals, enhances participant experience, and contributes to measurable, sustainable community impact.

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.

Individuals with disabilities often face challenges during emergencies, including accessibility, communication barriers, and the need for caregiver assistance. While our community has strong emergency response systems, many individuals and families lack coordinated, accessible resources tailored to their unique needs. Emergency responders may also lack immediate access to critical information about an individual's needs, communication preferences, or support networks.

Without targeted planning, these gaps can delay response times, increase risk, and heighten stress for individuals and first responders. Traditional emergency planning resources often do not address accessibility considerations, leaving vulnerable community members disproportionately affected during crises.

Peace of Mind: Your Journey, Your Way has identified emergency preparedness for individuals with disabilities as a critical unmet need. By improving coordination, communication, and individualized planning, this initiative will enhance safety, resilience, and inclusion for some of the community's most vulnerable residents.

Peace of Mind will implement a 2 part initiative to strengthen existing systems.:

Community Emergency Preparedness Conference:

We will host a conference in partnership with emergency management, emergency services, disability experts, and other service providers. The event will bring together individuals with disabilities, families, caregivers, and service providers to share information about disaster preparedness resources. Attendees will gain actionable strategies, access to educational materials, and opportunities to build relationships with first responders.

Individualized Emergency Preparedness Planning Program:

Following the conference, staff will work directly with participants and their support networks to develop personalized emergency preparedness plans. These plans will address mobility, medical needs, medications, communication preferences, transportation requirements, emergency contacts, natural supports, as well as tips to build connections where no natural supports exist. Each participant will receive printed and digital copies to share with all identified supports in their plan. A simplified version may also be posted in the home for rapid access during emergencies.

This approach allows individuals to actively participate in their safety planning while fostering stronger communication between families, service providers, and emergency responders.

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.

We believe that community collaboration is not only the best way to achieve success as it relates to inclusion, access, and opportunity for people with disabilities, it, also, enriches lives for all people. One of the ways we work to build community is through our annual Hot Cocoa Contest, in which we invite local nonprofits to enter the contest at a reduced rate and showcase their nonprofit at their entry table. We have created an environment where community organizations can share their story with our guests as well as other organizations. We have received feedback, especially from new nonprofit organizations, that this event has spread awareness about their programs in a new way to a new audience. It is a win for everyone.

We have regular conversations with other organizations regarding services provided and how we can work together to fill the gaps. These conversations have included other related service providers, medical and mental health professionals, churches, and other nonprofits. Our staff members have worked together to collect donations for Interfaith and other local pantries, Special Olympics, United Way, and local youth sports programs as well as volunteering individually or as a group for local events. Finally, we share information on our social media sites about other nonprofit organizations' services, events, and fundraisers.

While emergency management, FEMA, emergency services, American Red Cross, and other preparedness organizations provide educational materials and training on developing emergency plans, our project makes it possible to actually sit together at the table to put all of the information into a document that can be easily and immediately implemented.

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. *

50

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.


Success will be measured by tracking conference attendance, surveys measuring knowledge and confidence, completion of emergency plans, participant and partner feedback for improvement.


Sustainability will be achieved through integration into ongoing services, continued engagement with conference partners, and using evaluation outcomes to diversify funding by securing future grants, sponsorships, and in-kind support.

Peace of Mind: Your Journey, Your Way is dedicated to creating a safer, inclusive community where individuals with disabilities thrive. This initiative addresses a critical gap in emergency preparedness by providing education, individualized planning, and strengthened collaboration with local agencies. With this funding, Peace of Mind will enhance participant safety, increase community resilience, and empower individuals with disabilities and their families to plan proactively for emergencies.

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)


 Peace of Mind St...

 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)

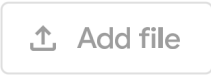
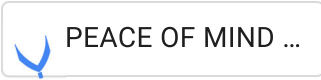
 Emergency prep...

 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)



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?

.....

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: *

Michelle D. Cook, Executive Director

Date: *

MM DD YYYY

03 / 11 / 2026

Statement of Financial Position

Peace of Mind- Your Journey, Your Way

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Checking Account	-3,925.38
Petty Cash	392.04
Savings Account	340.96
Total for Bank Accounts	-\$3,192.38
Accounts Receivable	
Accounts Receivable	0.00
Other Current Assets	
Payroll Refunds	0.01
QuickBooks Tax Holding Account	3,512.19
Total for Other Current Assets	\$3,512.20
Total for Current Assets	\$319.82
Fixed Assets	
2017 Forester	7,000.00
Accumulated Depreciation	-1,843.27
Vehicles	9,223.00
Total for Fixed Assets	\$14,379.73
Total for Assets	\$14,699.55
Liabilities and Equity	
Liabilities	
Current Liabilities	
Credit Cards	
American Express	-6,545.25
Total for Credit Cards	-\$6,545.25
Other Current Liabilities	
Health Insurance Payable	86.45
Loan Payable - M Cook	900.00
Payroll Liabilities	\$0.00
CO Income Tax	275.00
Federal Taxes (941/943/944)	99,194.65
Health Insurance	14,687.69
PA Income Tax	144.08
Retirement Plan	29,907.77
WY Unemployment Tax	6,796.77
Total for Payroll Liabilities	\$151,005.96
Total for Other Current Liabilities	\$151,992.41
Total for Current Liabilities	\$145,447.16

Statement of Financial Position

Peace of Mind- Your Journey, Your Way

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for Liabilities	\$145,447.16
Equity	
Net Assets (Opening)	6,683.98
Program Reserves	-15,076.18
Net Income	-122,355.41
Total for Equity	-\$130,747.61
Total for Liabilities and Equity	\$14,699.55

DRAFT COPY

Emergency Preparedness Project Budget

TASK		DESCRIPTION	Expenses	Income
Task	Staff Labor Costs			
Subtask	Planning and preparation, including volunteer hours		\$1,500	
Subtask	Event Day		\$1,500	
Subtask	Plan development appts		\$1,550	
Task	Advertising			
Subtask	Posters, flyers, postcards, Signage		\$500	
Subtask	Postage		\$50	
Subtask	Newspaper/radio ads		\$500	
Task	Equipment			
Subtask	Tablets		\$1,000	
Subtask	Wifi hotspot		\$500	
Task	Speakers			
Subtask	Speaker fees		\$500	
Subtask	Travel & lodging		\$0	
Subtask	Meals included in catering		\$0	
Subtask	Print Materials		\$150	
Task	Venue			
Subtask	Space including staging & furniture		\$800	
Subtask	AV equipment		\$400	
Subtask	AV Tech (\$45 x 8 hrs)		\$400	
Subtask	Catering (lunch and break snacks)		\$2,000	
Task	Event liability insurance		\$150	
Task	Vendor entry fees			\$500
Task	Sponsorships			\$1,000
Task	Grants			\$10,000
Total			\$11,500	\$11,500