

# 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](mailto: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](mailto:noaklandpotter@cityoflaramie.org), 307-721-5226

**Albany County:** Bailey Quick, [grants@albanycountywy.gov](mailto:grants@albanycountywy.gov), 307-721-1803

Email \*

671e6mph@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: \*

Albany County Sheriff's Search and Rescue (ACSSAR)

Contact Name, Title: \*

Matt Burkhart, ACSSAR Board Member

Mailing Address: \*

P.O. Box 2140 Laramie, Wyoming 82073

Contact Phone: \*

307-399-4960

Contact E-Mail: \*

mburkhart@albanycountysar.org and 671e6mph@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: First Responder

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

- Yes
- No

Requested Amount from the City of Laramie: \*

Enter dollar amount only

7850

Requested Amount from Albany County: \*

Enter dollar amount only

7850

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)

Wyoming Community Intertie Foundation – Rescue snowbulance and snowmobile, \$26k

Union Pacific Foundation – Search team shell jackets and shell pants, \$7.5k

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

Liberty Boyer, President

Neil Matheson, Vice President,

James Mauch, Secretary

Jim Waters, Treasurer

Mitch Helling, Training Officer

Matt Burkhart, Board Member

Elise Calhoun, Board Member

Jack Syring, Board Member,

Brenna Hutchison, Board Member

Mitchell Knock, Board Member

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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.

Funds help 3 Objectives: Hug-A-Tree outreach program (1st priority), search technology operational costs and ACSSAR and community medical skills. Partial/conditional funding is acceptable.

Hug-A-Tree will be taught to ~300 local students when requested by teachers. Outreach materials will be provided at local events: Freedom Has A Birthday, First Responder Youth Camp, parades and clubs. The national HaT program gives younger children skills and resources to survive until SAR finds them. ACSSAR volunteers provide instruction and demos to students; a "Hug-A-Tree Survival Kit" is given which includes printed materials, trashbag, whistle, signal mirror, flagging and glowstick. Students use this kit and their new knowledge to "be big and stay warm and dry" until found. We previously offered this program with a Community Partner grant (2019 COVID) and currently funds it from ACSSAR funds. HaT is a valuable service but self-funding decreases funds for our fundamental mission of SAR.

Objective 2 uses funds to cover 1 year of search technology. Recently, ACSSAR implemented tech to increase situational awareness of searchers and search managers to provide a better outcomes for lost subjects. We use the SARTopo app to provide realtime tracking/mapping of SAR teams, clue/POI logging, weather and other info. This helps determine likely locations of subjects, documents areas searched and how, giving an estimate of search coverage and likelihood of detection. Teams connect via cell phone and Garmin InReach. Starlink internet/WiFi was added to allow searchers to download tracks at SAR Ops and get updates of weather or external info. Managing searches with these tools has revolutionized how ACSSAR sends out teams, determines search areas and improves us finding a subject. The resource combo is unique to ACSSAR in Albany Co.

Finally, funds will be used to grow and maintain the level of medical training for ACSSAR folks by covering costs for Red Cross training. As an Authorized Training Provider with Red Cross, ACSSAR offers courses to members far cheaper than elsewhere. The more recreationists and community members with training, the better likelihood they can provide care to others in the backcountry. Funds will allow ACSSAR to offer Wilderness First Aid for 20 community members free of charge with a lottery-style signup. While other local opportunities exist for CPR, we will fill the first aid gap with this course.

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.

Minimizing the number of individuals requiring SAR resources in Albany County through Primary Prevention is the goal of Hug-A-Tree and outreach. By offering Hug-A-Tree to students in Albany County, we hope to raise awareness of what students should do when they prepare to recreate and what to do if they get separated from their trusted adults. Hopefully, the information from this program will be remembered into adulthood and will be shared with others in/out of the student's home. General outreach and resources to the community through SAR awareness at events such as Freedom Has a Birthday, local parades, Farmer's Market, clubs and UW outreach is an opportunity to let the community know of our services, provide tips on what to do if lost and to recruit volunteer members to ensure a strong base of searchers to mobilize when needed. We hand out whistles and literature on SAR at these events with hopes that people will always remember to take a whistle and simple shelter with them when they recreate and to understand that if they are lost, members of ACSSAR will come find them.

Second, funds to cover a year's worth of operating expenses directly related to our search technologies will improve the time-to-find during searches which results in a better outcome for the subject and better utilization of personnel resources. All of the tech together improves the overall likelihood of positive outcome, provides communication in the field when radios do not function, improves situational awareness and allows other folks to support development of search strategies. The data can be analyzed by others offsite or provided to follow-on teams to ensure continuity and additional review of the operations.

The 3rd objective is to grow and maintain the number of ACSSAR members having above basic medical training (CPR/AED/FA/WFA) and grow the number of individuals who can teach these skills by certifying them as trainers. ACSSAR has a long relationship with American Red Cross to provide these types of courses as an Authorized Training Provider. We also see the need for a wilderness type first aid class in the community and would like to be able to offer this course to up to 20 community members free of charge. A typical WFA class costs \$200-400 depending on the provider. We feel this deters people from getting training that could help themselves or a member of their party or other public, thus reducing the impact to ACSSAR, ACSO and other first responders.

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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.

ACSSAR is the only non-governmental search and rescue organization in Albany county. On search incidents, we work exclusively with the Albany County Sheriff’s Office for SAR missions; the ACSO requests our services when needed for SAR operations within Albany County or through mutual-aid. While the ACSO statutorily provides SAR services in the County, ACSSAR does the bulk of the boot-on-the-ground person-intensive work allowing the ASO to concentrate on other aspects only they can do, such a law enforcement. We conduct joint training with the ACSO and neighboring SAR teams when appropriate but we rely on ACSSAR members, fundraising and leadership to direct the organization.

ACSSAR partners with the Albany County School District #1 to provide the Hug-A-Tree curriculum in classrooms. We have collaborated directly with Andrea Hayden at Spring Creek and teachers at Indian Paint Brush, Linford and others to bring the program to the students. We continue to offer this unique outreach curriculum and other SAR-focused instruction through events like First Responder’s Youth Camp and the ACSD Outdoor Survival Day. To our knowledge, we are the only local group providing SAR services and SAR outreach – how to not get lost and what to do if you are lost. There are other groups such as the [Girl] Scouts that discuss survival tactics, but this is not something we routinely do.

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. \*

300

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: All residents of Laramie, Albany County and our recreational visitors


Additional information in support of this application?


Maximum character count is 1,000, including spaces.

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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)


 ACSSAR2025Fin...


 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)


 ACSSARFY27Bu...

 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)

 ACSSAR2024\_99...

 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?

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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: \*

Matt Burkhart, ACSSAR Board Member

Date: \*

MM DD YYYY

03 / 11 / 2026

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Google Forms

**Albany County Sheriff's Search and Rescue  
Statement of Financial Position CY2025**

<b>Starting Balance CY2025 (Cash)</b>	<b>\$</b>	<b>63,375</b>
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<b>Income</b>		
Self-Initiated Fundraising (Jelm, Dogshow, FM)	\$	7,908
Donations	\$	5,279
Training Reimbursements (WY SAR Fund)	\$	-
Application Fees	\$	425
Other Income / merchandise gear sales	\$	9,332
Wyoming Community Intertie Grant	\$	26,000
UP Foundation Grant	\$	7,500
WyoGives Donations	\$	7,649
<b>Total Income</b>	<b>\$</b>	<b>64,093</b>

<b>Expenses</b>		
General Operations	\$	17,999
Specialty Teams	\$	18,372
Training	\$	7,232
Snowbulance + Snowmobile (Intertie)	\$	26,610
Team Outerwear (UP)	\$	8,790
Search Drone	\$	12,423
WyoLink Radio Purchase	\$	2,398
<b>Total Expenses</b>	<b>\$</b>	<b>93,824</b>

<b>Liabilities</b>		
<b>Total Liabilities</b>	<b>\$</b>	<b>-</b>

<b>Net Assets</b>		
Without Restriction	\$	76,324
With Restriction (grants, specialty teams)	\$	51,144
<b>Total Net Assets</b>	<b>\$</b>	<b>127,468</b>

<b>Ending Balance CY2025 (Cash)</b>	<b>\$</b>	<b>33,644</b>
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**Community Partner Funding Budget FY 2026-2027**

Albany County Sheriff's Search and Rescue

Expense Category	Total Expense	County Total	City Total	Other Total	Brief Discription
<b>Personnel:</b>					All ACSSAR personnel are Volunteers
Salary:	\$ -				
Fringe:	\$ -				
<b>TOTAL:</b>	\$ -	\$ -	\$ -	\$ -	
<b>Supplies/Equipment:</b>					
Hug A Tree Student Kits	\$ 4,500.00	\$ 2,250.00	\$ 2,250.00		HaT student kits (500) -- trashbag, whistle, materials, flagging, mirror, glowstick
Whistles for Public Outreach	\$ 500.00	\$ 250.00	\$ 250.00		Whistles to hand out at Freedom Has A Birthday, parades, community events
Printing	\$ 1,200.00	\$ 600.00	\$ 600.00		Printing for supporting materials and outreach on heavy paper
Starlink	\$ 1,800.00	\$ 900.00	\$ 900.00		One year of Starlink service
In-Reach Tracking	\$ 1,440.00	\$ 720.00	\$ 720.00		One year of track and message service for Garmin In-Reach Units
SARTopo	\$ 600.00	\$ 300.00	\$ 300.00		One year of SARTopo Team subscription
USB Battery Packs	\$ 800.00	\$ 400.00	\$ 400.00		Weatherproof backup USB power packs for cell, Garming and radio devices for teams
WFA Participant Materials		\$ 200.00	\$ 200.00		Course workbooks and handouts
Enter Supplies Here	\$ -				
Enter Supplies Here	\$ -				
<b>TOTAL:</b>	\$ 10,840.00	\$ 5,620.00	\$ 5,620.00	\$ -	
<b>Utilities:</b>					
Enter Utilities Here	\$ -				
<b>TOTAL:</b>	\$ -	\$ -	\$ -	\$ -	
<b>Direct Client Services:</b>					
Wilderness First Aid Course	\$ 1,500.00	\$ 750.00	\$ 750.00		Wilderness First Aid (WFA) course open to community members (20 slots)
Enter Service Here	\$ -				
Enter Service Here	\$ -				
Enter Service Here	\$ -				
Enter Service Here	\$ -				
Enter Service Here	\$ -				
<b>TOTAL:</b>	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ -	
<b>Other Expenses:</b>					
BLS/AEO/BBP Support -- Red Cross	\$ 1,020.00	\$ 510.00	\$ 510.00		BLS/AEO/BBP certification for 50% (20) of ACSSAR members (good for two years)
Wilderness First Aid -- Red Cross	\$ 740.00	\$ 370.00	\$ 370.00		WFA certification for 50% (20) of ACSSAR members (good for two years)
ARC Trainer Course	\$ 1,200.00	\$ 600.00	\$ 600.00		Trainer training and certificates for six ACSSAR members
Enter Expense Here	\$ -				
<b>TOTAL:</b>	\$ 2,960.00	\$ 1,480.00	\$ 1,480.00	\$ -	
<b>GRAND TOTAL:</b>	\$ 15,300.00	\$ 7,850.00	\$ 7,850.00	\$ -	