

City of Laramie/Albany County
Community Partner Organization - “Outside Agency”
Funding Request Application

Fiscal Year 2020/2021

Introduction

The City of Laramie and Albany County provide funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies” or “Community Partners,” organizations receiving municipal and/or county 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 to 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. Historically, the organizations requesting funding have typically fallen 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 or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: *Laramie Plains Museum, Laramie Depot, and Relative Theatrics*

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 primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Big Brothers-Big Sisters, Downtown Clinic, and Interfaith-Good Samaritan*

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit or B) provide services, programs or 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.

Examples: *Albany County Public Library and the Laramie Plains Civic Center*

Application Instructions

Please answer questions in the form provided here. An application is also available for download on the City of Laramie website: www.cityoflaramie.org and the Albany County website: <http://www.co.albany.wy.us/>. Contact Sarah Reese (sreese@cityoflaramie.org, 721-5201) or Jackie R. Gonzales (jgonzales@co.albany.wy.us) for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager's Office.

Applicants must submit two (2) signed original applications, plus one (1) electronic copy to:

Original Copy

Hand deliver to:

City Manager's Office
Nancy Oakland-Potter
Executive Assistant
406 Ivinson Avenue

or

Mail:

City Manager's Office
Attn. Community Partner Funding
P.O. Box C
Laramie, WY 82073

Electronic Copy

Email to:

Sarah Reese
City Manager's Office
Administrator
Economic & Community
Initiatives
307-721-5201
sreese@cityoflaramie.org

&

Jackie R. Gonzales
Albany County
County Clerk
307-721-5533
JGonzales@co.albany.wy.us

The application process also includes a five-minute presentation and "question and answer" session with the City Council and the County Commissioners. See Application Checklist for meeting schedule.

Applications must be received by the City Manager's Office by no later than 5:00 p.m. on Monday, February 24, 2020.

Application Checklist

This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- Two (2) Original Copies hand delivered or mailed to the City Manager’s Office.
 - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
 - Copy of Organization’s W-9 Form.
 - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to both sreese@cityoflaramie.org and JGonzales@co.albany.wy.us.
(Note: **Do not include W-9 in electronic version**)
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer “N/A” or enter a zero.
- Complete Section VI if *your agency received funding during the FY 2019/2020 cycle*).
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received)*

Application Type	Date/Estimated Time	Location
City-only	March 10, 2020/ 5:30 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
Joint City/County	March 10, 2020/ 5.45 p.m.	Council Chambers of City Hall, 405 Ivinson Avenue
County-Only	TBA	County Commissioners’ Room, Room 105, County Courthouse

Schedule for Decision Making Process and Availability of Funds

→**City:** Laramie City Council intends to make a preliminary funding decision in late March or early April 2020. The final funding decision will be announced upon adoption of the City’s FY 2020/2021 budget. Adoption is planned to occur in June 2020. Award payments for successful applicants will be made after July 1, 2020.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget in July, 2020. Contact County Clerk, Jackie Gonzales for more information.

SECTION I: *Cover Sheet*

APPLICANT INFORMATION

Organization Name:	Laramie Railroad Depot Association
Contact Person:	Joseph Cook
Mailing Address:	P.O. Box 623, Laramie, WY 82073
Phone:	307-761-3045
E-mail:	joe.n.cook@gmail.com
Web:	laramiedepot.org

Type of Organization:	
<input checked="" type="checkbox"/> Recreation/ Arts and Culture	<input type="checkbox"/> Civic/Quasi-Governmental
<input type="checkbox"/> Social Service	<input type="checkbox"/> Other _____

Requested Amount for FY20/21: City \$5,000.00 County \$5,000.00
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Will this amount be used to leverage additional funds either through grants or other means?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If you marked "yes", indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.
Up to \$5,000.00 <input type="checkbox"/> Estimated <input checked="" type="checkbox"/> Actual

Description of request: Using the space below, <i>briefly</i> describe how your organization will use these funds and how the proposed program/project will benefit the community. A more detailed description is requested in <u>Section III</u>
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Declaration: I hereby certify that the information give in this application for Community Partner funding is true and correct to the best of my knowledge.		
Agency Director NA		
Signature	Print Name	Date
Board President	Joseph Cook	02/24/2020
Signature	Print Name	Date

SECTION II: Organization History

Organizational History and Mission

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

The Laramie Railroad Depot was built in 1924 to replace the town's original Union Pacific Depot/Hotel that was destroyed by fire in 1917. It served as Laramie's Union Pacific passenger depot until 1971 and as an Amtrak depot until 1983. It is the only remaining building left from the once large Union Pacific presence in Laramie and was added to the National Register of Historic Places in 1988. The railroad is the reason for the City's original existence, and the Depot is an important part of Laramie's historic legacy. The association started as a subset of the Laramie Plains Museum in 1985 when the Union Pacific Railroad donated the building. The Laramie Railroad Depot Association then became an independent entity in 2009. Its mission is to preserve Albany County's railroad heritage, to educate and promote the importance of the railroad to the history, culture and economic development of the local area, the State of Wyoming and the nation, and to preserve this history for posterity. The association now works to "restore, maintain, and preserve the Depot and its artifacts", develop the Depot use as an events center and museum to ensure self-sufficiency, and beautify the Depot property to contribute to the historic downtown Laramie streetscape. The operational budget comes from the rental. The rentals also go to support the museum and free railroad events.

Organizational Structure

List your officers and director(s), indicating their terms of office

Joseph Cook - President - January 2021
Jerry Hansen - Vice-President - January 2021
Karl Moore - Secretary - January 2022
Terry Hahn - Treasurer - January 2021

SECTION III. *Funding Request Justification*

Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request;*
- *description of any large program or staff expansion occurring in this fiscal year;*
- *large equipment or other fixed assets that will be purchased fiscal year;*
- *how your project relates to city or county goals or improves the overall quality, character or health of the community; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means*

The Laramie Depot exterior has three main painted elements: the white stucco along the base of the building, the brown sopher and beams under the awning of the roof, and the red windows and doorframes. Over the next two to three years the Depot intends to repaint each of these elements to rejuvenate the building and bring fresh vibrancy to this area of Downtown Laramie.

An initial estimate of \$18,612.00 was provided by Kirk Dory Inc, however at least one of the paints is now known to contain lead. A professional lead test will be done on the other two elements as the results were inconclusive. Lead abatement is expected to double the cost of the repainting. Lead also increases the urgency of the project with the paint already chipping in places and the proximity to children play areas in the park. The Depot will match the County and City awards up to a combined \$5,000.00.

The Depot is also working on grants for the repainting of the snow train further improving the overall condition of the Depot Park.

Section IV. *Financial Information* (a current balance sheet can be submitted to satisfy this requirement)

Balance Sheet as of December 31, 2019:

<i>Assets</i>	<i>Liabilities</i>	<i>Other Financial Information</i>
Current: Cash: CDs , etc.: Receivables: Fixed: Equipment: Building: Less Depreciation:	Current: Payables: Withholding: Long Term: Promissory Notes: Mortgage: Owner’s Equity:	<i>You Wish to Include:</i>

SECTION V. Fiscal Year Budget Information

If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:
 Calendar Year: January 1st 2020 – December 31st 2020

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	\$5,000.00	<i>Pending</i>
Albany County, Community Partner	\$5,000.00	<i>Pending</i>
United Way	NA	
Donors	\$1,000.00	<i>Projected, Includes dues</i>
Fundraisers	NA	
Interest	\$400.00	<i>Projected based on previous years</i>
Rentals	\$22,000.00	<i>Projected, partially secured</i>
Other	\$45,000.00	<i>Pending, ACRB grant</i>
Total Estimated Revenue	\$78,400.00	

Expense

	Amount	Comments
Salary, Director	NA	
Salary, Other(s)	\$8,000.00	<i>Custodian</i>
Benefits	NA	
Rent	NA	
Utilities	\$6,500.00	
Client Service	NA	
Client Aid	NA	
Equipment	NA	
Other Operating Costs	\$8,000.00	
Snow Train Restoration	\$45,000.00	<i>Other grants will be written during 2020</i>
Depot Repainting	\$15,000.00	
Total Estimated Expense	\$82,500.00	<i>Loss on year due to allocation of existing funds to repainting</i>

Section VI: Interim Report for FY 2019/2020 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2019/2020

Amount Awarded? \$2,194.44

Have you used all of the funds awarded? Yes
 No

If you have not used all of the funds awarded, please include *amount remaining and date* by which you intend to use those funds. \$2,194.44
Date: 08/09/2020

Briefly describe the impact that the FY 2019/2020 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project or organization*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*

The Depot will be completing a \$4,000-\$5,000 section of the sidewalk during spring/summer 2020. Depending on availability and weather windows, this work will be done by August 9th, 2020. The continued support from the City and County has allowed the brick project to advance to its current stage providing safe passage for depot users and park users along the east side of the building. This has included several thousand people who showed up to the depot for the arrival of the BigBoy in May 2019 as well as our many museum visitors and renters who occupy the building most of the year. The open house in November also brought over 1000 people to the depot over the two-day event.

2019 Laramie Railroad Depot Financial Report	
Credit	Debit
2019 Income	2019 Expenses
Rental Income \$ 22,075.00	<u>Operating Costs</u>
Dues \$ 260.00	Utilities \$ 6,371.37
Donations \$ 735.46	Custodial \$ 7,670.00
Money Market Interest \$ 425.98	Other \$ 8,235.63
Grants \$ 3,194.44	<u>Total</u> \$ 22,277.00
Gift Shop \$ 735.80	Use of Allocated Funds \$ 22,373.05
Total \$ 27,426.68	Total \$ 44,650.05
January 1st Funding	December 31st Funding
Allocated Funds Jan 1st \$ 59,230.26	Allocated Funds Dec 31st \$ 56,586.81
Rental Inc. on future rentals \$ 6,600.00	Rental Inc. on future rentals \$ 5,960.00
Available Funds Jan 1st \$ 34,835.44	Available Funds Dec 31st \$ 20,895.52
Total \$ 100,665.70	Total \$ 83,442.33
Total Credit \$ 128,092.38	Total Debit \$ 128,092.38