

# City of Laramie/Albany County

## *Community Partner Organization - “Outside Agency”*

### *Funding Request Application*

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**Fiscal Year 2021/2022**

#### *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 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, 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***

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Please answer questions in the form provided here. An application is also available for download on the City of Laramie website: [www.cityoflaramie.org](http://www.cityoflaramie.org). Contact Nancy Oakland-Potter ([noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org), 721-5226) or Jackie R. Gonzales ([jgonzales@co.albany.wy.us](mailto: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 their application either by U.S. Mail or electronically to:**

### **Original Copy (one hard copy only)**

**Mail:**

City Manager's Office  
Attn. Nancy Oakland-Potter—Community Partner Funding  
P.O. Box C  
Laramie, WY 82073

### **Electronic Copy (one to each staff member listed below)**

**Email to:**

Nancy Oakland Potter  
City Manager's Office  
Executive Assistant  
307-721-5226  
[noaklandpotter@cityoflaramie.org](mailto:noaklandpotter@cityoflaramie.org)

Jackie R. Gonzales  
Albany County  
County Clerk  
307-721-5533  
[JGonzales@co.albany.wy.us](mailto: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.

### ***PLEASE NOTE:***

***Applications must be received by the City Manager's Office by no later than 5:00 p.m. on Monday, February 22, 2021.***

## ***Application Checklist***

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

- Complete Application Form.
- If submitting a hard copy via U.S. Mail 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 [noakandpotter@cityoflaramie.org](mailto:noakandpotter@cityoflaramie.org) and [JGonzales@co.albany.wy.us](mailto: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 2020/2021 cycle*.
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received)

<b>Application Type</b>	<b>Date/Estimated Time</b>	<b>Location</b>
City-only Joint City/County	March 9, 2021/ <b>5:30 p.m.</b>	Zoom Meeting ID: 832 7021 8027 Passcode: 102467. There will be no in person presentations. Request presentations be limited to 5 minutes.
County-Only	May 24 <sup>th</sup> : Applications due to Jackie Gonzales June: Presentation at Commissioners Meeting	County Commissioners’ Room, Room 105, County Courthouse – <i>See Commissioners Schedule</i>

### **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 2021. Final funding decisions will be announced upon adoption of the City’s FY 2021/2022 budget. Adoption is planned to occur in June 2021. Award payments for successful applicants will be made after July 1, 2021.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget in July 2021. Contact County Clerk, Jackie Gonzales for more information.

**SECTION I: Cover Sheet**

**APPLICANT INFORMATION**

<b>Organization Name:</b>	Laramie Interfaith
<b>Contact Person:</b>	Joshua Watanabe
<b>Mailing Address:</b>	712 E. Canby St. Laramie WY 82070
<b>Phone:</b>	307-742-4240
<b>E-mail:</b>	josh@laramieinterfaith.org
<b>Web:</b>	www.laramieinterfaith.org

**Type of Organization:**

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

**Requested Amount for FY21/22:** City \$ 45,000 County \$ 20,000

**Will this amount be used to leverage additional funds either through grants or other means?**

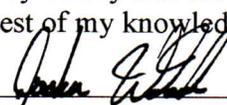
Yes       No

**If you marked YES, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.**

\$ \$200,000       Estimated       Actual

**Description of request:** Using the space below, *briefly* 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 Section III Rental and Utilities Assistance/Food Purchases for housing and food insecurity residents

**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.

<b>Agency Director</b>	 Signature	Joshua Watanabe Print Name	2/19/2021 Date
<b>Board President</b>	 Signature	Michelle D. Holmes Print Name	2/19/2021 Date

## **SECTION II: Organization History**

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### **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.

### **Organizational Structure**

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

### **SECTION III. *Funding Request Justification***

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**Briefly explain how these 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 how it 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.*

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

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**Balance Sheet as of December 31, 2020:**

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

**SECTION V. *Fiscal Year Budget Information***

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If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:

***Revenue***

	<b>Amount</b>	<b>Secured or pending?</b>
City of Laramie, Community Partner		
Albany County, Community Partner		
United Way		
Donors		
Fundraisers		
Interest		
Other		
Other		
<b>Total Estimated Revenue</b>		

***Expense***

	<b>Amount</b>	<b>Comments</b>
Salary, Director		
Salary, Other(s)		
Benefits		
Rent		
Utilities		
Client Service		
Client Aid		
Equipment		
Other		
Other		
<b>Total Estimated Expense</b>		

**Section VI: Interim Report for FY 2020/2021 Awardees Only**

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**Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2020/2021**

**Amount Awarded?** \$ \_\_\_\_\_

**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.** \$ \_\_\_\_\_  
Date: \_\_\_\_\_

**Briefly describe the impact that the FY 2020/2021 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?*

# Laramie Interfaith

## STATEMENT OF FINANCIAL POSITION

As of December 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1015/8534 Old Checking	0.00
1016/ 3001 Primary Checking	31,068.64
1025/4292 Interfaith Savings	200,670.07
1035 I-GS Backpack	0.00
1045/8559 Interfaith Paypal	815.83
1050 Health Account	0.00
1055/ 4318 Interfaith Reserve	133,431.75
1065/ 4300 Capital Campaign	25,056.44
1067/1744 Endowment	0.00
1069 Building Endowment/WYCF	214,871.44
1070 Petty Cash	0.00
1075/9060 Building Checking	0.00
Cash on hand	0.00
<b>Total Bank Accounts</b>	<b>\$605,914.17</b>
Accounts Receivable	
1200 Accounts Receivable	32,511.31
<b>Total Accounts Receivable</b>	<b>\$32,511.31</b>
Other Current Assets	
1110 Undeposited Funds	0.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$638,425.48</b>
Fixed Assets	
1490 Land	42,000.00
1500 Equipment	5,524.52
1510 A/D - Equipment	-1,028.09
1520 Buildings	224,762.70
1530 A/D - Building	-5,523.02
1540 Furniture & Fixtures	7,051.43
1560 Vehicles	12,750.00
<b>Total Fixed Assets</b>	<b>\$285,537.54</b>
Other Assets	
1700 Edward Jones Investments	300,000.00
<b>Total Other Assets</b>	<b>\$300,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,223,963.02</b>

# Laramie Interfaith

## STATEMENT OF FINANCIAL POSITION

As of December 31, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	-5.00
<b>Total Accounts Payable</b>	<b>\$ -5.00</b>
Credit Cards	
2015 Mastercard - Mike x5153	1,159.32
2017 Mastercard - Jeigh x9253	1,236.99
<b>Total Credit Cards</b>	<b>\$2,396.31</b>
Other Current Liabilities	
2020 Payroll Liabilities	0.00
2022 FW Payable	0.00
2023 FICA Payable	0.00
Federal Taxes (941/944)	2,232.31
WY Unemployment Tax	0.00
<b>Total 2020 Payroll Liabilities</b>	<b>2,232.31</b>
2110 Direct Deposit Liabilities	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$2,232.31</b>
<b>Total Current Liabilities</b>	<b>\$4,623.62</b>
Long-Term Liabilities	
2400 N/P - FIB Building Loan	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$4,623.62</b>
Equity	
3010 Opening Balance Equity	0.00
3020 Unrestricted Net Assets	228,276.92
3030 Net Assets	270,361.64
Net Revenue	720,700.84
<b>Total Equity</b>	<b>\$1,219,339.40</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,223,963.02</b>

Laramie Interfaith Demographic Report  
 July 2020 through January 2021

AGE		
~No birth date information obtained~	<u>0</u>	0.00%
0 - 5 years	<u>52</u>	9.65%
6 - 13 years	<u>60</u>	11.13%
14 - 17 years	<u>32</u>	5.94%
18 - 24 years	<u>83</u>	15.40%
25 - 44 years	<u>193</u>	35.81%
45 - 54 years	<u>42</u>	7.79%
55 - 59 years	<u>28</u>	5.19%
60 - 64 years	<u>23</u>	4.27%
65 - 74 years	<u>18</u>	3.34%
75 + years	<u>8</u>	1.48%
<b>TOTAL</b>	<u>539</u>	

RACE		
~No racial information obtained~	<u>0</u>	0.00%
American Indian or Alaska Native	<u>52</u>	9.65%
Asian	<u>11</u>	2.04%
Black or African American	<u>21</u>	3.90%
Native Hawaiian or Other Pacific Islander	<u>0</u>	0.00%
White	<u>364</u>	67.53%
Biracial/Multi-racial	<u>8</u>	1.48%
Other	<u>31</u>	5.75%
Unspecified	<u>52</u>	9.65%
<b>TOTAL</b>	<u>539</u>	

HOUSEHOLD INCOME PERCENT (Federal PG)		
Up to 50% poverty level	<u>89</u>	29.28%
Unknown/Not Reported	<u>172</u>	56.58%
51% - 75% poverty level	<u>14</u>	4.61%
76% - 100% poverty level	<u>13</u>	4.28%
101% - 125% poverty level	<u>9</u>	2.96%
126% - 150% poverty level	<u>1</u>	0.33%
151% - 175% poverty level	<u>2</u>	0.66%
176% - 200% poverty level	<u>1</u>	0.33%
201% - 250% poverty level	<u>3</u>	0.99%
251% poverty level and over	<u>0</u>	0.00%
<b>TOTAL</b>	<u>304</u>	

HOUSEHOLD SIZE		
~No household size information obtained~	<u>0</u>	0.00%
1 household member	<u>194</u>	63.82%
2 household members	<u>58</u>	19.08%
3 household members	<u>20</u>	6.58%
4 household members	<u>13</u>	4.28%
5 household members	<u>10</u>	3.29%
6 + household members	<u>9</u>	2.96%
<b>TOTAL</b>	<u>304</u>	

ETHNICITY		
~No Ethnicity Information Obatined~	<u>0</u>	0.00%
Hispanic or Latino	<u>80</u>	14.84%
Not Hispanic or Latino	<u>404</u>	74.95%
Unspecified	<u>55</u>	10.20%
<b>TOTAL</b>	<u>539</u>	

MILITARY STATUS		
~No Military information obtained~	<u>0</u>	0.00%
Active Military	<u>1</u>	0.19%
Veteran	<u>10</u>	1.86%
No Military Affiliation	<u>474</u>	87.94%
Unspecified	<u>54</u>	10.02%
<b>TOTAL</b>	<u>539</u>	

DISABLED AND HEALTH INSURANCE		
~No Disability Information obtained~	<u>0</u>	0.00%
Disabled	<u>80</u>	14.84%
Not Disabled	<u>407</u>	75.51%
Unspecified	<u>52</u>	9.65%
<b>TOTAL</b>	<u>539</u>	