

# City of Laramie/Albany County

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

### *Funding Request Application*

---

**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***

---

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***

---

*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 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.

### **Organizational Structure**

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

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

---

**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**

---

**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**

---

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**

---

**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?*



Lincoln Community Cente

**Juarez Hardwood Flooring**

2315 Sky View Ln  
Laramie, Wy 82070  
Phone: (307) 399-5791  
Email: jdpjuarez@msn.com

Estimate # 00022  
Date 02/22/202

<b>Description</b>	<b>Total</b>
Refinish	\$6,500.00
Refinish floors in community center	

**Subtotal** \$6,500.00  
**Total** **\$6,500.00**

2:04 PM  
02/22/21  
Accrual Basis

Lincoln Community Center  
**Profit & Loss**  
January through December 2020

	<u>Jan - Dec 20</u>
Professional Services	
Accountant	908.28
Bookkeeper	1,650.00
Custodian	2,957.75
Professional Services - Other	300.00
Total Professional Services	5,816.03
Repairs and Maintenance - BLDG	3,267.18
Safety	
Building Inspection	2,490.00
Food Inspection	100.00
Hood Inspection	262.50
Safety - Other	0.00
Total Safety	2,852.50
Snow Removal	2,025.00
Telephone, Cable, & Internet	2,557.98
Utilities	
Electric	8,416.68
Gas	7,003.84
Water and Trash	11,355.04
Total Utilities	26,775.56
Total OPERATIONS	91,969.19
Total UNRESTRICTED EXPENSES	92,019.18
Total Expense	92,241.12
Net Ordinary Income	606.49
Net Income	<u>606.49</u>

2:04 PM  
 02/22/21  
 Accrual Basis

**Lincoln Community Center**  
**Profit & Loss**  
 January through December 2020

	Jan - Dec 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Change In Value	3,416.92
<b>RESTRICTED INCOME</b>	
COVID RELIEF GRANT	4,192.00
Community Partners - City	3,250.00
<b>Total GRANT</b>	3,250.00
<b>Total RESTRICTED INCOME</b>	7,442.00
<b>UNRESTRICTED INCOME</b>	
<b>EVENTS</b>	
Cinco De Mayo	130.00
<b>Total EVENTS</b>	130.00
Interest Income	2.64
Public Donations	550.00
<b>RENT</b>	
<b>Event Rent</b>	
Facilities Rent	10,535.00
Event Rent - Other	60.00
<b>Total Event Rent</b>	10,595.00
<b>Monthly Rent</b>	
Head Start	52,391.26
Living Shepherd Church	5,600.00
<b>Total Monthly Rent</b>	57,991.26
<b>Total RENT</b>	68,586.26
<b>Utilities</b>	
Head Start Utilities	9,747.39
High Plains Archery - Utilities	2,972.40
<b>Total Utilities</b>	12,719.79
<b>Total UNRESTRICTED INCOME</b>	81,988.69
<b>Total Income</b>	92,847.61
<b>Expense</b>	
<b>Fees and Charges</b>	
<b>UNRESTRICTED EXPENSES</b>	
Business Licenses & Permits	39.00
<b>EVENTS</b>	
Cinco De Mayo	10.99
<b>Total EVENTS</b>	10.99
<b>OPERATIONS</b>	
Bank Service Charges	-0.83
Business Licenses & Permits	50.00
Facility Supplies	1,494.22
Landscaping	6,276.00
Meals and Entertainment	11.99
Memberships and Dues	76.00
Office Equipment	114.01
Office Supplies	364.23
Payroll Expenses	
Federal Taxes	2,862.32
Payroll Expenses - Other	37,416.00
<b>Total Payroll Expenses</b>	40,278.32
Postage and Shipping	11.00

1:49 PM  
02/22/21  
Accrual Basis

Lincoln Community Center  
**Balance Sheet**  
As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
<b>BANK ACCOUNTS</b>	
SBA/PPP	5.23
UNIWYO Gustafson Scholarship	57.63
UNIWYO LCC	537.92
UNIWYO LCC 5183 S11 PC	133.13
UNIWYO LCC Share Savings 5183	5.00
UNIWYO S11 Free Checking	10,152.23
<b>Total BANK ACCOUNTS</b>	<u>10,891.14</u>
<b>Total Checking/Savings</b>	<u>10,891.14</u>
<b>Total Current Assets</b>	<u>10,891.14</u>
Other Assets	
Edward Jones Investments	23,660.23
<b>Total Other Assets</b>	<u>23,660.23</u>
<b>TOTAL ASSETS</b>	<u><b>34,551.37</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	3,837.69
PPP Loan	7,500.00
<b>Total Other Current Liabilities</b>	<u>11,337.69</u>
<b>Total Current Liabilities</b>	<u>11,337.69</u>
<b>Total Liabilities</b>	<u>11,337.69</u>
Equity	
Opening Balance Equity	49,107.30
Unrestricted Net Assets	-26,500.11
Net Income	606.49
<b>Total Equity</b>	<u>23,213.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>34,551.37</b></u>