

City of Laramie/Albany County

Community Partner Organization - “Outside Agency” Funding Request Application

Fiscal Year 2022/2023

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. Contact Nancy Oakland-Potter (noaklandpotter@cityoflaramie.org, 721-5226) 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 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

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.

PLEASE NOTE:

***Applications must be received by the City Manager's Office
no later than 5:00 p.m. on Monday, February 21, 2022.***

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 noaklandpotter@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 2021/2022 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 Joint City/County	March 8, 2022/5:30 p.m.	Zoom Webinar ID: 869 7305 3226 Passcode: 540212 <i>There will be no in person presentations.</i> <i>Request presentations be limited to 5 minutes.</i>
County-Only	May 26, 2022/5:00 p.m. Applications due to Jackie R. Gonzales Presentation on June 7, 2022 Commissioners Meeting	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 2022. Final funding decisions will be announced upon adoption of the City’s FY 2022/2023 budget. Adoption is planned to occur in June 2022. Award payments for successful applicants will be made after July 1, 2022.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget at the end of June 2022. Contact County Clerk, Jackie R. 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, 2021:

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

SECTION V. Fiscal Year Budget Information

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

Revenue

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

Expense

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

Section VI: Interim Report for FY 2021/2022 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2021/2022

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 2021/2022 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?*

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	Laramie Plains Civic Center
Contact Person:	Adam Bender
Mailing Address:	710 Garfield St., Suite 110 Laramie, WY 82070
Phone:	307.745.8000
E-mail:	adam@gryphontheatre.org
Web:	www.lpccwy.org

Type of Organization:

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

Requested Amount for FY22/23: City \$ 15,000 County \$ 15,000

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

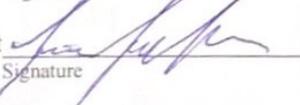
Yes No

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

\$ 30,000 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.

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		Kimberly Mittelstadt	2/9/2022
	Signature	Print Name	Date
Board President		Tom Gaudin	2/9/2022
	Signature	Print Name	Date

Section II.

History of the building

The historic Laramie Plains Civic Center (LPCC) is an impressive building located in the heart of Laramie, Wyoming. The LPCC is the oldest school building in the state, originally built as the East Side School in 1878 and the first stone schoolhouse in the Wyoming Territory. Following the original construction, there were two major additions completed in 1926 and 1939. These multiple structures of the LPCC form a block square facility, occupying an entire block with the footprint of nearly 58,000 square feet. The building has the total space of over 167,000 square feet and currently has 85% of the total space open to tenant use, recreation, and entertainment. The LPCC began making significant contributions to the city of Laramie from its inception. The largest contribution of the building was made through educating the community's youth for 100 years until 1979, as well as providing a meeting place for the local members of the community. As a point of comparison, the LPCC has a longer history than the University of Wyoming, which was established in 1886. This historic past demonstrates that the LPCC is one of the Laramie's irreplaceable treasures. The building has been listed on the National Register of Historic Places since March 17, 1981. The LPCC as a multi-use building continues to grow and adapt to the needs of the Laramie community, fulfilling the role of education, recreation, retail, entertainment, and workplace.

The facilities of LPCC provide an otherwise unmet need for community members to gather, teach, and explore new possibilities for a diverse demographic. When the LPCC was established, one main premise was to provide rental spaces for local nonprofits at a discounted rate. The LPCC currently houses over 55 tenants, roughly 25% of whom are nonprofits. Each of these nonprofits receives discounted rent for their spaces. Current tenants include United Way, the Wyoming Coalition Against Domestic Violence and Sexual Assault, Wyoming Women's Business Center, Wyoming State Engineer, Wyoming State Department of Forestry, a primary care physician, Works of Wyoming (a project of the Wyoming Women's Business Center), Relative Theatrics, Laramie Children's Musical Theater Workshop, in addition to a plethora of artists, musicians, and churches. The LPCC also houses a remarkable theatre that can hold up to 850 audience members. One prominent goal of the current LPCC strategic business plan is the commitment to providing first-rate entertainment for the city of Laramie through musical, theatrical, and educational programs.

Adding to the LPCC's diverse facility, the building houses two gymnasiums that encourage intramural recreation, provide childcare recess options, host holiday and craft bazaars, co-host Breakfast with Santa in partnership with Laramie Foster Closet, as well as supply additional venues for other community events such as the Hospice of Laramie's FeBREWfest and Wine Gala. Regular facilities users include Kempo Karate, Zumba, Kung Fu, ACSD#1, Abundance Creative Arts, Laramie Pickleball Association and three youth basketball organizations. The LPCC also offers storage for Laramie Youth Football and Laramie Youth Baseball.

The centralized location of the LPCC in the city of Laramie is extremely valuable for members of the community and remains a viable option for an array of events, functions, and

workspaces. Most recently these events have included wedding receptions, large office parties, and space utilized by several local photographers. In addition to the two gyms, LPCC is also host to the Phoenix Ballroom, 7th Street Studio (a community pottery studio), and a conference room. All LPCC operations and activities are dedicated to the mission of bringing together agencies throughout the city and state to promote recreational, educational, and cultural activities by cultivating an environment conducive to cooperation, synthesis, and creativity, while preserving the historical integrity of the building. The Laramie Plains Civic Center was founded to promote, stimulate, and support essential services, the arts, and professional development to the citizens of Laramie and Albany County while preserving the historical integrity of the building for future generations.

Mission

The Laramie Plains Civic Center operates under a strategy of conserving historic integrity while offering safe, comfortable spaces for education, the arts, recreation, business, and non-profit needs.

1. **BUILDING:** The board and staff of the LPCC provide use of the property while preserving its historic value and ensuring the safety of tenants, visitors and employees.
2. **PEOPLE:** LPCC values diversity and seeks to provide space for a variety of tenants with adherence to community standards.
3. **CULTURE:** LPCC promotes culture and social engagement within the community and serves as a gathering place adding to the quality of life in Laramie and Albany County.

Section III

Request

The Laramie Plains Civic Center respectfully requests \$30,000 in Community Partner Funding, \$15,000 from the City of Laramie and \$15,000 from Albany County. Our proposal includes the installation of professional sound system in the Gryphon Theatre within our historic building along with proper rigging and engineer approved installation points within the ceiling of the historic space. Providing safe installation within the theatre is critical to our mission to provide a safe environment for patrons as well as rectify to current setup with the sound system stacked on the stage creating potential safety hazards. This will allow the children's and dance performers to utilize the whole stage as it was designed for. Support from Community Partner Funding will increase revenue within Albany County/Laramie by allowing the theatre to book many more events for the community all while increasing and diversifying the arts and humanities, as well as help to create additional employment opportunities locally.

This is a necessary upgrade as this new sound system lowers the amount of overhead that is involved for each event. Currently the Gryphon has to rent equipment at an average of \$1500-\$2500 per event limiting what can be provided for our community forcing those events to seek out other markets to bring that revenue to that can offer a better opportunity due to less overhead for each event. The combination of a professional grade and Rider friendly house sound system while reducing overhead and not having to outsource equipment from outside Wyoming for large events will increase the opportunities to book more national acts including, live music, theatre, dance, film festivals and more.

Our mission with this project is to install a sound system that offers adequate coverage for the entire theatre, making the environment safer for all who utilize the theatre. Hiring professionals to do the installation is very important part of project to preserve and not damage the historic theatre so the space can be enjoyed by many for years to come. These funds will be used to help secure grants and donations for the project from other agencies. We have already discussed funding from multiple sources and will be applying for those funds this fiscal year as well. The funds granted will go toward the implementation of this onetime project in the fall of 2022.

Laramie Plains Civic Center, Inc.

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
7th Street Studio	9,491.01
Checking (Operations)	32,604.13
Deposit Accnt USE	14,828.83
Grants	42,404.56
NDeposit Accnt (Key & Security)	353.00
Office Cash Box	133.00
OLD 7th Street Studio	0.00
OLD Checking (Operations)	0.00
OLD Grants Account	0.00
OLD Theater Checking Account	0.00
Theater Checking	17,104.57
Total Bank Accounts	\$116,919.10
Accounts Receivable	
Apartment Rent Receivable	0.00
Art Colony Rent Receivable	-90.00
Facilities Rent Receivables	-300.00
Key/Security deposit Receivable	300.00
Office Rent Receivable	-8,257.75
Theater Rent Receivables	258.39
Total Accounts Receivable	\$ -8,089.36

Laramie Plains Civic Center, Inc.

Balance Sheet

As of December 31, 2021

	TOTAL
Other Current Assets	
Prepaid Insurance	558.00
Undeposited Funds	0.00
Total Other Current Assets	\$558.00
Total Current Assets	\$109,387.74
Fixed Assets	
Accumulated Depreciation	-6,462,106.91
Building	4,606,675.00
Building Improvements	3,695,501.39
Improvements	3,157.00
Total Building Improvements	3,698,658.39
Equipment	154,853.29
Land	39,490.00
Tenant Improvements	10,547.53
Total Fixed Assets	\$2,048,117.30
Other Assets	
Accumulated Amortization	0.00
Loan Costs	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$2,157,505.04

Laramie Plains Civic Center, Inc.

Balance Sheet

As of December 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
MC Adam Bender	1,226.95
MC Kimberly Mittelstadt	1,969.65
Total Credit Cards	\$3,196.60
Other Current Liabilities	
Accrued Vacation Payable	8,814.73
Department of Revenue Payable	
Sales Tax Payable	-239.59
Total Department of Revenue Payable	-239.59
Deposit Liability Account	10,308.30
Key Deposit Liability Account	-50.00
Security Deposit Liability Acc	6,016.75
Total Deposit Liability Account	16,275.05
Pass Thru Acct	-2,420.27
Payroll Liabilities	4,262.33
Sales Tax Payable	-488.61
Wyoming Department of Revenue Payable	
Sales Tax Payable	-3.00
Total Wyoming Department of Revenue Payable	-3.00
Total Other Current Liabilities	\$26,200.64
Total Current Liabilities	\$29,397.24
Long-Term Liabilities	
Centennial Lending	434,144.73
Total Long-Term Liabilities	\$434,144.73
Total Liabilities	\$463,541.97
Equity	
Curreny year net income	87,431.23
Unrestricted Net Assets	1,556,443.12
Net Income	50,088.72
Total Equity	\$1,693,963.07
TOTAL LIABILITIES AND EQUITY	\$2,157,505.04



LARAMIE PLAINS CIVIC CENTER

SECTION IV.

The LPCC anticipates the completion of our 2021-2022 CPF grant by 5/1/2022. The objective of this project was to abate 3 different asbestos sections of the building. Long term this will enhance the historic integrity and public use of the building. On average, the LPCC is host to an average of 1,000 people a day. The general wear and tear on the building can be extensive and these funds will have helped us to maintain our historic building as a cultural, recreational, and educational hub for the Laramie community.

Our current delays for completion have come down to receiving CPF funds from Albany County and scheduling with contractors. We anticipate quick completion once we are able to schedule abatement. We are so thankful for these funds and the continued longevity they provide our beloved building.

www.lpccwy.org | +1.307.745.8000

Laramie Plains Civic Center | 710 East Garfield Street | Laramie, WY | 82070