

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 I: Cover Sheet

APPLICANT INFORMATION

| | |
|---------------------------|---|
| Organization Name: | Laramie BikeNet |
| Contact Person: | Christy Smith and Richard Vercoe |
| Mailing Address: | PO Box 2334, Laramie, WY 82073 |
| Phone: | 970.531.0744 |
| E-mail: | laramiebikenet@gmail.com |
| Web: | https://www.laramiebikenet.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 FY22/23: City \$ <u>\$1,250</u> County \$ _____ |
|--|

| | |
|--|---|
| 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. | |
| \$ <u>\$1,250</u> | <input checked="" type="checkbox"/> Estimated <input 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> . Funds will support the Winter Trails Grooming Program to benefit people who hike, bike, snowshoe, ski on the winter multi-use trails at Happy Jack Recreation Area. |
|--|

| | | |
|---|------------|-------|
| 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 _____ | _____ | _____ |
| Signature | Print Name | Date |
| Board President _____ | _____ | _____ |
| 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.

See page 9

Organizational Structure

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

President, Richard Vercoe (elected to a 3 year term in 2018)
Vice President, Amanda Harper (elected to a 3 year term in 2021)
Secretary, Christy Gobbersmith (elected to a 2 year term in 2020)
Treasurer, Mike Harokopis (elected to a 3 year term in 2018)
At Large Board Members:
Nick Visser (elected to a 3 year term in 2021)
Luke Todd (elected to a 2 year term in 2020)
Dan McCoy (elected to a 2 year term in 2020)

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? \$ 917.00

–

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 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 impact that the FY 2021/2022 Community Partner award has had on our Winter Trails Grooming program is significant. The funds directly support the Winter Trails Grooming Program which is estimated to serve thousands each year. Data generated from a trail user counter assists BikeNet and MBNA to review analytics to better understand the number of people who use Happy Jack Recreational Area trails. The trail user counter is stationed at the Tie City parking lot at Happy Jack Recreation Area, which is only one of three parking areas.

The following analytics is a snapshot to demonstrate trail use between January 1, 2019 to January 31, 2021:

- The average daily total - 140 people a day (over an entire year – so this includes mountain bikers, hikers, runners, in summer months)

The average daily total between 2019 to 2021 is:

- 175 in the month of January
- 205 in the month of February
- 160 in the month of March

BikeNet used the FY 2021/2022 Community Partner funding to leverage additional funds. BikeNet is dedicated to raising funds each year so everyone can access winter multi-use trails at Happy Jack Recreational Area.