

**SECTION I: Cover Sheet**

**APPLICANT INFORMATION**

<b>Organization Name:</b>	Albany County Project Graduation
<b>Contact Person:</b>	Wendi Welniak
<b>Mailing Address:</b>	3005 Hayford Ave, Laramie, WY 82072
<b>Phone:</b>	3077606317
<b>E-mail:</b>	welniak7@yahoo.com
<b>Web:</b>	

**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 \$** 2000 **County \$** \_\_\_\_\_

**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.**

\$ \_\_\_\_\_       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.

<b>Agency Director</b> <u>Wendi Welniak</u>	Wendi Welniak	1/26/22
Signature	Print Name	Date
<b>Board President</b> _____	_____	_____
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.

Project Graduation has been an important part of Laramie and the surrounding area since 1986. The only year that it hasn't taken place is 2020, d/t Covid cancellations. Project Graduation is all-night alcohol and drug-free event for all 2022 graduates of Laramie High School, Whiting High School, Rock River School and home schooled students. The purpose of Project Graduation is to try and keep graduates from drinking and driving the night of graduation, as well as provide a meaningful, all-inclusive last event together for our awesome graduates!

### **Organizational Structure**

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

Project Graduation has new committee members each year, comprised of parents of graduating seniors. This year, our committee chairmen are Nicole and Mark Wade, and Randy and Wendi Welniak  
Entertainment chairs - Todd and Stacy Feezer  
Prizes chairs - Leanne Sweckard and Laura Trabing  
Food and donation chair - Heather Ezell  
Parent donations chair - Julie Devine  
Volunteer chairs - Kacee and Rob Schutterle  
Thank you's chair - Holly Gamroth  
Decorations chair - Liz Moore

### **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.*

Project Graduation is primarily funded through generous donations from community businesses and individuals. Donation letters are sent out in October and March. The parents of the seniors are also asked for a "suggested donation". This is absolutely not mandatory to attend, and is only suggested if the parent wants to give.

The money is used for entertainment for the event, such as a hypnotist, inflatable rides and games, and for prizes for the students throughout the evening. This year, we will be starting a "game show" theme with prizes being awarded during various game show opportunities. Prizes are things like electronics, bikes, amusement park tickets, and cash prizes of different amounts.

This is a one-time request this year. But if possible, it could be an on-going request, which would be nice for the committee chairs that take over each year.

Project Graduation is great outreach for our area graduates and parents! It helps to try and keep our kids safe and give them one last great memory of Laramie High School and Laramie, if they choose to leave. It is also a great way for our entire community to come together for an event and for our kids.

### **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, 2021:**

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

June of 2021-June of 2022 for this year's Project Graduation

### Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner	N/A	N/A
Albany County, Community Partner	1000	secured
United Way	N/A	N/A
Donors	15000	pending
Fundraisers	N/A	N/A
Interest	N/A	N/A
Other		
Other		
<b>Total Estimated Revenue</b>	16000	pending

(can vary depending on donations)

### Expense

	Amount	Comments
Salary, Director	N/A	N/A
Salary, Other(s)	N/A	N/A
Benefits	N/A	N/A
Rent	0	grants from ACRB, LRB
Utilities	0	N/A
Client Service	N/A	N/A
Client Aid	N/A	N/A
Equipment	N/A	N/A
Other	Entertainment, inflatables, hypnotist ≈ \$10,000	N/A
Other	Prizes + cash prizes. ≈ \$6,000	N/A
<b>Total Estimated Expense</b>	\$16,000	N/A

(can vary depending on donations)

**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?

\$   N/A  

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?*

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Laramie Project Graduation**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ **501(c)(3)**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.  
**PO Box 1944**

6 City, state, and ZIP code  
**Laramie, WY 82073**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

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**OR**

**Employer identification number**

8	3	-	0	3	3	2	0	8	9
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ *MW Wade* Date ▶ *2/16/22*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

# Laramie Project Graduation Summary Report

December 12, 2021

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Bank Balance Beginning September 1, 2020	\$6,763.32
<b>Current Bank Balance (12/12/21)</b>	<b>\$0.00</b>
<hr/>	
<b><u>Ordinary Income/Expense</u></b>	
<b>Income</b>	
Community Donations	\$0.00
Senior Class Members	\$0.00
Interest Income	\$0.15
<b>Total Income</b>	<b>\$0.15</b>
<b>Expense</b>	
<b>Committees</b>	
Clean-Up Committee	\$0.00
Decorating Committee	\$0.00
Donations & Gifts Committee	\$0.00
Entertainment & Games Committee	\$450.00
Prize Distribution Committee	\$0.00
Food Committee	\$0.00
Publicity Committee	\$0.00
Senior Class Collections Committee	\$0.00
Thank You Committee	\$0.00
<b>Total Committees</b>	<b>\$450.00</b>
<b>Operations</b>	
Checks	\$0.00
Ice Arena Rent	\$0.00
Postage, Mailing Service	\$0.00
Security	\$0.00
Shed Rental	\$504.00
<b>Total Operations</b>	<b>\$504.00</b>
<b>Total Expense</b>	<b>\$954.00</b>
<b>Net Income</b>	<b>-\$953.85</b>

**Project Graduation**

Actual Income and Expenses - Not accounting for beginning cash balance of \$2,000

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Income</b>											
Community Donations	\$11,930.00	\$14,605.00	\$14,620.00	\$18,674.34	\$22,465.00	\$22,510.00	\$20,740.00	\$19,750.00	\$ 25,855.00	\$ 13,590.00	\$ -
Class Donations	\$5,470.00	\$5,445.00	\$4,055.00	\$6,180.00	\$4,455.00	\$5,289.28	\$1,704.00	\$187.94	\$ 2,299.88	\$ 1,693.54	\$ -
Bank Interest					\$10.06	\$9.73	\$5.21	\$3.18	\$ 7.54	\$ 5.23	\$ 0.15
City of Laramie/Recreation Mill Grant					\$0.00						
(See Arena Rental - City discount/rec mill grant paid balance)					\$2,000.00	\$0.00	\$0.00	\$0.00			
<b>Total Income</b>	\$17,400.00	\$20,050.00	\$18,675.00	\$24,854.34	\$28,930.06	\$27,809.01	\$22,449.21	\$19,941.12	\$ 28,162.42	\$ 15,288.77	\$ 0.15
<b>Expenses</b>											
Clean up	\$75.00	\$0.00	\$75.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -
Decorating	\$1,123.00	\$815.00	\$1,323.00	\$0.00	\$1,064.45	\$1,100.00	\$617.15	\$1,000.00	\$ 275.31	\$ 175.14	\$ -
Donations & Gifts	\$93.63	\$134.08	\$197.07	\$371.21	\$185.99	\$294.00	\$2,578.63	\$0.00	\$ -	\$ -	\$ -
Entertainment & Games	\$9,559.00	\$10,214.00	\$8,490.00	\$9,999.50	\$9,795.34	\$9,575.00	\$10,102.56	\$4,773.00	\$ 12,183.90	\$ 1,700.00	\$ 450.00
Cash Cube	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$ -	\$ -	\$ -
Food	\$0.00	\$24.00	\$94.13	\$0.00	\$191.56	\$142.70	\$7,472.03	\$0.00	\$ 244.43	\$ -	\$ -
Prizes	\$10,656.00	\$10,568.00	\$9,484.00	\$16,416.32	\$8,761.29	\$11,927.45	\$69.25	\$0.00	\$ 10,444.17	\$ 6,932.98	\$ -
Publicity	\$275.30	\$167.00	\$0.00	\$0.00	\$760.67	\$675.00	\$1,075.00	\$5,693.10	\$ 1,183.30	\$ -	\$ -
Sr. Class Collections	\$102.19	\$172.00	\$0.00	\$142.18	\$73.10	\$242.50	\$50.00	\$0.00	\$ 1,387.50	\$ -	\$ -
Thank You	\$245.88	\$174.00	\$0.00	\$0.00	\$147.00	\$49.00	\$0.00	\$119.69	\$ 600.00	\$ -	\$ -
Volunteer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$22,130.00	\$22,268.08	\$19,663.20	\$26,929.21	\$21,119.40	\$27,005.65	\$21,964.62	\$11,585.79	\$26,318.61	\$8,808.12	\$450.00
<b>Operations</b>											
Location Rental	\$2,076.00	\$1,805.00	\$2,550.00	\$2,175.76	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$ 302.50	\$ -
Post Office Box Rental/Postage	\$40.00	\$42.00	\$44.00	\$44.00	\$48.00	\$50.00	\$48.00	\$52.00	\$ -	\$ 56.00	\$ -
Shed Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	\$505.00	\$ 1,101.02	\$ 453.60	\$ 504.00
Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$ 473.55	\$ -	\$ -
Bank Charges	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 21.54	\$ 67.63	\$ -
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 85.00	\$ 84.36	\$ -
Misc.	\$0.00	\$222.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -
<b>Total Operations</b>	\$2,124.00	\$2,069.01	\$2,594.00	\$2,219.76	\$48.00	\$350.00	\$348.00	\$1,157.00	\$1,681.11	\$964.09	\$504.00
<b>Other (Deposit)</b>											
							\$697.56	\$7,198.33			
<b>Net</b>	-\$6,854.00	-\$4,287.09	-\$3,582.20	-\$4,294.63	\$7,762.66	\$453.36	\$834.15	\$7,198.33	\$162.70	\$5,516.56	-\$953.85
<b>Carry Over Plus Current Total</b>					\$0.00	\$8,216.02	\$9,050.17	\$16,248.50	\$16,411.20		