

**TOGETHER  
WE CAN!**

**City of Kenai  
Mini-Grant  
Overview/Procedures**

**Purpose:** *Together We Can!* Provides funding in the form of mini-grants for residents, school programs and organizations to use for projects that will have an immediate, positive, and long-lasting effect for their neighborhoods and the City of Kenai. Mini-grants are intended to provide start-up funding for small innovative projects within the City of Kenai. Our goal is for families, neighbors and all members of Kenai to work together to build healthier neighborhoods, help kids succeed in school and improve the quality of life for all residents.

**Who may apply:** Youth, neighborhood groups, organizations, and individuals who have a desire to improve the quality of life in their community.

**How to apply:** Complete a *Together We Can!* Mini-Grant application and submit to the City Clerk at City Hall.

**Types of Projects:** Only new or expanded projects will be considered.

**Selection:** Grant recipients will be chosen by the Steering Committee, appointed by the Kenai City Council. The Steering Committee will include the Mayor, Kenai Economic Development member, one representative each from Kenai Central High School and the Kenai Chamber of Commerce.

**Funding:** The City of Kenai may provide funds in its annual Legislative Budget for distribution. The maximum grant amount the Committee may award is \$500. Grants larger than \$500 must be approved by the Kenai City Council. Awards for funding are granted to prior-approved projects only.

**Project Completion:** Upon completion of the project, a report must be filed with the *Together We Can!* Steering Committee and the report will be submitted to the Kenai City Council explaining how the funds were spent and the outcome of the project.



**Procedures:** Applications are submitted to the City of Kenai ***Together We Can!*** Steering Committee for review through the Kenai City Clerk. (Students' applications must be signed/approved by a teacher.) Upon approval of application and execution of Letter of Agreement, 90% of the grant funds will be issued through the Kenai Finance Department. A report will be given to the City Council of awarded projects. A written report must be submitted to the Steering Committee within thirty (30) days of completion of the project. Council will present a proclamation upon receipt of the completed project and financial reports.

**Awards:** Projects most likely to receive funding are those that will benefit the community/neighborhoods the most. This includes projects that create the most visible and lasting change.

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**City of Kenai  
Mini-Grant Application**

**Grant Number:** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Applicant Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Start/End Dates:** \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

**Please check:**  **501(c)(3) Non-profit Organization** EIN# \_\_\_\_\_  
(New grantees should attach a copy of their IRS Letter of Determination.)

**Society/Group\***  **Individual\***  
\*There may be a tax liability for grant awards to non-exempt entities.

1. Provide a brief description of your organization, society, group, or entity. As an individual applicant, describe your involvement in the community and your experience/expertise as it relates to this project. (Attach separate sheet, if necessary.)

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Did you comply with  
the Letter of Agreement?

Yes

No (If no, attach a current  
status of your project.)

I certify the information contained in this application, including all attachments and support material, is true and correct. I understand the grant funds, if granted, will be used only for the project or purpose described in this application. I understand ninety percent (90%) of the funds approved will be provided in advance. The balance will be paid at the completion of the project and report filed with the steering committee. Signatory must be an authorized officer for an organization. Student applications must also be signed/approved by a teacher.

Applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_ (if applicable)

Approval (Teacher)

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_ (if applicable)