



CITY OF FAIRBANKS
DISCRETIONARY FUND COMMITTEE
LONNY MARNEY, CHAIR
800 CUSHMAN STREET
FAIRBANKS, ALASKA 99701-4615
OFFICE: 907-459-6793
FAX: 907-459-6787
lmarney@fairbanks.gov

September 10, 2025

Dear Applicant,

Welcome to the 2025-2026 discretionary fund grant process! The Discretionary Fund Committee is here to help you succeed in correctly completing this year's application.

The Committee is made up of Fairbanks residents who invest in the future success of our beloved city and want to make the city a better place to live and visit. Over the years, the Committee has spent time improving the application, advocating for an increase to the fund amount, and coming up with ways to help applicants achieve their goals. One such way was the implementation of a free Q&A session, and this year the session will take place at noon on Wednesday, October 15 at City Hall.

Each year, the committee has a total of \$400,000.00 to distribute to all eligible applicants selected for funding. The committee would like to remind all applicants of the scarceness of funds available and encourage applicants to be both realistic and cognizant in their requests. During the 2024-2025 discretionary fund grant process, the committee received 30 applications with a total request for funding of \$883,735.64. The committee made 23 awards and distributed the total amount of \$400,000.00 between the 23 awarded agencies.

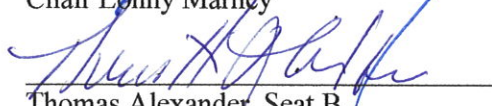
Please carefully review the financial information requested in the application. All balance sheets submitted by any agency requesting funding must include the following sections: assets, liabilities, and equity or fund balance. If your balance sheet does not contain these sections, your financial information will be deemed incomplete, and as such, will not make it past the first review for consideration. We encourage all applicants to attend the Q&A to receive more information on this requirement. Please do not assume that if you provided information in the past, it counts for the current year's process. It does not! All application information must be completed and various attachments must be submitted, so please follow the checklist carefully. Unfortunately, there are still veteran and new applicants denied each year due to common application errors.

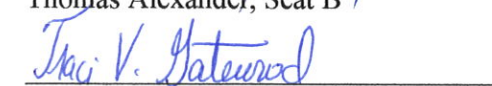
We want Fairbanks to continue to be a year-round destination, and we depend on your agencies to make that happen. We want visitors to relay their unforgettable experience in Fairbanks to their friends and family. We wish all applicants great success!


Sincerely,

The 2025-2026 Discretionary Fund Committee

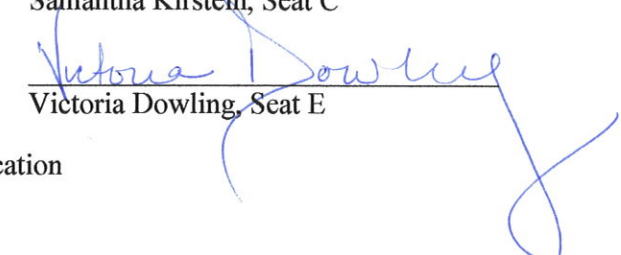

Chair Lonny Marney


Thomas Alexander, Seat B


Traci Gatewood, Seat D


Karen Blackburn, Seat A


Samantha Kirstein, Seat C


Victoria Dowling, Seat E

Encl: 2025 Discretionary Fund Grant Application



Discretionary Fund Grant Application Guide

READ THIS PAGE BEFORE COMPLETING THE APPLICATION

OVERVIEW

- The tax on the daily rental of rooms levied by Fairbanks General Code (FGC) Sec. 74-117 is for the primary purpose of funding services for the promotion of the tourist industry and other economic development and for the funding of services for the general public.
- Any organization, public or private, or any person may submit a discretionary grant application and proposal.
- Only one application per applicant will be accepted.
- A Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January.
- All grant funds must be expended in the year awarded.

GUIDELINES

- Applications must be received by the City Clerk's Office **no later than 5:00 p.m., Friday, October 31, 2025**, or if mailed, postmarked no later than October 31, 2025, in order for the funding request to be considered. All applicants are required to **submit one original and seven unbound copies of the application**.
- City staff will review all applications for completeness. **Original applications** that are **not completed in full will not be considered** for funding.
- **Requests for the following cannot be supported:** loans, deficits, debt reduction, endowments, scholarships, and health and social services activities.
- There will be an opportunity for applicants to ask questions to City Finance Department staff in a **Q&A session at noon on Wednesday, October 15** at Fairbanks City Hall, 800 Cushman Street. Applicants may also attend the Q&A session remotely via Zoom: Meeting ID 845 4437 9088, Passcode 884107. Attendance at this Q&A session is encouraged but not required.
- All applicants must have at least one representative at the presentation meeting. The representative should be able to address financial and program questions. **Applicants that have no representative at the meeting will not be considered for funding.**
- No new information may be presented after the October 31 deadline, and no promotional items such as pens, bags or trinkets should be included with the application. Electronic presentations (e.g., digital media, PowerPoint, etc.) and hard copy handouts of any kind are prohibited at the presentation meeting.
- All successful applicants awarded Discretionary Funds are required to provide a report of expenditures with supporting documents (Discretionary Fund Grant Annual Report) to the Chief Financial Officer by October 31 in the year of award.

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**ROOM RENTAL TAX
DISCRETIONARY FUND GRANT
CITY OF FAIRBANKS
2025 APPLICATION**

Original ☐
Copy ☐

This application is due no later than **Friday, October 31, 2025** for fund distribution in early 2026.

ORIGINAL APPLICATIONS THAT ARE NOT COMPLETED IN FULL WILL NOT BE CONSIDERED.

The Discretionary Fund Committee has been appointed by the Mayor, with City Council concurrence, to review the proposals and make recommendations no later than the first Regular City Council Meeting in January.

Applicant must provide the following information:

1. Name of Applicant _____
2. Contact Person _____ Email _____
3. Phone Number _____ Fax Number _____
4. Address _____
City _____ State _____ Zip Code _____
Website (if applicable) _____
5. Current Board of Directors:

6. Is applicant a nonprofit organized under the laws of Alaska? Yes ☐ No ☐
Taxpayer Identification Number (TIN): _____
Alaska Business License # _____ City Business License # _____
7. Prior Discretionary Fund Grants awarded to the applicant:
☐ Check this box if applicant has never received a Discretionary Fund Grant.
2025: _____ 2024: _____
2023: _____ 2022: _____
8. Amount of funding requested for dispersal in 2026: *
*This amount should match the total amount listed in Item #11. _____

9. Briefly describe the history, mission, and/or current goals of the applicant or organization.

10. Select all that apply and describe in detail how funds will be used within the City of Fairbanks.
promote tourism enhance tourism contribute to economic growth

11. Provide a budget and a brief narrative detailing the use of the funds for which the applicant is applying. If applicant is disbursing funds to other organizations and/or individual(s), provide a listing of all agencies and/or individual(s) represented and amount.

ITEM	AMOUNT
TOTAL AMOUNT*	

*This amount should match the request listed in Item #8.

BUDGET NARRATIVE:

Applicants that received a Discretionary Fund Grant in 2025 must provide the following:

- ☐ A copy of the Discretionary Fund Grant Annual Report (provide only the report and no supporting documents); and
- ☐ Copies of documents or pictures that demonstrate use of the Discretionary Grant Fund logo to acknowledge the "City of Fairbanks Discretionary Fund Grant" as a sponsor. Do not provide promotional items in the application, such as pens, bags, or trinkets.

All applicants must provide the following financial information (no more than two pages for each item):

- ☐ Balance Sheet for the last fiscal year, which must contain assets, liabilities, and equity or fund balance (last fiscal year should contain the full twelve months); and
- ☐ Balance Sheet as of August 31, 2025 or September 30, 2025, which must contain assets, liabilities, and equity or fund balance; and
- ☐ Income & Expense Statement for the last fiscal year (last fiscal year should contain the full twelve months); and
- ☐ Income & Expense Statement for YTD as of August 31, 2025 or September 30, 2025; and
- ☐ Wage & Salary Information (Schedule A) for all employees for the last, current, and upcoming year; and
- ☐ A detailed listing of grouped miscellaneous or other income and/or expenses if they total 10% or more of the applicant's total income and/or expenses.

APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS WHEN SUBMITTED:

- | | |
|---|--|
| <input type="checkbox"/> Signed Application | <input type="checkbox"/> Discretionary Fund Grant Annual Report (If Applicable) |
| <input type="checkbox"/> Balance Sheets | <input type="checkbox"/> Fund Logo Documents (If Applicable) |
| <input type="checkbox"/> Income & Expense Statements | <input type="checkbox"/> List of All Sub-grant Organizations (If Applicable) |
| <input type="checkbox"/> Schedule A – Wage & Salary Statement | <input type="checkbox"/> Misc./Other Income and Expenses Listing (If Applicable) |

A SIGNED ORIGINAL PLUS SEVEN COMPLETE COPIES OF THE SIGNED ORIGINAL MUST BE SUBMITTED.

LATE OR INCOMPLETE ORIGINAL APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: Completed applications must be received by the City Clerk's Office no later than 5:00 p.m., Friday, October 31, 2025, or if mailed, postmarked no later than October 31, 2025, in order for the funding request to be considered.

The Grant Recipient agrees to acknowledge the "City of Fairbanks Discretionary Fund Grant" as a sponsor whenever possible.

The agent's signature below certifies that this application is true and complete (must include a designated original and seven complete copies) and acknowledges that failure to provide any of the required items on the above checklist will result in this application being removed from consideration for funding.

Signature of Agent/Applicant: _____

Printed Name of Agent/Applicant: _____

Name of Applicant _____ Fiscal Year End: _____

ATTACH ADDITIONAL PAGES IF NECESSARY