



CITY OF FAIRBANKS
DISCRETIONARY FUND COMMITTEE
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September 1, 2026

Dear Applicant,

Welcome to the 2026–2027 Discretionary Fund grant process. The Discretionary Fund Committee is committed to helping applicants successfully complete this year's application.

The Committee is composed of Fairbanks residents dedicated to investing in the city's future and improving it as a place to live and visit. Over the years, the Committee has refined the application process, advocated for increased funding, and developed resources to support applicants. One such resource is the Q&A session, which is **mandatory this year**. The session will be held at noon on Wednesday, October 14, at City Hall and via Zoom. Visit the City website at <https://www.fairbanks.gov/meetings> for session details.

Also new this year is a short video created by the Finance Department to help applicants avoid common mistakes. The video will be available at <https://www.fairbanks.gov/bc/discretionary-fund-committee> during October.

There is \$400,000 in available funds for the 2026–2027 Discretionary Fund grant. Because funds are limited, applicants are encouraged to be realistic and thoughtful in their requests. During the 2025–2026 cycle, the Committee received 32 applications requesting a total of \$1,049,149.98. Funding was recommended for 26 applicants, and the City Council approved those recommendations.

Please review the financial requirements carefully. All balance sheets must include assets, liabilities, and equity or fund balance. Applications missing these components will be considered incomplete and will not advance past the initial review. Grant funds cannot be used to reimburse items or services already purchased. Information submitted in prior years does not carry over—every application must be fully completed with all required attachments. Each year, both new and returning applicants are denied due to common application errors, so please follow the checklist on page 4 of the application closely.

We rely on your organizations to help make Fairbanks a vibrant, year-round destination and to create memorable experiences for visitors. We wish you success in this year's application process.

Sincerely,

The 2026-2027 Discretionary Fund Committee

A blue ink signature of Lonny Marney, the chair of the committee, written over a horizontal line.

Chair Lonny Marney

A black ink signature of Karen Blackburn, written over a horizontal line.

Karen Blackburn, Seat A

A black ink signature of Traci Gatewood, written over a horizontal line.

Traci Gatewood, Seat D

A black ink signature of Thomas Alexander, written over a horizontal line.

Thomas Alexander, Seat B

A black ink signature of Victoria Dowling, written over a horizontal line.

Victoria Dowling, Seat E

Encl: 2026 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 30, 2026**, or if mailed, postmarked no later than Saturday, October 31, 2026, 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, health and social services activities, and reimbursement for purchases already made.
- There will be a **mandatory Q&A session at noon on Wednesday, October 14, 2026**, at Fairbanks City Hall, 800 Cushman Street, where applicants will have an opportunity to ask questions to City Finance Department staff. Applicants may attend the Q&A session via Zoom: Meeting ID 845 4437 9088, Passcode 884107. **Please note that mandatory attendance at the Q&A session is a new requirement for 2026.**
- 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 submittal 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
2026 APPLICATION**

Original ☐
Copy ☐

This application is due no later than **Friday, October 30, 2026** for fund distribution in early 2027.

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.
2026: _____ 2025: _____
2024: _____ 2023: _____
8. Amount of funding requested for dispersal in 2027: *
*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*	\$ 0.00

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

BUDGET NARRATIVE:



Applicants that received a Discretionary Fund Grant in 2026 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, 2026 or September 30, 2026, 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, 2026 or September 30, 2026; 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:

- | | |
|---|--|
| ☐ Signed Application | ☐ Discretionary Fund Grant Annual Report (If Applicable) |
| ☐ Balance Sheets | ☐ Fund Logo Documents (If Applicable) |
| ☐ Income & Expense Statements | ☐ List of All Sub-grant Organizations (If Applicable) |
| ☐ Schedule A – Wage & Salary Statement | ☐ 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 30, 2026, or if mailed, postmarked no later than October 31, 2026, 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