



DISCRETIONARY FUND COMMITTEE
MEETING AGENDA, JANUARY 9, 2026, AT 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



WRAP-UP MEETING

1. Roll Call
2. Approval of Meeting Minutes:
 - December 2, 2025
 - December 3, 2025
3. Presentation by Alaska Wild Lights, LLC
4. Public Comment (limited to three minutes)
5. New Business
 - a. Review of Discretionary Fund Grant Application and Committee Process
 - i. Sign-up sheet for Q&A
 - ii. Whether to make Q&A session mandatory
 - iii. Setting a Request Limit
 - iv. Review and approve 2026 cover letter and application
 - v. Whether to clarify that the funding request cannot cover items already purchased or paid for
 - b. Review of the Discretionary Fund Committee Policies and Procedures
6. Next Meeting – November 2026 (exact date to be determined by Committee)
7. Adjournment

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DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, DECEMBER 2, 2025, AT 5:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Discretionary Fund Committee convened at 5:01 P.M. on the above date to conduct a Presentation Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via Zoom with Council Member **Lonny Marney (Seat F)** presiding and with the following members in attendance:

Members Present: Karen Blackburn, Seat A
Thomas Alexander, Seat B
Samantha Kirstein, Seat C
Traci Gatewood, Seat D
Victoria Dowling, Seat E (remotely)

Also Present: Diana Hebel, Licensing Clerk / Cashier
D. Danyielle Snider, City Clerk
Sarah Fuerst, Grants Administrator

APPROVAL OF MEETING MINUTES

a) Approval of Meeting Minutes – November 12, 2025

Mr. Alexander, seconded by **Ms. Kirstein**, moved to APPROVE the meeting minutes.

There being no objection, the minutes were APPROVED.

PRESENTATION BY APPLICANTS

Chair Marney announced that there were 31 applications totaling (approx.) \$1,900,000.00 and asked that, when organizations apply next year, they be mindful that other agencies also need funding. He then stressed that all agencies are important to the local economy.

Applicants presented in the following order:

- a) Fairbanks Litter Patrol
- b) Alaska Songbird Institute
- c) Alaska International Senior Games, Inc.
- d) Tanana Yukon Historical Society
- e) Pioneer Memorial Park, Inc. LLC dba Fairbanks Pioneer Museum
- f) World Ice Alaska Championships dba Ice Alaska
- g) Fairbanks Community Band

- h) Georgeson Botanical Garden Friends
- i) Alaska God Mushers Association
- j) Nordic Ski Club of Fairbanks
- k) Cold Steel Pan Orchestra
- l) Friends of Creamer's Field
- m) Fairbanks Children's Museum
- n) Greater Fairbanks Chamber of Commerce
- o) Clay Street Cemetery (Commission)
- p) Festival Fairbanks
- q) Downtown Association of Fairbanks Community Services
- r) Literacy Council of Alaska
- s) Fairbanks Community Museum
- t) Fairbanks Curling Club
- u) Alaska Goldpanner Baseball, Inc
- v) The World Eskimo – Indian Olympics
- w) Fairbanks Arts Association
- x) UA Museum of the North
- y) Golden Heart Consulting
- z) Museums Alaska

NEXT MEETING (DISTRIBUTION MEETING)

Chair Marney announced that the Distribution Meeting was scheduled for Wednesday, December 3, at 12:00 P.M.

ADJOURNMENT

Ms. Kirstein, seconded by **Ms. Blackburn**, moved to ADJOURN.

There being no objection, the meeting ADJOURNED at 6:41 P.M.

Lonny Marney, Chair

Diana Hebel, Licensing Clerk / Cashier

Transcribed by: DH



DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, DECEMBER 3, 2025, AT 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Discretionary Fund Committee convened at 11:59 A.M. on the above date to conduct a Distribution Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via Zoom with Council Member **Lonny Marney (Seat F)** presiding and with the following members in attendance:

Members Present: Karen Blackburn, Seat A
Thomas Alexander, Seat B
Samantha Kirstein, Seat C
Traci Gatewood, Seat D
Victoria Dowling, Seat E (remotely)

Also Present: Diana Hebel, Licensing Clerk / Cashier
D. Danyelle Snider, City Clerk (remotely)
Sarah Fuerst, Grants Administrator

NEW BUSINESS

a) Announcement of Discretionary Fund Award Recommendations for 2026 Distribution

Members read their respective recommendations into the record one at a time in the following order: Blackburn, Alexander, Gatewood, Kirstein, Dowling, and Marney.

It was verified that the award amount could not exceed the organization's request. Since one of the award amounts required correction, there was a pause during the announcement of individual allocations so that Ms. Fuerst could recalculate the average for that organization.

Organization Name	Recommended Amount
Fairbanks Litter Patrol	\$ 13,833
Alaska Songbird Institute	9,192
Alaska International Senior Games, Inc.	15,000
Tanana Yukon Historical Society	10,340
Pioneer Memorial Park, Inc. LLC dba Fairbanks Pioneer Museum	16,000
World Ice Art Championships dba Ice Alaska	28,877
Fairbanks Community Band	11,167
Georgeson Botanical Garden Friends	13,417
Alaska Dog Mushers Association	20,167
Nordic Ski Club of Fairbanks	12,167

Cold Steel Pan Orchestra	3,067
Friends of Creamer's Field	14,750
Fairbanks Children's Museum	13,917
Greater Fairbanks Chamber of Commerce	15,417
Clay Street Cemetery (Commission)	11,876
Festival Fairbanks	24,833
Downtown Association of Fairbanks Community Services	11,048
Literacy Council of Alaska	9,481
Fairbanks Community Museum	18,667
Fairbanks Curling Club	13,500
Alaska Goldpanner Baseball, Inc	27,167
The World Eskimo – Indian Olympics	23,333
Fairbanks Arts Association	43,701
UA Museum of the North	7,288
Golden Heart Consulting	4,879
Museums Alaska	6,916
TOTAL	\$400,000

NEXT MEETING

The committee scheduled the wrap-up meeting for Friday, January 9, at 12:00 P.M.

ADJOURNMENT

Ms. Kirstein, seconded by **Mr. Alexander**, moved to ADJOURN the meeting.

Hearing no objection, **Chair Marney** declared the meeting ADJOURNED at 12:26 P.M.

Lonny Marney, Chair

Diana Hebel, Licensing Clerk / Cashier

Transcribed by: DH



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.

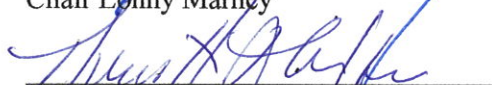
Please carefully review the financial information requested in the application. All balance sheets submitted by any agency requesting funding must include the following sections: assets, liabilities, and equity or fund balance. If your balance sheet does not contain these sections, your financial information 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.

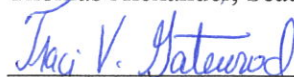
We want Fairbanks to continue to be a year-round destination, and we depend on your agencies to make that happen. We want visitors to relay their unforgettable experience in Fairbanks to their friends and family. We wish all applicants great success!


Sincerely,

The 2025-2026 Discretionary Fund Committee

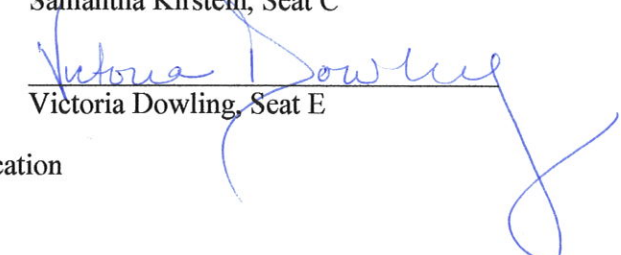

Chair Lonny Marney


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

Discretionary Fund Committee

Policies and Procedures

FGC Requirements (summarized):

- Discretionary Grant Funds will be \$400,000.00.
- Applicants whose Annual Report is not filed by October 31 are ineligible to apply.
 - Final Annual report with all expenditures is due by December 31
- 10% of grant monies from the prior year are withheld until Annual Report is filed with Finance Dept.
- Any organization or person, public or private, may apply for grant monies.
- Applications must be received by City Clerk's Office no later than 5:00 P.M. on October 31.
 - Committee requires applications to be complete and copied upon submittal
- Applicants cannot request funding to support the following:
 - a. Loans, deficits, or debt reduction
 - b. Endowments
 - c. Scholarships
 - d. Health and social services activities
- Grant Guidelines:
 - a. Contribute significantly to the growth and promotion of Fairbanks
 - b. Monies must supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals
- Scoring procedures and conflicts of interest are decided at the Committee's first organizational meeting each year.
- Committee members send their individual allocations to the Finance Department by a date and time agreed upon by the Committee prior to the distribution meeting.
 - Finance staff will receive members' allocations no later than 10:00 A.M. the day of allocations.
- Each Committee member reads their allocation into the record during the distribution meeting. Allocations are not final until approved by the City Council at the first Council Meeting in January.

Stated in the Minutes:

- If an event or organization creates tourism/economic development for the City of Fairbanks, the entity itself does not have to be within city limits to be eligible for grant funding.
- The presentation meeting will start on time regardless of who is present.
- Presentations may be held in one meeting only.
- Presenters will present in the order applications were received. There will be no exceptions to this rule unless a presenter misses their turn and the Committee allows them to present later in the meeting.
- No specific time slots are allotted, and presenters are encouraged to arrive at the start of the meeting.
- If a Committee member misses any presentations due to absence, they will not be permitted to score any applications.
- Each presenter will be given three minutes to present, and there will be (up to) a seven-minute question and response period following each presentation. Presenters may choose to simply answer questions. At the discretion of the chair, an applicant's question and answer period may be extended.
- No new information may be presented to the Committee members after the October 31 deadline. Electronic presentations and hard copy handouts of any kind are prohibited.
- If three or more Committee members allot a zero allocation at the end of the presentation, the applicant will be eliminated from consideration.
- Committee members must round their allocations to the nearest \$10.
- Late applications will not be accepted by the City Clerk's Office. Incomplete or late applications will not be considered for funding.
- Applicants who are not represented at the presentation meeting will not be considered for funding.
- The original application will serve as the official copy; completeness will be determined by the original.
- Application withdrawals will be allowed until the point of allocation.
- The committee's allocation for any given applicant must not exceed the applicant's requested amount.