



FRIENDS OF GUSTAVUS FUND

An affiliate of the Juneau Community Foundation

REQUEST FOR PROPOSALS

The Friends of Gustavus Fund (FOG Fund), an affiliate of the Juneau Community Foundation, seeks applications from qualified, tax exempt 501(c)(3) organizations or equivalents such as schools, governmental organizations, and faith-based organizations that are based in or serve the community of Gustavus. Organizations/individuals that do not meet the above requirements may be able to receive funding for projects if they have support from an eligible organization willing to provide fiscal sponsorship. See Fiscal Sponsorship below.

The FOG Fund was established to support community needs in the areas of the environment and outdoor pursuits, arts, crafts, culture, healthy living and community development that enhances the quality of life of Gustavus residents. We are seeking proposals in the \$2,000-\$5,000 range.

Application Open: May 1, 2026

Application Due: May 31, 2026, 11:59pm.

The FOG Fund Advisory Group will make its recommendation in June. You will be notified by the Juneau Community Foundation regarding the decision of the FOG Fund Advisory Group no later than June 30.

Eligible organizations: qualified, tax exempt 501(c)(3) organizations or equivalents such as schools, governmental organizations and faith-based organizations that are based in or serve the community of Gustavus.

Ineligible activities: Applications for religious indoctrination, endowment building, deficit financing, fundraising, lobbying, advertising, sponsorships, electioneering, or activities of political nature will not be considered, nor will any proposals which discriminate as to race, gender, marital status, sexual preference, age, disability, creed, or ethnicity.

Fiscal Sponsorship: Ineligible organizations/individuals may be able to receive funding for projects if they have support from an eligible organization willing to provide fiscal sponsorship. Fiscal sponsors must agree to take legal and fiscal responsibility for accepting grant funds from FOG Fund on behalf of the ineligible organization. The fiscal sponsor letter template at the end of this document includes a full list of the responsibilities. A letter from the fiscal sponsor must be submitted with the application for the project to be considered.

Evaluation Criteria: The FOG Fund Advisory Group is composed of volunteer advisors and community members. The Advisory Group strives to facilitate a competitive process that is fair and transparent. Evaluation criteria include but are not limited to the overall merit of the project, the ability of the applicant to successfully complete the project, the clarity and measurability of the projects or program's goal(s), the feasibility of the time frame given for completion of the project, and the number of people served.

Grant Project/Program Timeline: Grant projects/programs must be completed within one year of the award date, unless the FOG Fund Advisory Group approves a timeline extension for the awarded project/program. Extensions must be requested prior to the grant report due date.

Grant Report: If you receive a grant, you must submit a grant report explaining how the funds were spent and how they were of benefit to the community of Gustavus. The grant report is due no later than one month from the grant end date.

Overdue Grant Report(s): Overdue grant reports from previous grant awards from the FOG Fund must be completed before an organization is eligible to be considered for current or future grant opportunities.

Questions? Please direct general grant questions to Meadow Brook,
brooksusan@hotmail.com

**Answer all questions below in four pages maximum not including the
fiscal sponsor letter.**

CONTACT INFORMATION

Organization Name _____
Tax I.D. Number _____ **Tax Exempt Yes** ____ **No** ____
Mailing Address _____

Preparer's Name/Title _____
Telephone _____
Email _____

Person responsible for managing and tracking the use of the funds.
Name/Title _____
Telephone _____
Email _____

Fiscal Sponsor (if applicable)
Organization Name _____
Tax ID Number _____
Mailing Address _____
Person responsible for managing and tracking the use of the funds.
Name/Title _____
Telephone _____
Email _____

**TITLE OF SPECIFIC PROJECT/PROGRAM TO BE SUPPORTED BY THIS GRANT
REQUEST**

NUMBER OF INDIVIDUALS BENEFITING FROM REQUESTED FUNDS _____

JUSTIFICATION: Answer the following questions.

What is the need for the proposed project/program?

How will the requested funds address the needs?

What are the measurable and achievable outcomes of this program or project and how will you measure them? Other relevant information.

AMOUNT REQUESTED: _____

DATE FUNDS ARE NEEDED/Grant Award Period:

Begin date: _____

End date _____

PROPOSED BUDGET: Summarize your budget. Include a limited narrative. Identify any in-kind contributions and unpaid volunteer support that will be used during this project/program. Identify funding requested from other sources and funding already committed from other sources.

Item: personnel, travel, materials, advertising, etc	Funding Source: Include FOG or other funding sources here.	Amount	In Kind/volunteer

Narrative:

Signature of Organization Representative

Name _____

Title _____

Telephone _____ Email _____

Signature _____

***Combine any additional pages or supporting docs into one PDF and EMAIL
THE SIGNED APPLICATION TO info@juneaucf.org***

Fiscal Sponsor Letter Template

[Name of Fiscal Sponsor Organization]
[Address]
[City, State ZIP Code]
[Email]

ON BEHALF OF
[Name of Sponsored Organization/Individual]
[Address]
[City, State ZIP Code]
[Email]

[Date]

Friends of Gustavus Fund
Juneau Community Foundation
641 W. Willoughby Ave #206
Juneau, AK 99801

Dear Friends of Gustavus Fund,
This letter certifies that [Name of Fiscal Sponsor Organization] (the “Sponsor”) has agreed to be the fiscal sponsor for [Name of Sponsored Organization/Individual] (the “Applicant”) who submitted a grant application to the Friends of Gustavus Fund, an Affiliate of the Juneau Community Foundation (the “Foundation”), for the “[Name of Project]” project. By signing this letter, Sponsor agrees to the following:

- Sponsor will take responsibility for accepting and dispersing any grant funds that are awarded to Applicant by the Foundation in support of the aforementioned project.
- By accepting grant funds on behalf of Applicant, Sponsor certifies that (1) no tangible benefit, goods, or services were provided to anyone connected with Sponsor, and (2) this grant will not be used to satisfy the payment of any pledge or other financial obligation on behalf of the donor(s) per Section 6115 of the IRS Code.

- By cashing any grant checks, Sponsor guarantees the grant funds received will be used solely for the purposes approved by the Juneau Community Foundation.
- Any use of grant funds for purposes other than those specified in the grant application and the terms and conditions of the grant award must have the prior approval of the Foundation.
- The Foundation reserves the right to require the return of grant funds if it deems that Sponsor or Applicant have not complied with the agreed use of funds, or any law or regulation affecting the grantee, grant, or the Foundation.

Sincerely,

[Authorized Representative Signature]

[Authorized Representative Name] [Authorized Representative Title]

[Date]