



# The Alaska Community Foundation Pebble Fund Grant Program Guidelines

## **About the Pebble Fund**

The Pebble Fund is a donor advised fund of the Alaska Community Foundation. To date the Pebble Fund has awarded more than \$2.4 million dollars in grant funds and is half-way through a five-year, \$5 million dollar commitment established by The Pebble Partnership to support sustainable development projects in Southwest Alaska. The Pebble Fund Board is an independent advisory committee of leaders from the Bristol Bay region who consider grant applications in four primary project categories: energy, education, community and economic development, and renewable resources/fish. Grant recipients are selected in a competitive process with the Pebble Fund Board reviewing applications and selecting projects for awards. The Pebble Fund Board focuses specifically on impactful grant making, choosing projects that directly benefit Southwest Alaska regional communities.

## **Who is The Alaska Community Foundation?**

The Alaska Community Foundation (ACF) encourages and nurtures philanthropy through the establishment of permanent endowments that will address current and emerging needs in Alaskan communities in perpetuity. ACF was established in 1996 as a way to strengthen communities by assisting individuals and organizations in creating charitable funds. ACF now manages more than 250 funds, including nine regional community funds, affiliates and partners, and has assets totaling more than \$43 million.

Please visit our website at [www.alaskacf.org](http://www.alaskacf.org) to review the most recent list of grants awarded.

# Pebble Fund Grant Program

**Grant awards** are made two times per fiscal year with the following deadline for proposals:

## **February 28 and September 1**

All applications must be completed through the online system and submitted by 9:00 p.m. Alaska-Time. If the deadline date falls on a weekend, the deadline moves to the following Monday. Only complete applications that meet the basic eligibility criteria will be considered.

Applicants applying for up to \$25,000 should use *The Pebble Fund Small Grant Application*.

Applicants applying for over \$25,000 should use *The Pebble Fund Large Grant Application*.

Applicants may also choose to submit a proposal as a draft for review by the grants officer. Drafts are due two weeks prior to the posted grant application deadline. Please contact the ACF Program Officer via email if a draft review is desired.

### **Who is eligible to apply?**

The Pebble Fund seeks applications for activities that support the mission to “promote and enhance sustainable and healthy communities and renewable resources within the Bristol Bay region” from qualified tax-exempt 501(c)(3) organizations including schools, churches, and programs of government agencies. Funding will focus on the areas of renewable resources/fish, energy, education and community and economic development. Preference will be given to applications which do not duplicate existing programs and service, empower the disadvantaged or underserved and are collaborative or cooperative in nature. In addition, preference will be given to applications which demonstrate measurable results, accountability, cultural sensitivity, unify communities, are politically inert and environmentally sound. Applications should detail measurable and achievable outcomes and address the sustainability of the program or project for which funding is desired.

Matching funds are encouraged, but not required. Grant applicants are encouraged to seek broad community support with a substantial investment in the project in both cash and in-kind donations. Proposals that successfully demonstrate shared support and community interest are generally stronger than those proposals that do not.

No more than two applications will be accepted from any applicant organization per grant cycle.

Applicants with open Pebble Fund grants must be current on all grant reporting. Applications from organizations with outstanding grant reports will not be accepted.

### **Who cannot apply?**

Individuals, for profit and 501(c)(4) or (c)(6) organizations, non-Alaska based organizations (unless evidence is presented that their work specifically benefits Alaska), and state or federal government agencies are not eligible for competitive grants.

Applications for religious indoctrination or other religious activities, endowment building, deficit financing, fundraising, lobbying, electioneering and activities of political nature will not be considered.

Nor will proposals for ads, sponsorships, or special event and any proposals which discriminate as to race, gender, marital status, sexual preference, age, disability, creed or ethnicity or are for activities that have the potential to support terrorism. Funds cannot be used for expenses incurred prior to the grant award.

## **Grant Funding**

### Project Categories:

- Renewable Resources/fish
- Energy
- Education
- Community and Economic Development

### Type of Support Requested:

- General Operating Support
- Project/Program Support
- Start-Up Costs
- Capital
- Technical Assistance
- Other

### Project Evaluation – Measures of Success:

Project evaluations should inform both the Grantee and the Pebble Fund and should match the nature of the project. Be prepared to articulate the success of the grant funded project in the Final Report.

## **Preparing your Proposal**

### **All applications must be completed through our web-based application system**

The site can be found through our website <http://www.alaskacf.org/grants>. Please refer to the “Helpful hints for applying online” document next to the grant program summary on ACF’s website for more in-depth information about using the online application system.

### **Registering as an applicant**

For applicants using the web-based system for the first time, a profile will need to be completed. The Profile should be completed by the person writing the grant application and completing any grant reports. Please remember your username and password as it will be used for all current and future applications and any reporting on awarded grant projects. The User Profile will only need to be completed the first time entering the system.

### **After logging in to the system**

After logging into the system, you will be sent to the Application Status Page. To start a new application please click “Apply” below your contact information. There will be a list of grant programs. Please select the Pebble Fund grant program that fits your project and you will be taken to the application. The online system will time-out after 40minutes of no activity, so please remember to save your application often.

When logging back on to the system after establishing a Profile, you will be directed to the Application Status Page which acts as your homepage where you can check your status.

Applications must be completed and submitted through the online site by 9:00 p.m. Alaska-Time on the posted deadline date. If this date falls on a weekend, the deadline moves to the following Monday. Please contact the ACF Program Officer if you experience difficulty with the application site.

### **Additional Materials**

Letters of Support from community / organizations can be uploaded.

### **Grant Application Review and Action**

Evaluation criteria include but are not limited to the completeness of the application, overall merit of the project, the ability and past reputation of the agency for successful completion of projects, the clarity and measurability of the projects goals, the feasibility of the time frame given for completion of the project, the benefit to citizens of Bristol Bay region, whether costs are commensurate with benefits, the potential of the project to become a long-term solution for an existing or emerging problem, demonstrated respect for the diversity of the Region, other sources of support, and overall sustainability of project.

Sample Evaluation criteria:

- The application is complete, well-organized and understandable.
- The need for the proposed project is clear. The project has community support.
- The proposed project is well designed with clear and realistic goals.
- The proposed project does not duplicate existing programs or services.
- The applicant’s relationship to the project is clear and appropriate.
- The applicant is capable of carrying out the projects goals.
- The project benefits will last beyond the grant term.
- The proposed program’s budget is realistic.
- The proposed project leverages other resources.
- The funding requested is appropriate.
- Funding from the Pebble Fund is critical to this project’s success.

The Pebble Fund Board makes the decision about grant awards selected from proposals submitted in open competition. Proposals are closely reviewed by the Pebble Fund Board.

The Pebble Fund Board has limited resources, which means that worthy projects cannot always be funded or funded in the full amount requested. The Pebble Fund Board may approve a grant to the project without changes, offer a grant with stipulated changes, offer a grant that is less money than requested, or decline funding altogether.

Every applicant will be sent an official notice of the Pebble Fund Board's decision. If a grant has been approved, a Grant Agreement and associated materials are sent. The Letter of Agreement sets forth the terms and conditions of the grant. A signature obligates the grant recipient to conduct the project as described in the proposal and to accept the conditions outlined in the Letter and these Guidelines. With the receipt of the signed award letter, the grant is "activated."

### **Policies and Procedures**

- If changes need to be made to a project's grant budget and/or program plans, the grantee shall make a written request to the ACF Program Officer before any changes in expenditures occur. Any variance in the project budget above 10% must have Pebble Fund Board approval. Grant funds may not be used for projects other than what has been approved.
- Copyright policy: Grantee retains copyright; The Alaska Community Foundation reserve a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for organizational/educational purposes, and to authorize others to do so.

**Questions should be directed to: [info@alaskacf.org](mailto:info@alaskacf.org) or 907.334.6700**