

Village Improvement Fund

Funding Application



*Strengthening and improving living and economic conditions for all residents*

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**Part One: Organization/Group Profile**

Village Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Organization for the Project/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part Two: Contact Information**

First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alternate Contact**

First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project/Program Category**

\_\_\_\_\_Program/Services (wellness, education, medical, cultural, etc)

\_\_\_\_\_Infrastructure (water, sewer, roads, construction, renovation, equipment, etc.)

**Part Three: Funding Request Details**

3.1 Application Project/program title:

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3.2 What is the timeline for your project/program?

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3.3 Is this an existing project/program (i.e. is it already operating or has construction started? Has the project/program delivered services already?)

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3.4 What is the amount of the funding request to VIC?

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3.5 Please describe how the **VIF funds** will be used for this project/program.

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3.6 Does the project/program have other sources of funding, including matched funding or other grants (or state, community, partner organizations contributions)? If yes, please describe and attach relevant documentation.

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3.7 Please attach a copy of the total project/program budget (including details on VIF funds and how other funding will be used.

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3.8 Has the VIF provided **funding** to your community before? If you answered yes, please describe.

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3.9 Has VIF provided funding to this Project/Program before? If you answered yes, please describe.

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**Part Four: Benefits**

4.1 What are the short-term goals of the project/program?

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4.1a What are the long-term goals of the project/program?

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4.2 Who will benefit from the project/program? Please be specific (e.g. children, youth, elders, women, etc.) and include details (e.g. numbers).

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4.3 What is the level of community impact? (i.e. will the broader community benefit or just a few individuals?)

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4.4 Will the project benefit one Village, more than one Village, or multiple Villages in the Northwest Arctic region)?

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4.5 Will the project create local jobs? If so, how many?

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**Part Five: Project Details**

5.1 Will this Project/Program continue after VIF funding? Please describe why or why not.

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5.1a (If yes) Describe **how** the project/program will be able to continue after VIF funding ends and by whom.

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5.2 Please describe other projects in the community that could help support the success of this Project/Program? Circle Yes, No,

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5.3 Are there any issues or other projects that could be negative for the success of your project?

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5.4 Please explain how your organization has the administrative and management capacity to execute the project (i.e. financial software, audits history of management of other projects, stable relationships across community entities, and examples of other successful projects).

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5.5 Please outline any experience your organization/staff has had with similar projects/programs.

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5.6 Is the project/program “ready to go” or “shovel ready”? Please explain how it has considered the equipment, resources, people, and permits needed for success.

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5.7 Does the project/program address an issue that is life threatening, or a health risk? (i.e. health and safety, emergency, danger to people, the environment, or property). Please describe.

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5.8 Please describe if the project/program supports one or more priorities identified by the community.

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5.9 Please attach any relevant documentation to show how the community was involved in or supports this project/program (examples could include letters of support, joint resolutions, priority lists, meeting minutes, sign up sheets etc.)

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**Option to include other relevant documentation**

Please attach as much supporting documentation as you can. Examples of useful documentation that you could attach might include:

* Detailed budget including how VIF dollars will be used
* Details on match funding
* Detailed project/program timeline including resources
* Joint resolutions
* Letters of support from the community/organizations
* Meeting minutes or sign in sheets showing community support
* Resumes (i.e. of project manager or lead for the Project)
* Letters of recommendation
* Relevant permits or related documents (i.e. property ownership, site control, potential subsistence impacts, studies)
* Relevant insurance information (i.e. workers compensation, liability insurance, bonding insurance)
* Most recent audit

**Certification**

I certify that I am authorized on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to submit this application on behalf of the community of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and that it is complete to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Printed Name/Date

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Title Organization submitting application

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Alternate Applicant Signature Printed Name/Date

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Title Organization submitting application

**VIF Staff certification**

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Date received: Name/Title