

Village Improvement Fund - Guidelines for Application

Thank you for your interest in applying for Village Improvement Funding through the Village Improvement Commission. This document provides more information around the application process and guidelines to help with each of the application questions.

About the Village Improvement Fund

The Village Improvement Fund was created by the Northwest Arctic Borough and Teck through a Payment in Lieu of Taxes Agreement to distribute benefits from the Red Dog Mine directly to the 11 villages in the borough. The fund is targeted at infrastructure projects and community programs for Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Kotzebue, Noatak, Noorvik, Selawik and Shungnak. The Village Improvement Commission was created to meaningfully involve Village representatives in the distribution of the Village Improvement Fund.

Projects that will not be considered for funding:

The following projects will not be considered for funding under the VIF:

- Projects or funding requests that benefit one individual
- Projects or funding requests to pay off debt
- Funding requests for political donations or contributions to political campaigns
- Funding requests for advocacy or lobby groups
- Funding requests for projects that discriminate on the basis of race, color, creed, gender, sexual orientation or national/ethnic origin
- Funding for projects located outside of the Northwest Arctic Borough

How to apply

1. Read the application guidelines
2. Work with VIF Capital Project Manager
3. Complete the application form
4. Sign and submit your completed application form: Email: hwalker@nwabor.org Or Mail: ATTN: Village Improvement Fund

Should you have any questions at any time during this application, please contact the VIF Capital Project Manager at (907) 442-2500 or hwalker@nwabor.org You can also work with your local Village Improvement Commission representative.

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Guidelines for application questions:

Part Three: Project details

3.1 Program/Project title:

Guideline: What is the title of your project/program?

3.2 What is the timeline for your project/program?

Guideline: A timeline should include the projected start date and projected end date of the project.

3.3 Is this an existing project/program?

Guideline: An existing project/program is already operating or has started construction, or is delivering services already.

3.3a. If yes, how will VIF funding improve the existing project/program?

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

Guideline: How much money are you requesting from the VIF for this Project/Program?

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

Guideline: We would like a detailed budget narrative, we want to know only how the VIF portion of funds will be used for things like equipment, wages, and other things needed to deliver the project/program.

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

3.6 Please describe other related projects in the community that could help support the success of this Project/Program?

Guideline: Please describe whether there are similar projects happening in the community that could help your project? Do they have resources available or other models that you can help your Project/Program achieve its goals?

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

Guideline: The total project budget is what the whole project/program costs, and should include details around dollar amount

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

Guideline: If your community has received VIF funding in the past, please include details about the type of project VIF provided funding to, the amount of VIF money that was used, and whether it was successful.

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

Guideline: If your Project/Program has received VIF funding in the past, please include details about on why more money is needed for this project/program and what happened with the last round of funding.

Part Four: Funding Request Details

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

Guideline: Please include details about the goals you want to accomplish over the next 3-6 months for small projects and 1-2 years for larger projects.

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

Guideline: Please include details about the overall goal of the project/program? What are you trying to accomplish or what impact are you trying to have?

4.2 Who will benefit from the project/program?

Guideline: Please include details about who specifically will benefit (e.g. children, youth, elders, women, etc.) and include other details (e.g. numbers of people).

4.3 Please describe the impact that this Project/Program will have in the community?

Guideline: Please describe whether the broader community will directly benefit or a few individuals will directly benefit?

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

Guideline: Please include which villages will benefit

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

Guideline: Please include the estimated number of local jobs and percentage of local jobs for the Project/Program. A local job is defined as one that is held by a resident in the community.

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Part Five: Project Details

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

Guideline: If the Project or Program will continue after VIF funding, please describe how it will sustain itself once VIF funds are used up. If it will not continue, please describe why not.

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

Guideline: If your Project/Program will continue after VIF funding, please describe what support you will get after VIF funding is used up or who will be responsible for the Project/Program.

5.3 Are there other projects, issues or challenges that could be an obstacle to the success of your project?

Guideline: Please describe any obstacles that could cause the Project/Program to be delayed (i.e administrative delinquencies, competing projects, outstanding bills)

5.4 Please explain how your organization has the administrative and management capacity to execute the project

Guideline: Please describe how your organization has the capacity to successfully complete this program. Examples of things that could help your explanation include: financial software, audits, history of management of other projects, stable relationships across community entities, and examples of other successful projects.

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

Guideline: Please describe your experience, including successes or challenges, with similar projects/programs to include resume(s).

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.

Guideline: Can your Project/Program start right away once funding is received? Or are other things needed before the project/program can begin?

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

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Guideline: If the answer is yes, please describe the life threatening and health risk issues that the Project/Program is trying to address.

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

Guideline: Please include how you know that it is a priority identified by the community (i.e. community meetings, community priority list, etc).

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.)

Guideline: Please attach as much supporting documentation as you can, but not all documentation is required. Examples of useful documentation that you could attach might include letters of support, joint resolutions, priority lists, meeting minutes or sign-up sheets.

Part Six: Project Details

Please attach as much supporting documentation as you can. You do not have to include all of these, just whatever is applicable to the project/program you are applying for and whatever you have that is available. 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 (correspondence from other funding sources, in-kind contributions, manpower/personnel, materials, equipment, studies, etc)
- 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)
- Relevant insurance information (i.e. workers compensation, liability insurance, bonding insurance)