





Living up to our name.

# RECREATIONAL GRANT APPLICATION

## PROGRAM YEAR 2021

**APPLICATION DEADLINE: February 26, 2021**

### 1. About your organization

Name of Organization:	
Address:	
Mailing address (if different from above):	
Main contact person:	
Phone(s):	
Email address:	
Do you have a board of directors? If so please attach a separate sheet listing board members	Yes    No
Is your organization a non-profit?	Yes    No
Non-profits, please list your EIN number	EIN #:
<b>Please share your organization's mission:</b>	
<b>Please share your organization's vision:</b>	
Describe your organization's membership. Who does your organization serve?	
Describe what recreational opportunities your organization offers	
How many participants did your organization serve last year?	
How many participants do you anticipate serving this year?	

What percentage of your participants are City of Superior residents?
Does your organization conduct fundraisers? If yes, please describe your fundraising activities for the last year, funds raised and your fundraising goals for this year
List any other grants and amounts received by your organization last year, along with any grants that you anticipate receiving this year
Does your organization charge a registration fee for your program/event? Please indicate the amount of the fee(s). What does your organization do to help offset fees for participants that might not be able to afford the fees?
What did your organization do to promote overnight stays and tourism?
How have you partnered with the City of Superior?
How does your organization incorporate equity, technology and sustainability?

## Grant Information

Please list the grant amount your organization is requesting	
Is this grant being requested for a one-time event or for ongoing programming? Please explain.	
How will your organization disperse the grant monies being requested? i.e. what costs will you use the grant for?	
Did your organization receive a grant from the City of Superior last year? Describe how the grant money was used.	
If you received a grant from the City of Superior last year and were not able to use it all due to COVID, how do you plan to use that money along with a potential grant for 2021?	
How will your organization recognize the City of Superior if grant funds are received? (i.e. City logo on flyers, verbal recognition at events, etc. Attach any examples from previous years).	

## 2. Program/Event Budget Summary (for most recent season)

<b>Earned Revenue</b>	<b>\$ amount</b>	<b>Expenditures</b>	<b>\$ amount</b>
Admissions		Salaries	
Memberships		Office/administration	
Workshops/training		Marketing/publicity	
Food/concessions		Equipment	
Grants/donations		Transportation	
Fundraisers		Supplies	
Other (specify below)		Insurance	
		Other (specify below)	
<b>TOTAL</b>		<b>TOTAL</b>	

- Please include your most recent financial statement (income statement and balance sheet) along with your most recent bank statement.
- Please include a W-9 form with your application.

I, the undersigned, certify that the information provided in and with this statement is true and accurate.

Submitted by (signature): \_\_\_\_\_

Printed name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Potential Additional Language for the Grant Application:**

If your organization is hosting an event that will promote tourism in Superior, consider applying for a grant through the TDF.

If your organization is hosting a festival type event, consider applying for a grant through the festival committee.

We understand not every question will apply to groups, especially those requesting less than \$1,000.

## City of Superior - Contracts and Disbursement of Funds Listing

Vendor/Lessee/Recipient	Agreement Type / Relationship type	Contract Expiration Date	Requirements	Annual Income to City	Annual Expense to City
<b>Agreements/Contracts with revenue to the City</b>					
Sailboats Inc.	Barkers Island Marina - Lease Agreement	4/30/2022	Annual financial reports and quarterly financial statements. (Specific details required are listed on page 4 of the lease agreement).	Sailboats pays the city rent payments based on a % of their revenue streams. Roughly \$500K.	The City pays for Capital upkeep - CIP budgeted projects
JB Port Enterprises, Inc. dba Captain J's Miniature Golf	Lease and facility use agreement	12/31/2020	Provide annual certificate of insurance.	\$2,000 annual rent payment	
University of Wisconsin System	Land lease agreement for Montreal Pier	12/31/2025		\$11,000 annual rent payment	maintain general liability insurance
State of Wisconsin Department of Administration	Land Lease and Use Agreement (2)	12/31/2041		\$2,300 annual rent payment and \$2,700 annual rent payment	
Robert Forrest Jr.	Barkers Island - docks lease agreement	12/31/2023	Provide annual certificate of insurance.	(Around \$300) - 5% of prior years income paid in advance by Nov. 15th - Becomes 10% after the first 5 years (payment on 11/15/2023 if renewing).	
Airport leases (28)	Land lease/ space lease	Various	Annual certificates of Insurance	land lease - \$300-\$400 average space lease - \$4,000 average	various - General Fund \$100K
Superior Business Center	Facility and Business Management Agreement for Superior Business Center	3/31/2024	Quarterly financial statements, balance sheet and income statement and other reports as requested.	\$100K over 5 years	major repairs over \$10,000
<b>Other Agreements/Contracts to the City</b>					
Northwest Wisconsin Community Services Agency, Inc.	Liberty Building lease	12/19/2056	Provide annual certificate of insurance.	\$1 annual rent	
The Superior Community Garden Association	Land Lease and Use Agreement	2/7/2023	Provide annual certificate of insurance.	\$1 annual rent	
Duluth Transit Authority	Service Agreement	No predetermined end date			\$1.5M annually. Amounts invoiced by DTA. No Cap.

Humane Society of Douglas County, Inc.	Animal care and facility agreement	12/31/2023	Maintain and provide informational and statistical animal records (Asilomar Accords format or equivalent), financial statements and program statistics to the City Finance Department on a quarterly basis, or more frequently upon request. HSDC shall also prepare narrative and summary reports as reasonably requested; Annually a certificate of insurance must be provided. Annual listing of furnishings and fixtures that belong to HSDC.		\$120,000 + any major repairs to the City Animal Shelter property and building (repairs in excess of \$1,000) + utility costs (electric, water, gas and sewer - \$30K)
The Billings Park Civic Association, Inc.	Land Lease and Use Agreement	8/7/2021	Provide annual certificate of insurance.		\$3,000 in consideration for the City using property for its recreation programs and fourth precinct polling place. Ground maintenance which includes mowing, snow plowing of the parking lot and minor repairs to parking lot asphalt, garbage and recycling service, water and electrical power related to the rinks.
Lake Superior Laundry, Inc.	Land lease and use agreement	6/11/2051	Annual certificate of insurance	\$0 (lump sum payment in 1991 of \$10,000)	
Superior Youth Organization	Lease, maintenance and operation agreement	12/31/2020	Annual submission of financial records, including balance sheets, income statement and a summary of the number of participants. Certificate of insurance		\$35,000 for daily, weekly and annual maintenance to ballfields, weekly garbage service, 1/2 of recycling, some mowing, maintenance of field lights and major repairs in excess of \$5,000 and capital improvements in excess of \$10,000.
Lake Superior Disc Golf Community	Memorandum of Understanding	No predetermined end date			Parks and Recreation department to help with maintenance and care of the disc golf course.
Bong P-38 Fund, Inc.	land and facility lease agreement	12/31/2050	annual certificate of insurance, provide upon request a copy of audited financial statements and summary of operations and activities, access to records and documents concerning activities and operations		snow removal for parking lot
Northwest Wisconsin Community Services Agency, Inc.	agreement and facility lease	7/1/2024	annual certificate of insurance , annual line item budget and upon request all records and documents concerning activities and operations.	\$1 annual rent	\$43,000 annual stipend (amount determined annually in budgeting process) - for Senior Center Management and snow removal of parking lot, major repairs in excess of \$1,000.



Superior Public Museums	Memorandum of Understanding - operation of three city owned museums	No predetermined end date	Provide annual line item budget. Provide upon request all records and documents concerning its activities and operations.		\$155,000 stipend for maintenance, operation and staffing, also snowplowing of parking lot.
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**Organizations receiving funds out of budgeting process**

Contract	Positively Superior	Per annual budget process - H/M	-	-		2020 - \$16,200 for 3 pages in each magazine 2021 - TBD
	Douglas County Historical Society	Per annual budget process - H/M and General Fund	-	-		2021 - \$10,000 general fund budget 2020 - \$6,000 Hotel/Motel budget
Grant	Superior Amateur Hockey Association, Inc.	Per annual budget process	-	-		\$25,000 - through 2020. Beginning 2021, SAHA will be required to apply through Parks and Rec Grant application process.

**City Commissions/Organizations Receiving Funds**

Sister City	Per annual budget process - H/M	-	-	-	2021 -\$5,000 - Hotel/Motel
Mayors Commission on Disabilities	Per annual budget process	-	-	-	2021 - \$700 - General Fund
Mayor's Commission on Communities of Color	Per annual budget process	-	-	-	2021 - \$700 - General Fund

**City Committee's providing Grants**

Mayor's Festival Committee	Per annual budget process	-	-	-	2021 - \$3,000 - General Fund and \$59,100 Hotel Motel
Parks and Rec Grant Program	Per annual budget process	-	-	-	2021 - \$55,000 General Fund and \$25,000 Hotel/Motel
TDF* - Listed above in Hotel/Motel	Per Ordinance	-	-	-	2021 - estimated \$55,000 - Hotel/Motel
Small Business Grant Program	Per annual budget process	-	-	-	2021 - \$200,000 - Economic Development fund

Hotel/Motel Tax						
70%	66.8% - Superior-Douglas County Visitor Bureau, Inc. (Travel Superior)	Agreement for Distribution and Allocation of Room Tax	12/31/2021	report of all expenditures over \$1,000, quarterly financial statements including balance sheet and income statement, quarterly narrative of activity, annually reviewed financial statements	-	Remittance of 46.76% of collected Hotel/Motel Tax to be spent in a manner allowed by state statute. - Est. 387K
	23.7% - Bong P-38 Fund	Named in agreement between City and Travel Superior	12/31/2021	quarterly financial statements including balance sheet and income statement, quarterly narrative of activity, annually reviewed financial statements	-	Remittance of 16.59% of collected Hotel/Motel Tax to be spent in a manner allowed by state statute.- Est. \$137K
	9.5% - TDF	Named in agreement between City and Travel Superior	12/31/2021	quarterly financial statements including balance sheet and income statement, quarterly narrative of activity, annually reviewed financial statements	-	Remittance of 6.65% of collected Hotel/Motel Tax to be spent in a manner allowed by state statute. - Est. \$55K
30%	44.6% - Development Association	Ordinance	-	-		Remittance of 13.38% of Hotel/Motel Tax - Est. 111K
	44% - City of Superior	Ordinance	-	-	13.2% of Hotel/Motel tax - Est. 109K	
	5.7% - Bond P-38 Fund	Ordinance	-	-		Remittance of 1.71% of Hotel/Motel Tax - Est \$14K
	5.7% - Superior Public Museums	Ordinance	-	-		Remittance of 1.71% of Hotel/Motel Tax - Est \$14K
Economic Development Deals						
	Misc. one time deals	agreements				Payments from TIDS, Econ. Development Fund

## **Additional Description for the Contracts and Disbursement of Funds Listing**

**Grants:** Funds provided by the City to an entity, usually for a specific purpose. The City does not expect to be repaid or to receive anything in return for the grant payment.

Examples: The Mayor's Festival Committee, Parks and Recreation Grant Program, the TDF and the Small Business Grant Program are all examples of City sources that citizens may apply to for grant funding.

**Agreements:** Agreements are legal documents that the City enters into with an organization that lays out what is expected of each party. They are an overarching category that includes Land and Facility Lease or Use agreements, Operation agreements, service agreements, construction agreements, software purchase and use agreements, cooperation agreements, memorandums of understanding, etc.

Many city agreements are a combination of multiple types of agreements. For example, the agreement with the Humane Society of Douglas County is a facility lease and service agreement.

The list largely includes agreements with local non-profits and local organizations. Most agreements were not included on the provided list as the City has hundreds of agreements.

One area of current focus appears to be related to service agreements or more specifically management of city owned property agreements. Examples include: Humane Society of Douglas County, Superior Public Museums, Kemper Sports, Superior Youth Organization, Northwest Wisconsin Community Services Agency, and Bachand Group.

**Agreements Process:** The City's Contract Analyst uses standard language that is periodically updated to keep up with best practices. Language is also incorporated to fit the unique circumstances of each situation or agreement. If there is a challenging legality issue, the Contract Analyst reaches out to the City Attorney for expertise. The Contract Analyst also consults with the City's liability insurance agency to reduce exposure of risk and incorporates updated insurance requirements as suggested by the City's insurance agency as available. Agreement language is reviewed with the responsible department head, with each new agreement and with each agreement extension, for necessary changes or additions of terms.

The words contract, agreement and lease are often used interchangeable here at the city.

**Distribution and Allocation of Room Tax:** The City collects a 7.5% hotel/motel tax. The use and distribution of these funds is governed by state statute, city ordinance and an agreement between the City and Travel Superior.