

# **ALASKA PUBLIC BROADCASTING COMMISSION OPERATING POLICY # 05-001**

## **SUBJECT: POLICY RE ALLOCATION OF DISCRETIONARY FUNDS**

### **I. BACKGROUND**

The Alaska Public Broadcasting Commission (“Commission”) may allocate a small percentage of the annual television and/or radio legislative appropriation for special projects that may arise in the course of the year and to maintain a reserve fund for emergency expenses. Those dollars which are not specifically allocated at the outset of the fiscal year may be subsequently disbursed by the Commission for any purposes which it, in its discretion, determines further its statutory objectives. This policy sets forth the procedure for the allocation of these discretionary funds and the criteria which shall be employed in making those determinations. The Commission shall determine annually what portion of the unallocated discretionary funds shall be available for special projects and what portion shall be reserved for the emergency fund, noting that any discretionary funds that come from the legislative appropriation for television will be allocated to special projects or emergencies related to public television. Likewise, any discretionary funds that come from the legislative appropriation for radio will be allocated to special projects or emergencies related to public radio. On the First of June of each year, any discretionary funds that have not been allocated to special projects or emergencies will automatically be disbursed to eligible stations per the grant allocation model.

### **II. WHO MAY APPLY FOR DISCRETIONARY FUNDING**

The following entities may apply for discretionary grants from the Commission:

- A. A radio or television region. Regions may also join together to submit a single application.
- B. An individual radio or television public broadcasting station. Stations may also join together to submit a single application.
- C. Alaska Public Broadcasting, Inc. (“APBI”) for a project intended to benefit the provision and delivery of public broadcasting services.

### **III. APPLICATION PROCESS**

- A. All applications for discretionary funding must be filed in writing with the Executive Director.

B. Time for Filing of Applications

1. Applications must be received by the Executive Director at least one month prior to a regularly scheduled annual or quarterly meeting of the Commission. Copies of the application guidelines will be available at the Alaska Public Broadcasting Commission's website, [www.akpb.org](http://www.akpb.org).
2. Upon receipt the Executive Director will review the submitted materials and determine whether all of the information required by this policy has been included. If all of the required materials have been included, the Executive Director shall add the application to the agenda for the next regularly scheduled meeting.
3. If the Executive Director determines that some of the required information has not been included, he shall notify the applicant what additional items need to be submitted. The applicant may then provide additional information to the Executive Director. However, *all* of the information required by this policy must be received by the Executive Director at least two weeks prior to the Commission meeting at which the application is to be considered.
4. Emergency Applications. In unusual situations, where a genuine emergency exists, an applicant may request an expedited grant of discretionary funds from the Commission's emergency reserve fund as follows:
  - a. In such circumstances, the applicant shall file an application with the Executive Director which includes, in addition to the other information required by this policy, a statement of the nature of the emergency and why the request cannot wait until the next regularly scheduled meeting of the Commission.
  - b. The Executive Director will then immediately send copies of the emergency application to all regions by electronic mail.
  - c. After reviewing the submitted materials, the Executive Director, in consultation with the Commission Chairperson, shall determine whether a special Commission meeting should be called to consider the application on an expedited basis.

C. Applications for discretionary funding must include, at a minimum, the following information:

1. A reasonably detailed description of the nature of the project specifying the amount of funds requested and providing a narrative justifying the need for the project and documenting a plan for the sustainability of the project (if any) beyond the life of the initial APBC investment.
2. An expressed statement that the proposed project is intended *primarily* to benefit either:
  - a. Statewide public broadcasting services (either radio, television or both) or;
  - b. Public broadcasting services within a particular region, or;
  - c. Public broadcasting services provided by an individual station or stations.
3. In the case of applications filed by one or more individual stations, a statement that the region or regions in which the applicants are members have:
  - a. Been previously presented with a copy of the proposal, and
  - b. A statement from the region(s) either supporting, opposing or taking no position on the application.
4. A statement whether the applicant seeks a one time appropriation or whether there may be a need for future funding from the Commission at a later date.
  - a. In the case of any requests seeking full or partial funding for personnel, the applicant must include a statement of justification for the position and a business plan that clearly defines how the proposed personnel slot will be funded after the requested Commission funds are expended.
5. A statement describing all efforts made by the applicant to obtain the requested funds from alternative sources.

6. An itemized budget detailing projected expense categories and amounts, such that the Commission is able to determine with some degree of specificity, how the amount requested will be spent.

**D. Action on Applications for Discretionary Funding**

1. The Executive Director shall send copies of all complete applications to the Commissioners at least ten days prior to the meeting at which the request will be considered.
2. In the case of emergency applications, the Executive Director will send the Commissioners copies of the application by electronic mail immediately after he/she has made the determination that a genuine emergency exists.
3. At any meeting at which an application for discretionary funding is presented to the Commission, the applicant is expected to appear before the Commission in support of the request and also to respond to questions from the Commission.
4. Any other individual, station or regional representative may also appear at the meeting to comment on the request.
5. At the meeting the Executive Director shall present his/her recommendation regarding Commission action on the request.
6. After receiving public comment and the Executive Director's recommendation, the Commission shall, in its sole discretion, determine what action (if any) to take in response to application.
7. The recipient of any grant of discretionary funds shall make written progress and financial reports to the Commission regarding the expenditures of those funds. Those reports may also be orally presented at the next quarterly meeting of the Commission.
8. All Discretionary Grants are subject to cancellation and recoument in the event of non-performance or misuse of funds.

**PASSED AND APPROVED by the Alaska Public Broadcasting Commission, this  
12th day of March, 2009.**

  
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*Steve Strait, Co-Chair*

  
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*Robert Kern, Co-Chair*