



Grant-In-Aid Funding

TY WILSON, GRANTS ADMINISTRATOR

CITY OF PADUCAH



Policy & Guidelines



Eligible Recipients

- A non-profit agency and/or organization located and operating within the corporate limits of Paducah.
- An interested agency/organization must be able to prove they are an entity in good standing with the Commonwealth of Kentucky and the City of Paducah or they will be ineligible for funding.



Grant-In-Aid Categories

1. Quality of Life Grant

- An eligible recipient that provides program(s) or project(s) that benefit the quality of life for the residents of Paducah.

2. Quality of Life Micro Grant

- A Quality of Life Grant with a maximum award of \$5,000.

3. Catalyst Grant

- An eligible recipient that desires to launch a new program or project that requires an infusion of financial support over a definite multi-year basis to start or expedite progress.



Funding Determination

- Each year during the preliminary budget formulation process, the City Manager will make a recommendation to the Board of Commissioners as to the funding amount that will be appropriated towards the Grant-In-Aid program.
- The City reserves the right to award partial funding based upon budgetary consideration.
- The Review Panel reviews all submitted applications and makes a formal written recommendation to the CMO prior to the completion of the municipal budget process.
- The City Manager will then make the final recommendation to the Board of Commissioners during the Budget Approval Process.



Review Panel Requirements

1. Is it legal for the City to independently engage in the activity the City may be funding?
2. Does the grant primarily benefit the public at large rather than an individual or private interest?
3. Does the grant request align with the City's Strategic Plan? (<http://paducahky.gov/strategic-plan-our-paducah>).
4. Does the grant request align with the City's Organization Values?
5. Is the applicant credible and in good standing in the City and the Commonwealth of Kentucky?
6. Does the applicant have adequate resources to successfully provide the proposed service or complete a proposed project?



Grant Application Guidelines

Quality of Life Grant

1. Agency must be a 501(c)(3) organization and provide proof thereof.
2. Applicants must complete an annual application for grant funding prior to the specified application deadline, submit a proposal, and attach all required supplementary documentation. (No late applications will be accepted).
3. If an agency was the recipient of a grant in the previous year, they must provide a detailed report on the outcomes accomplished.
4. All agencies selected to receive a Quality of Life Grant must provide an annual report on how the funds were used and impact on the City.
5. Applicants' projects must directly correlate with up to 3 items on the City of Paducah's Strategic Plan (<http://paducahky.gov/strategic-plan-our-paducah>).



Grant Application Guidelines

Quality of Life Grant Cont...

6. Applicants must show they have both the fiscal and human resources to complete projects.
7. Grant award can be used for programming, operations, and/or projects. The grant award cannot make up more than 50% of the agency's annual operational budget.
8. The City of Paducah will coordinate a check presentation celebrating the monetary assistance awarded.
9. Quality of Life Grant Categories:
 - a. Arts & Culture
 - b. Economic Mobility & Education
 - c. Diversity and Inclusion
 - d. Recreation
 - e. Microgrants (funding requests of less than \$5,000)



Grant Application Guidelines

Catalyst Grant

1. Complete annual application for grant funding prior to application deadline.
2. Must be a 501(C)(3).
3. Applicants' projects must directly correlate with up to three items on the City of Paducah Strategic Plan and directly benefit the public-at-large.
4. Catalyst Grants are established to assist start up programs, organizations, and/or projects. These grants are designed to be a one-time grant award.
5. Must enter into a Grant-In-Aid agreement with the City that specifies annual reporting requirements.
6. Award can be used for programming, operations, and/or projects, but the grant award cannot make up more than 50% of the agency's annual operational budget.
7. The City of Paducah will coordinate a check presentation celebrating the monetary assistance awarded.



Implementation Guidelines (Yearly)

January-March:

- a. Determine Grant-In-Aid Funding Levels during the annual budget process.
- b. Open application period begins February 15th and continues through March 31st (no late applications will be accepted). Applications must be submitted to the Grant-In-Aid Review Panel Chairperson.
- c. Conduct an annual City Grant-In-Aid Workshop to explain the annual grant program and the application process to interested grantees. The City will host the annual Workshop in the month of February after adequate advertisement and promotion.

April-May:

- a. Panel reviews applications and makes grant fund recommendations to the City Manager's Office.

May-June:

- a. City Manager makes recommendations to the Board of Commissioners for funding appropriation.



Application



Application Guidelines

- Agencies must be a 501(c)(3) organization.
- Agency must apply by March 31. **No late applications will be accepted.**
- Applicants must complete an application, submit a proposal, and attach all required supplementary documents. This will be submitted to the Grants Administrator, Ty Wilson, by email, twilson@paducahky.gov.
- All agencies selected to receive funding must provide an annual audit (with the exception of Micro Grants).
- All agencies selected to receive a grant will be required to enter into a Contract for Services with the City.
- All grantees must provide an annual report on how the funds were used and the impact on the City.
- Applicants must show they have both the fiscal and human resources to complete projects.
- Applicants' projects must directly correlate with the City of Paducah Strategic Plan (<http://paducahky.gov/strategic-plan-our-Paducah>).

Grant-In-Aid Application

Grant-in-Aid Program

The City of Paducah is accepting applications for the Grant-in-Aid Program. The deadline is March 31, 2021, for non-profit agencies located within the Paducah city limits to apply for city funding for fiscal year 2022. The City's fiscal year begins July 1.

Agencies interested in applying are encouraged to attend a virtual workshop on Friday, February 26 at 2 p.m. to review the application process. The Zoom link to the workshop is <https://us02web.zoom.us/j/89528295306>

Grant Categories and Applications

The Grant-in-Aid Categories are as follows (click the title for the application):

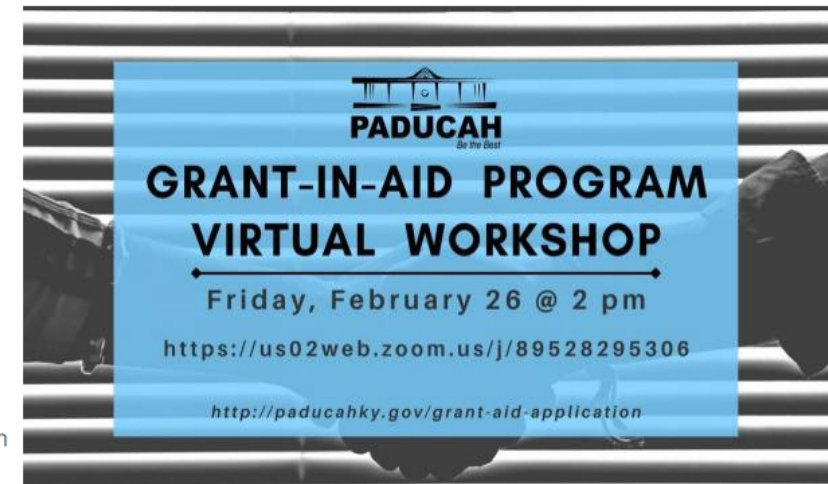
- [Quality of Life Standard Grant \(Word version-Standard Grant\)](#) – eligible for non-profit agencies that provide programs or projects that benefit the quality of life for the residents of Paducah.
- [Quality of Life Micro Grant \(Word version Micro Grant\)](#) – eligible for non-profit agencies providing programs or projects that benefit the quality of life for Paducah residents. The grant request is limited to \$5000 or less.
- [Catalyst Grant \(Word version Catalyst Grant\)](#) – eligible for non-profit agencies desiring to launch a new program or project that requires an infusion of financial support to start or expedite the process.

Grant-In-Aid Policy and Full Packet of Applications

Applications should be submitted by email to [Ty Wilson, Grants Administrator](#). For any questions, contact Wilson by email or call 270-444-8509.

Application Guidelines

- Agency must be a 501(c)3 organization.
- Agency must apply by the deadline and submit them to the Grant-In-Aid Committee Chair (twilson@paducahky.gov). No late applications will be accepted.
- An Agency can only submit ONE application.





Grants

Quality of Life Standard Grant -

<http://paducahky.gov/sites/default/files/Standard-Quality-of-Life-Grant-2021.pdf>

Quality of Life Micro Grant - <http://paducahky.gov/sites/default/files/Quality-of-Life-Microgrant-2021.pdf>

Catalyst Grant - <http://paducahky.gov/sites/default/files/Catalyst-Grant-2021.pdf>



Questions?
