

## Grant-In-Aid Funding Application Guidelines

- Agency must be a 501(c)3 organization.
- Agency must submit their **complete** application to the Grant-In-Aid Committee Chair ([hreasons@paducahky.gov](mailto:hreasons@paducahky.gov)) by **4:30 p.m. CST, Thursday, March 31, 2022**. **No late applications will be accepted.**
- An Agency can only submit ONE application.
- Applicants must complete an application, submit a proposal and attach all required supplementary documents.
- If the request is for operations, it cannot be more than 50% of the operations budget.
- All agencies selected to receive a Grant-In-Aid funding (except for MicroGrant recipients) must provide an annual audit.
- Agencies selected to receive a grant will be required to enter into a Contract for Services with the City of Paducah.
- 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 align with at least one of the City of Paducah Commission Priorities. The Commission Priorities/Strategic Plan can be found on the City of Paducah's website. If you have questions relating to this portion of the Application, please contact Assistant City Manager Michelle Smolen at [msmolen@paducahky.gov](mailto:msmolen@paducahky.gov)
- Questions related to the other sections of the application should be directed to Hope Reasons, Grants Administrator – 270-444-8509 or [hreasons@paducahky.gov](mailto:hreasons@paducahky.gov).

# City of Paducah Quality of Life Agency

## **MicroGrant** Application

\*If you are applying for more than \$5,000, please fill out the Standard Grant Application. \*

### **BASIC INFORMATION**

Date of Application: \_\_\_\_\_

Name of Organization: (Please list exact legal name)

\_\_\_\_\_

Project or Program Name/Short Title: \_\_\_\_\_

Address of Organization:

\_\_\_\_\_

\_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Is your organization an IRS 501(c)3 non-profit?  Yes  No

Please check the type of grant your organization is applying for:

MicroGrant (\$5,000 or less)

### **FINANCIAL**

Grant Request Amount: \$ \_\_\_\_\_ (Must be \$5,000 or less for MicroGrant eligibility)

Total Project Budget: \$ \_\_\_\_\_

Total Organization Budget for the Current Fiscal Year: \$ \_\_\_\_\_

Total City of Paducah allocation from previous Fiscal Year (if applicable): \$ \_\_\_\_\_

Number of years the organization has received City of Paducah funding (if applicable):

\_\_\_\_\_

Has your organization received in-kind contributions (facilities, police personnel, garbage collection, barricades, restroom trailer etc.) from the City of Paducah within the last 5 years?

Yes     No    If yes, please explain:

How will the program/project scope and availability change if your organization is not selected as a grant recipient?

Please list the foundations, corporations and other sources that you are soliciting for funding, and to the best of your knowledge, the status of your proposal with each.

### **PROPOSAL**

Proposals **should not exceed three single spaced pages** and include the following sections:

#### **Alignment**

- How does this project/program align with the City of Paducah's Strategic Plan/Commission Priorities?
  - The Strategic Plan/Commission Priorities can be found on the City of Paducah website ([paducahky.gov](http://paducahky.gov)). If you have questions relating to this portion of the Application, please contact Assistant City Manager Michelle Smolen at [msmolen@paducahky.gov](mailto:msmolen@paducahky.gov)
- Please list the Commission Priority this project aligns with (minimum of one and maximum of three): \_\_\_\_\_

#### **Summary**

Summarize the purpose of your agency, the reason your agency is requesting grant funds, what outcomes you hope to achieve, and how funding will be allocated if granted. Also, address the following questions concerning the level of service and impact of your project:

- How will this project/program improve the quality of life of the citizens it serves and the general populace of Paducah?
- Are you aware of another organization providing this same service in our community?
- How will this project be publicized to the general public?
- What is the general age range this project/program will serve?
- How will you measure the success of this project/program?

- Please list the number of paid full-time staff; number of paid part time staff; number of volunteers that will be working directly with the project/program.
- How many Paducah citizens will this project/program serve?
- Is there a fee for citizens who will be served by this project/program? If so, how much is the fee?

## **ATTACHMENTS**

Please attach the following:

- 1. Financial Review or Annual Audit**
- 2. Current or Projected Expense Budget and Budget Narrative for the Proposed Project/Program.**
- 3. A copy of your most recent IRS Tax Exempt Letter.**
- 4. If you are a current recipient of Grant in Aid Funding** – include a summary of your year-to-date progress (no more than one page).