



# Grant-In-Aid Funding

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HOPE REASONS, GRANTS ADMINISTRATOR

CITY OF PADUCAH



# Review Panel

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- Hope Reasons – Grants Administrator
- Claudia Meeks – Assistant City Clerk and Customer Experience Office
- Pam Spencer – Communications Manager
- Corie Cole – Finance Department



# Eligible Recipients

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- 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

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## 1. Quality of Life Grant

- A program(s) or project(s) that benefits 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

- A new program or project that requires an infusion of financial support to start or expedite progress.



# Funding Determination

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- 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.
- Submission of an application is not a guarantee of funding.



# Recipient Requirements

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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 at least one (and up to three) Commission Priorities? (<http://paducahky.gov/commission-priorities>).
4. Is the applicant credible and in good standing in the City and the Commonwealth of Kentucky?
5. Does the applicant have adequate resources to successfully provide the proposed service or complete a proposed project?



# Grant Application Guidelines

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## 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 a minimum of one and up to three Commission Priorities (<http://paducahky.gov/commission-priorities>).



# Grant Application Guidelines

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## 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

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## 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 Commission Priorities 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.



# Grant Application Guidelines

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## Attachments

1. The organization's annual audit
2. Current operating budget
3. Budget and Budget Narrative for the proposed program/project
4. Copy of IRS Tax Exempt Letter
5. Most recent annual report (if applicable)
6. 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)



# Implementation Guidelines (Yearly)

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## **January-March:**

- a. Determine Grant-In-Aid Funding Levels during the annual budget process.
- b. Open application period begins February 15<sup>th</sup> and continues through March 31<sup>st</sup> (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.



# Grants

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Quality of Life Standard Grant - <http://paducahky.gov/sites/default/files/2022-Grant-In-Aid-Application-Standard.pdf>

Quality of Life Micro Grant - <http://paducahky.gov/sites/default/files/2022-Grant-In-Aid-Application-Microgrant.pdf>

Catalyst Grant - <http://paducahky.gov/sites/default/files/2022-Grant-In-Aid-Application-catalyst.pdf>



# Questions?

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