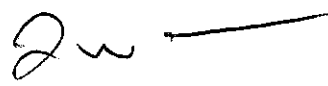
	ADMINISTRATIVE POLICIES & PROCEDURES MANUAL		Subject: Grant-in-Aid	
	Number FIN-32	Revisions 2	Effective Date: February 16, 2021	Page 1 of 4
	Supersedes Revision 1: 2/26/20	Approved By:  <div style="text-align: right;">City Manager</div>		

The City shall equitably consider financial contribution requests on an annual basis. An annual request for grant-in-aid will only be permissible through the requirements outlined below and are subject to adequate budgetary funding per the official approval of the Board of Commissioners during the approval of the annual budget.

Eligible Recipient – A Non-profit agency and/or organization who is located within the corporate limits of Paducah and operates 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- Eligible recipients may apply for no more than one type of grant listed herein on an annual basis. The three distinct grant categories an Eligible Recipient may apply for to receive grant-in-aid from the City of Paducah are:

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** – An Eligible Recipient that provides program(s) or project(s) that benefit the quality of life for the residents of Paducah. This grant category is limited to a financial award of \$5,000 or less.
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.

Annual Grant-In-Aid Funding Determination – Each year during the preliminary budget formulation process the City Manager shall make a recommendation to the Board of Commissioners as to the funding amount that will be appropriated toward the Grant-In-Aid program. If funding is not available to award 100% of the requested amount, the City of Paducah reserves the right to award partial funding based upon budgetary consideration.

Grant-In-Aid Review Panel – There is hereby created a Grant-In-Aid Review Panel that will meet and confer as needed every year during the grant-in-aid application review and award process. The Grant-In-Aid Review Panel shall consist of the following members:

1. City Grants Administrator (Chair)
2. City Finance Department Representative
3. City Clerk/Customer Experience Department Representative
4. Team Paducah Representative

The Grant-In-Aid Review Panel shall review all submitted grant applications and make a formal written recommendation to the City Manager's Office prior to the completion of the annual municipal budget process. The City Manager shall consider the recommendations of the Grant-In-Aid Review Panel and make the final recommendation to the Board of Commissioners during the Budget Approval Process.

The Grant-In-Aid Review Panel will determine if the Grant Applicant is eligible to receive grant funding per the following 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? If yes, please document 1 to 3 areas of alignment.
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 – To be eligible to receive a grant from the City of Paducah the Eligible Recipient must conform to the following 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 (NO LATE APPLICATIONS WILL BE ACCEPTED), submit a proposal and attach all required supplementary documentation.
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 the impact on the City.

5. Applicants' projects must directly correlate with up to three items on the City of Paducah Strategic Plan.
The Strategic Plan can be found at www.paducahky.gov If you have questions relating to this portion of the Application, please contact Assistant City Manager Michelle Smolen at mismolen@paducahky.gov
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, but 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 Grants Categories:
 - a. Arts & Culture
 - b. Economic Mobility & Education
 - c. Diversity and Inclusion
 - d. Recreation
 - e. Microgrants (funding requests of less than \$5,000)

Catalyst Grant:

1. Complete annual application for grant funding prior to the specified application deadline.
2. Applicants' projects must directly correlate with up to three items on the City of Paducah Strategic Plan and directly benefit the public-at-large. The Strategic Plan can be found at www.paducahky.gov If you have questions relating to this portion of the Application, please contact Assistant City Manager Michelle Smolen at mismolen@paducahky.gov
3. Catalyst Grants are established to assist start up programs, organizations, and/or projects. These grants are designed to be a one-time grant award.
4. Must enter into a Grant-in-Aid agreement with the City that specifies annual reporting requirements.
5. Grant 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
6. The City of Paducah will coordinate a check presentation celebrating the monetary assistance awarded.

IMPLEMENTATION GUIDELINE (yearly):

JANUARY TO MARCH:

- A. Determine Grant-in-Aid Funding Levels during the annual budget process.

- B. Open application period begins February 15th and continues through March 31 (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. We will host the annual Workshop in the month of February after adequate advertisement and promotion.

APRIL TO MAY:

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

MAY TO JUNE:

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

EXCLUSIONS TO POLICY

The following community programs/intergovernmental agencies are excluded from the annual grant application process:

1. Paducah Junior College Annual Community Scholarship Program. Paducah Wall to Wall, Inc.
2. Paducah Human Rights Commission
3. Brooks Stadium
4. Paxton Park
5. Barkley Regional Airport
6. PATS
7. Civic Beautification
8. WKCTC Television Programming
9. McCracken County Animal Control
10. GPED

ATTACHMENTS:

- Grant-In-Aid Funding Application Guidelines
- Standard Grant Application
- MicroGrant Application
- Catalyst Grant Application

Grant-In-Aid Funding 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.
- 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 directly correlate with the City of Paducah Strategic Plan. The 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

City of Paducah Quality of Life Agency

Standard Grant Application

*** IF YOU ARE APPLYING FOR LESS THAN \$5,000 OF FUNDING, PLEASE FILL OUT THE MICROGRANT 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:

- Arts & Culture
- Economic Mobility & Education
- Diversity
- Recreation

FINANCIAL

Grant Request Amount: \$ _____

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.

ALIGNMENT

- In what ways does this project/program align with the City of Paducah's Strategic Plan? The Strategic Plan can be found on the City of Paducah website (paducahky.gov). If you have questions relating to this portion of the Application, please contact Assistant City Manager Michelle Smolen at msmolen@paducahky.gov
- Please list the Paducah Strategic Plan Item Code(s) this project aligns with (maximum of 3): _____

PROPOSAL

Proposals should include the following:

- I. **Proposal Summary** – *500 words maximum*
Summarize the purpose of your agency, the reason your agency is requesting grant funds, what outcomes you hope to achieve, how will this project/program improve the quality of life of the citizens it serves and the general populace of Paducah, and how funding will be allocated if granted.
- II. **Background** – *500 words maximum*
 - a. Brief Agency History & Mission
 - b. Current Programs/Projects and Accomplishments
 - c. Awareness of organizations providing the same service in our communities.

III. **Grant Request** – *1,000 maximum*

- a. A statement of the primary purpose of the project and the need or problem that you are seeking to address.
- b. The population or group, the general age range, and the number of Paducah citizens that you plan to serve and how this population or group will benefit from the project.
- c. Strategies you will employ to implement your project.
- d. Proposed staffing for the project/program, including the names and titles of the individuals who will direct the project, the number of paid full-time staff or part-time staff, and the number of volunteers.
- e. Anticipated length of the project/program. Mention if there is a fee involved and how much it is.
- f. How this project will be publicized to the general public.
- g. How the project contributes to your organization's overall mission.

IV. **Evaluation** – *500 words maximum*

Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program/project and the results you expect to have achieved by the end of the funding period.

ATTACHMENTS

Please attach the following:

1. The organization's **ANNUAL AUDIT**
2. **CURRENT OPERATING EXPENSE BUDGET.**
3. **CURRENT OR PROJECTED EXPENSE BUDGET FOR THE PROPOSED PROJECT/PROGRAM.**
4. A copy of your most recent **IRS TAX EXEMPT LETTER.**
5. Your most recent **ANNUAL REPORT**, if available.

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 (Less than \$5,000)

FINANCIAL

Grant Request Amount: \$ _____ (Must be less than \$5,000 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.

ALIGNMENT

How does this project/program align with the City of Paducah's Strategic Plan?

The Strategic Plan can be found on the City of Paducah website (paducahky.gov). If you have questions relating to this portion of the Application, please contact Assistant City Manager Michelle Smolen at msmolen@paducahky.gov

Please list the Paducah Strategic Plan Item Code(s) this project aligns with (maximum of 3):

PROPOSAL

Proposals should include the following:

Proposal Summary – *1,000 words maximum*

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:

- 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?
- 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?
- How will this project/program improve the quality of life of the citizens it serves and the general populace of Paducah?

ATTACHMENTS

Please attach the following:

- 1. FINANCIAL REVIEW OR ANNUAL AUDIT.**
- 2. CURRENT OR PROJECTED EXPENSE BUDGET FOR THE PROPOSED PROJECT/PROGRAM.**
- 3. A copy of your most recent IRS TAX EXEMPT LETTER.**

City of Paducah

Catalyst 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:

New Program

Expedite Progress of an existing program

FINANCIAL

Grant Request Amount: \$ _____

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):

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.

ALIGNMENT

How does this project/program align with the City of Paducah's Strategic Plan?

The Strategic Plan can be found on the City of Paducah website (paducahky.gov). If you have questions relating to this portion of the Application, please contact Assistant City Manager Michelle Smolen at msmolen@paducahky.gov

Please list the Paducah Strategic Plan Item Code(s) this project aligns with (maximum of 3):

PROPOSAL

Proposals should include the following:

Proposal Summary – *1,000 words maximum*

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:

- 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?
- 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?
- How will this project/program improve the quality of life of the citizens it serves and the general populace of Paducah?

ATTACHMENTS

Please attach the following:

- 1. FINANCIAL REVIEW, PROFORMA, OR ANNUAL AUDIT.**
- 2. CURRENT OR PROJECTED EXPENSE BUDGET FOR THE PROPOSED PROJECT/PROGRAM.**
- 3. A copy of your most recent IRS TAX EXEMPT LETTER.**