

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 at <https://ourpaducah.us/> 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: _____

LEVEL OF SERVICE

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.

IMPACT

- 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?

PROPOSAL

Proposals should include the following:

- I. **Proposal Summary** – *one page 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.
- II. **Background** – *two page maximum*
 - a. Brief Agency History & Mission
 - b. Current Programs/Projects and Accomplishments
- III. **Grant Request** – *two page 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 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.
 - e. Anticipated length of the project/program.
 - f. How the project contributes to your organization's overall mission.
- IV. **Evaluation** – *1 page 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.