

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.