

## 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, Friday, March 31, 2023**. **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 **Standard Grant-In-Aid Award** 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 a final 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
- 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).

In order for the City to award a Grant-In-Aid contract, the proposed project must meet the following requirements:

- The program/project being funded is one in which the City could independently engage.
- The City has control over how the funding is spent through the contractual agreement.
- The expenditure is primarily benefiting the public at-large rather than an individual or a private organization/business.

# City of Paducah

## **Standard Grant Application**

**\* IF YOU ARE APPLYING FOR FUNDING LESS THAN \$5,000, 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.

## **PROPOSAL**

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

### **Summary**

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.

### **Background**

- Brief Agency History & Mission
- Current Programs/Projects and Accomplishments
- Awareness of organizations providing the same service in our communities.

### **Grant Request**

- A statement of the primary purpose of the project and the need or problem that you are seeking to address.
- 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.
- Strategies you will employ to implement your project.

- 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.
- Anticipated length of the project/program. Will participants be charged a fee, and if so, how much?
- How this project will be publicized to the general public.
- How the project contributes to your organization's overall mission.

## **Evaluation**

Please provide your goals and objectives for this project and 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 to your application:

- 1. The organization's Annual Audit**
- 2. Current Operating Expense Budget**
- 3. Current or Projected Expense Budget and Budget Narrative for the Proposed Project/Program**
- 4. A copy of your most recent IRS Tax Exempt Letter.**
- 5. Your most recent Annual Report, if available.**
- 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).**