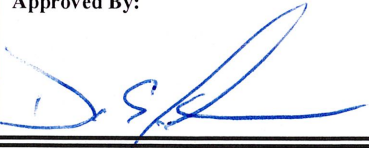
	<b>ADMINISTRATIVE POLICIES &amp; PROCEDURES MANUAL</b>		<b>Subject:</b> <b>Grant-In-Aid</b>	
	<b>Number</b> FIN-32	<b>Revisions</b> 3	<b>Effective Date:</b> 2/15/23	<b>Page</b> 1 of 4
	<b>Supersedes</b>  <b>Revision 2:</b> 2/16/21	<b>Approved By:</b>  <div style="text-align: right;">City Manager</div>		

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 which 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 two distinct grant categories an eligible recipient may apply for are:

- **Standard Grant** – Grant awards of \$5,000 or more for program(s) or project(s) that benefit the quality of life for the residents of Paducah, including new programs or projects.
- **Micro Grant** – Grant awards of less than \$5,000 for program(s) or project(s) that benefit the quality of life for the residents of Paducah.

**Annual Grant-In-Aid Funding Formulation**

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 five members determined on an annual basis:

- City Grants Administrator (Chair)
- City Finance Department Representative
- Team Paducah Representatives (3)

The Grant-In-Aid Review Panel shall evaluate 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.

**Grant Application Guidelines** -To be eligible to receive a grant from the City of Paducah the Eligible Recipient must conform to the following guidelines:

Standard Grant:

1. Agency must be a 501(c)(3) organization and provide proof thereof.
2. Agency must be credible and in good standing with the City of Paducah and the Commonwealth of Kentucky.
3. Agency must have adequate resources to successfully provide the proposed service or complete the proposed project.
4. 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.
5. If an agency was the recipient of a grant in the previous year, they must provide a detailed report on the outcomes accomplished
6. All agencies selected to receive a Standard Grant must provide an annual report on how the funds were used and the impact on the City.
7. Applicants must show they have both the fiscal and human resources to complete projects.
8. 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.

Standard Grant Categories:

- Arts & Culture
- Economic Mobility & Education
- Diversity and Inclusion
- Recreation
- Micro Grants (funding requests of less than \$5,000)

**Grant Award Requirements:**

All grants awarded through the Grant-In-Aid process 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.
- The expenditure is primarily benefiting the public at-large rather than an individual or private business.

**IMPLEMENTATION GUIDELINE (yearly):**

JANUARY TO MARCH:

- 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.
- Conduct a mandatory, 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 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:

- Paducah Junior College Annual Community Scholarship Program
- Paducah Wall to Wall, Inc.
- Paducah Human Rights Commission
- Brooks Stadium
- Paxton Park
- Barkley Regional Airport
- PATS
- Civic Beautification
- WKCTC Television Programming
- McCracken County Animal Control
- GPED/IDA
- Sprocket, Inc.

**ATTACHMENTS:**

Grant-In-Aid Funding Application Guidelines

Standard Grant Application

Micro Grant Application

## 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).**



# City of Paducah

## **MicroGrant** Application

\*If you are applying for \$5,000 or more, 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

### **FINANCIAL**

Grant Request Amount: \$\_\_\_\_\_ (Must be \$5,000 or less 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.

## **PROPOSAL**

Proposals **should not exceed three single spaced pages** and 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, and how funding will be allocated if granted. Also, address the following questions concerning the level of service and impact of your project:

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

## **ATTACHMENTS**

Please attach the following:

- 1. Financial Review or Annual Audit**
- 2. Current or Projected Expense Budget and Budget Narrative for the Proposed Project/Program.**
- 3. A copy of your most recent IRS Tax Exempt Letter.**

- 4. 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).