



# Grant-In-Aid Funding

---

TY WILSON, GRANTS ADMINISTRATOR

CITY OF PADUCAH



# Policy & Guidelines

---



# Eligible Recipients

---

- A non-profit agency and/organization located and operating within the corporate limits of Paducah (Barkley Regional Airport included).
- 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

---

## 1. Core Service Grant

- An eligible recipient that provides a municipal service that meets the needs of the City. This service is identified as an extension of City services. These services include, but are not limited to: transportation, animal control, parks and recreation, economic development, and public access television.

## 2. 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.

## 3. Quality of Life Micro Grant

- A Quality of Life Grant with a maximum award of \$5,000.



# Grant-In-Aid Categories

---

## 4. 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.

## 5. Board of Commissioners Advocacy Grant

- An eligible recipient that is selected by the Board of Commissioners to receive Grant-In-Aid dollars that are specifically set aside on an annual basis to financially support an eligible recipient that was not selected by the Paducah Grant-In-Aid Review Panel for funding in the upcoming Fiscal Year. The eligible recipient must have participated in the annual review process to be eligible for this grant award.



# Funding Determination

---

- Each year during the preliminary budget formulation process, the City Manager will make a recommendation to the Board of Commissioners as to the funding amount that will be appropriated towards the Grant-In-Aid program.
- The City gives monetary priority to Core Services grants.
- The City reserves the right to award partial funding based upon budgetary consideration.
- The Review Panel reviews all submitted applications and makes a formal written recommendation to the CMO prior to the completion of the municipal budget process.
- The City Manager will then make the final recommendation to the Board of Commissioners during the Budget Approval Process.



# Review Panel

---

- Ty Wilson – Grants Administrator
- Claudia Meeks – City Clerk and Customer Experience Office
- Pam Spencer – Public Information Officer
- Kamra Dunn – Finance
- Three CAG



# Review Panel Requirements

---

1. Is it permissible for the City to independently engage in the activity the City may be funding?
2. Does the City have any control on how the money is spent or does the applicant organization/agency?
3. Does the grant primarily benefit the public at large rather than an individual or private interest?
4. Does the grant request align with the City's Strategic Plan?
5. Does the grant request align with the City's Organization Values?
6. Is the applicant credible and in good standing in the City and the Commonwealth of Kentucky?
7. Does the applicant have adequate resources to successfully provide the proposed service or complete a proposed project?



# Grant Application Guidelines

---

## Core Service Grant

1. Complete annual application for grant funding prior to the specified application deadline.
2. Qualify as a provider of a core municipal service by providing for basic needs of the City.
3. Provide an annual report that includes financials, the prior year's accomplishments, and goals for the upcoming fiscal year.
4. Enter into a Grant-In-Aid agreement with the City that specifies annual reporting requirements.
5. The City of Paducah will coordinate a check presentation celebrating the monetary assistance provided.



# Grant Application 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, 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 impact on the City.
5. Applicants' projects must directly correlate with the City of Paducah's Strategic Plan (<https://ourpaducah.us/>).



# Grant Application Guidelines

---

## Quality of Life Grant Cont...

7. Applicants must show they have both the fiscal and human resources to complete projects.
8. The City of Paducah will coordinate a check presentation celebrating the monetary assistance awarded.
9. Quality of Life Grant Categories:
  - a. Arts & Culture
  - b. Economic Mobility & Education
  - c. Diversity
  - d. Recreation
  - e. Microgrants (funding requests of less than \$5,000)



# Grant Application Guidelines

---

## Catalyst Grant

1. Complete annual application for grant funding prior to application deadline.
2. Must be a 501(C)(3).
3. Applicants' projects must directly correlate with the City of Paducah Strategic Plan and directly benefit the public-at-large.
4. Catalyst Grants are not automatically awarded, but rather on an "as needed" basis.
5. Must enter into a Grant-In-Aid agreement with the City that specifies annual reporting requirements.
6. The City of Paducah will coordinate a check presentation celebrating the monetary assistance awarded.



# Grant Application Guidelines

---

## **Board of Commission Advocacy Grant**

1. The Board of Commission may select an unawarded eligible applicant for funding after completion of the annual process. This is entirely at the discretion of the Board of Commission.
2. Applicants' projects must directly correlate with the City of Paducah Strategic Plan.
3. Must enter into a Grant-In-Aid agreement with the City that specifies annual reporting requirements.
4. The City of Paducah will coordinate a check presentation celebrating the monetary assistance awarded.



# Implementation Guidelines (Yearly)

---

## **January-March:**

- a. Determine Grant-In-Aid Funding Levels and publicize to City website.
- b. Open application period after funding level established and accept Applications through March 31<sup>st</sup> (no late applications will be accepted).
- c. Conduct an 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-May:**

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

## **May-June:**

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



# Application

---



# Application Guidelines

---

- Except for Core Services Funding, Agencies must be a 501(c)(3) organization.
- Agency must apply by March 31. **No late applications will be accepted.**
- Applicants must complete an application, submit a proposal, and attach all required supplementary documents. This will be submitted to Ty Wilson by email, [twilson@paducahky.gov](mailto:twilson@paducahky.gov).
- All agencies selected to receive funding must provide an annual audit (with the exception of Micro Grants).
- All agencies selected to receive a grant will be required to enter into a Contract for Services with the City.
- 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.
- Except for Core Services Funding, Applicants' projects must directly correlate with the City of Paducah Strategic Plan (<https://ourpaducah.us/>).

## Grant-In-Aid Application

### Grant-in-Aid Program for Fiscal Year 2021

The City of Paducah is accepting applications for a Grant-In-Aid Program for non-profit agencies and for agencies providing a municipal service that meets the needs of the City. Agencies that have received funding in the past will need to submit applications. The total amount allocated for the Grant-In-Aid program for Fiscal Year 2021 is \$1,474,880. The City of Paducah reserves the right to award partial funding based upon budgetary considerations.

The Grant-in-Aid Categories are as follows (click the title for the application):

- [Core Services Grant](#) – eligible for agencies that provide a municipal service including but not limited to transportation, animal control, parks and recreation, and economic development.
- [Quality of Life Standard Grant](#) – eligible for non-profit agencies that provide programs or projects that benefit the quality of life for the residents of Paducah.
- [Quality of Life Micro Grant](#) – eligible for non-profit agencies providing programs or projects that benefit the quality of life for Paducah residents. The grant request is limited to \$5000 or less.
- [Catalyst Grant](#) – eligible for non-profit agencies desiring to launch a new program or project that requires an infusion of financial support to start or expedite the process.
- [Board of Commissioners Advocacy Grant](#) – eligible for non-profit agencies that were not selected by the Grant-in-Aid-Review Panel but completed the application process.

There will be two workshops to review the application process and answer questions. These workshops will be in the Commission Chambers of Paducah City Hall on Thursday, February 20 at 4 p.m. and Monday, February 24 at noon.

The application deadline is Tuesday, March 31, 2020. The application should be submitted by email to [Ty Wilson, Grants Administrator](#). For any questions, contact Wilson by email or call 270-444-8509.

[Grant-in-Aid Policy and Full Packet of Applications >>](#)

## GRANT-IN-AID PROGRAM WORKSHOPS

Thursday, February 20 @ 4pm

Monday, February 24 @ noon

City Hall

[HTTP://PADUCAHKY.GOV/GRANT-AID-APPLICATION](http://paducahky.gov/grant-aid-application)





# Grants

---

Core Services Grant - <http://paducahky.gov/sites/default/files/Grant-in-aid-core-services-application.pdf>

Quality of Life Standard Grant - <http://paducahky.gov/sites/default/files/Grant-in-Aid-Standard-Application.pdf>

Quality of Life Micro Grant - <http://paducahky.gov/sites/default/files/Grant-in-aid-microgrant-application.pdf>

Catalyst Grant - <http://paducahky.gov/sites/default/files/Grant-in-aid-catalyst-grant-application.pdf>



# Questions?

---