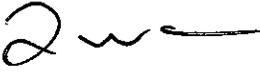


	ADMINISTRATIVE POLICIES & PROCEDURES MANUAL		Subject: Grant-in-Aid	
	Number FIN-32	Revisions 1	Effective Date: February 26, 2020	Page 1 of 5
	Supersedes Original 2/11/20	Approved By:  City Manager		

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 who is located within the corporate limits of Paducah and operates within the corporate limits of Paducah. The corporate limits requirements do not apply to Barkley Regional Airport. 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- There are hereby created five distinct grant categories an Eligible Recipient may apply for to receive grant-in-aid from the City of Paducah:

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. This includes, but is 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** – An Eligible Recipient that provides program(s) or project(s) that benefit the quality of life for the residents of Paducah. This grant category is limited to a financial award of \$5,000 or less.
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.

Annual Grant-In-Aid Funding Determination – 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. The City shall give monetary priority to Core Services Grants. The total amount allocated for the Grant-In-Aid program will be publicized on the City’s website during the application period. 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 members:

1. City Grants Administrator (Chair)
2. City Finance Department Representative
3. City Clerk/Customer Experience Department Representative
4. Team Paducah Representative
5. Alumni of the Paducah Citizens Academy (selected by the Assistant City Manager)
6. Alumni of the Paducah Citizens Academy (selected by the Assistant City Manager)
7. Alumni of the Paducah Citizens Academy (selected by the Assistant City Manager)

The Grant-In-Aid Review Panel shall review 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.

The Grant-In-Aid Review Panel will determine if the Grant Applicant is eligible to receive grant funding per the following 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 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 – To be eligible to receive a grant from the City of Paducah the Eligible Recipient must conform to the following 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 awarded.

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 (NO LATE APPLICATIONS WILL BE ACCEPTED), submit a proposal and attach all required supplementary documentation.
- ~~3. Agencies receiving United Way funding will not be eligible for grant funds through the City of Paducah.~~
4. If an agency was the recipient of a grant in the previous year, they must provide a detailed report on the outcomes accomplished
5. All agencies selected to receive a Quality of Life Grant must provide an annual report on how the funds were used and the impact on the City.
6. Applicants' projects must directly correlate with the City of Paducah 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
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 Grants Categories:
 - a. Arts & Culture
 - b. Economic Mobility & Education

- c. Diversity
- d. Recreation
- e. Microgrants (funding requests of less than \$5,000)

Catalyst Grant:

1. Complete annual application for grant funding prior to the specified application deadline.
2. Applicants' projects must directly correlate with the City of Paducah Strategic Plan and directly benefit the public-at-large. 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
3. Catalyst Grants are not automatically awarded, but rather on an "as needed" basis.
4. Must 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 awarded.

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. 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
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 GUIDELINE (yearly):

JANUARY TO MARCH:

- A. Determine Grant-in-Aid Funding Levels and publicize to City website
- B. Open application period after funding level is established and accept Applications through March 31 (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. We 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 are excluded from the annual grant application process:

1. Paducah Junior College Annual Community Scholarship Program. The City will annually appropriate \$125,000 for this program, unless directed otherwise by the Board of Commissioners in the annual budget process.
2. Paducah Wall to Wall, Inc. annual Floodwall Mural Painting Maintenance Program. The City will annually appropriate \$18,750 for this annual maintenance program, unless directed otherwise by the Board of Commissioners in the annual budget process.
3. Paducah Human Rights Commission annual operating expenses. The City will annually appropriate adequate funding to successfully accomplish the responsibilities of this Commission, as required.

ATTACHMENTS:

- Grant-In-Aid Funding Application Guidelines
- Standard Grant Application
- MicroGrant Application
- Core Services Grant Application
- Catalyst Grant Application

Grant-In-Aid Funding Application Guidelines

- Except for Core Services Funding, Agency must be a 501(c)3 organization.
- Agency must apply by the deadline. **No late applications will be accepted.**
- ~~Agencies receiving United Way funding will not be eligible for grant funds through the City of Paducah.~~
- Applicants must complete an application, submit a proposal and attach all required supplementary documents.
- 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
- Except for Core Services Funding, Applicants' projects must directly correlate with the City of Paducah 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 mamoln@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 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.

City of Paducah Quality of Life Agency
MicroGrant Application

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

Please check the type of grant your organization is applying for:

MicroGrant (Less than \$5,000)

FINANCIAL

Grant Request Amount: \$ _____ (Must be less than \$5,000 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.

ALIGNMENT

How 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:

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.

ATTACHMENTS

Please attach the following:

- 1. FINANCIAL REVIEW OR ANNUAL AUDIT.**
- 2. CURRENT OR PROJECTED EXPENSE BUDGET FOR THE PROPOSED PROJECT/PROGRAM.**
- 3. A copy of your most recent IRS TAX EXEMPT LETTER.**

City of Paducah
CORE SERVICES 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

Please check the type of grant your organization is applying for:

- Transportation
- Parks and Recreation
- Economic Development
- Other: _____

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):

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.

LEVEL OF SERVICE

- What Municipal Core Service does your organization provide for basic needs of the City?
- Please list the number of paid full-time staff, number of paid part-time staff; number of volunteers that will be working directly with providing this core service to the Citizens of Paducah.

IMPACT

How many Paducah citizens will this core service serve?

Is there a fee for citizens who will be served by this core service? If so, how much is the fee?

How will this core service project/program improve the quality of life of the citizens it serves and the general populace of Paducah?

PROPOSAL

Proposals should include the following:

- V. **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.
- VI. **Background** – *two- page maximum*
 - a. Brief Agency History & Mission
 - b. Current Programs/Projects and Accomplishments
- VII. **Grant Request** – *two-page maximum*
 - a. A statement of the core service you are seeking to provide.
 - b. The population or group that you plan to serve and how this population or group will benefit from this core service.

ATTACHMENTS

Please attach the following:

1. The organization's **ANNUAL AUDIT**
2. **CURRENT OPERATING EXPENSE BUDGET.**
3. **CURRENT OR PROJECTED EXPENSE BUDGET FOR THIS CORE SERVICE.**
4. Your most recent **ANNUAL REPORT**, if available.

City of Paducah

Catalyst 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

Please check the type of grant your organization is applying for:

New Program

Expedite Progress of an existing program

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):

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

How 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:

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.

ATTACHMENTS

Please attach the following:

- 4. FINANCIAL REVIEW, PROFORMA, OR ANNUAL AUDIT.**
- 5. CURRENT OR PROJECTED EXPENSE BUDGET FOR THE PROPOSED PROJECT/PROGRAM.**
- 6. A copy of your most recent IRS TAX EXEMPT LETTER.**