

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:

- 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 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.