**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).