

## Grant-In-Aid Funding Application Guidelines

- Agency's primary office must be located within the city limits of Paducah.
- 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, July 31, 2026**. **No late applications will be accepted.**
- An agency can only submit ONE application.
- **An agency submitting a Standard Grant-In-Aid Application may not request more than \$25,000.**
- An agency submitting a MicroGrant Application may not request more than \$5,000.
- **An agency must attest to watching the mandatory workshop video prior to applying.**
- 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.
- Agencies must have a **current business license** with the City of Paducah to receive funding.
- All grantees must provide a **mid-year and final report** on use of the funds 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, Projects and Grants Coordinator – 270-444-8509 or [hreasons@paducahky.gov](mailto:hreasons@paducahky.gov).

**All applicants are required to view the [workshop video](#) and attest to having watched it in the application.**

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

## 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

Please check the Commission Priority(ies) in which your application aligns:

- |  |  |
|--|--|
| <input type="checkbox"/> Quality Housing               | <input type="checkbox"/> Quality of Life                       |
| <input type="checkbox"/> Downtown/Economic Development | <input type="checkbox"/> Support for Human and Social Services |
| <input type="checkbox"/> Southside Revitalization      | <input type="checkbox"/> Mental Health Awareness               |
| <input type="checkbox"/> Growth                        |  |

**As the submitter of this application, I attest to the following:**

- **A representative from our organization watched the mandatory workshop video**
- **All required documentation for this grant application is included**
- **Our organization's City of Paducah business license is current**

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**Signature of Authorized Individual**

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**Printed Name**

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**Date**

**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 (50 points)**

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.**