

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) 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.

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

Standard Grant Application

*** IF YOU ARE APPLYING FOR \$5,000 OR LESS, 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 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

Signature of Authorized Individual

Printed Name

Date

FINANCIAL

Grant Request Amount (not to exceed \$25,000): \$ _____

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 (10 points)

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 (60 points)

- 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 (30 points)

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.