

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, March 28, 2025**. **No late applications will be accepted.**
- Agency representative **must attend the Mandatory Workshop** on **Thursday, February 27, 2025, at 11 a.m.** in the City Commission Chambers at City Hall (300 South 5th Street).
- 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.

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).**

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

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.

PROPOSAL

Proposals **should not exceed three single spaced pages** and 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, 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.**
- 4. 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).