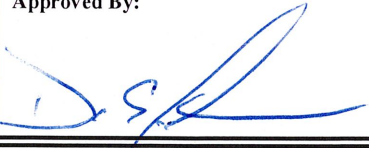
	ADMINISTRATIVE POLICIES & PROCEDURES MANUAL		Subject: Grant-In-Aid	
	Number FIN-32	Revisions 3	Effective Date: 2/15/23	Page 1 of 4
	Supersedes Revision 2: 2/16/21	Approved By:  <div style="text-align: right;">City Manager</div>		

The City shall equitably consider financial contribution requests on an annual basis. An annual request for grant-in-aid will only be permissible through the requirements outlined below and are subject to adequate budgetary funding per the official approval of the Board of Commissioners during the approval of the annual budget.

Eligible Recipient

A non-profit agency and/or organization which is located within the corporate limits of Paducah and operates within the corporate limits of Paducah. An interested agency/organization must be able to prove they are an entity in good standing with the Commonwealth of Kentucky and the City of Paducah or they will be ineligible for funding.

Grant-In-Aid Categories

Eligible recipients may apply for no more than one type of grant listed herein on an annual basis. The two distinct grant categories an eligible recipient may apply for are:

- **Standard Grant** – Grant awards of \$5,000 or more for program(s) or project(s) that benefit the quality of life for the residents of Paducah, including new programs or projects.
- **Micro Grant** – Grant awards of less than \$5,000 for program(s) or project(s) that benefit the quality of life for the residents of Paducah.

Annual Grant-In-Aid Funding Formulation

Each year during the preliminary budget formulation process the City Manager shall make a recommendation to the Board of Commissioners as to the funding amount that will be appropriated toward the Grant-In-Aid program. If funding is not available to award 100% of the requested amount, the City of Paducah reserves the right to award partial funding based upon budgetary consideration.

Grant-In-Aid Review Panel - There is hereby created a Grant-In-Aid Review Panel that will meet and confer as needed every year during the grant-in-aid application review and award

process. The Grant-In-Aid Review Panel shall consist of the following five members determined on an annual basis:

- City Grants Administrator (Chair)
- City Finance Department Representative
- Team Paducah Representatives (3)

The Grant-In-Aid Review Panel shall evaluate all submitted grant applications and make a formal written recommendation to the City Manager's Office prior to the completion of the annual municipal budget process. The City Manager shall consider the recommendations of the Grant- In-Aid Review Panel and make the final recommendation to the Board of Commissioners during the Budget Approval Process.

Grant Application Guidelines -To be eligible to receive a grant from the City of Paducah the Eligible Recipient must conform to the following guidelines:

Standard Grant:

1. Agency must be a 501(c)(3) organization and provide proof thereof.
2. Agency must be credible and in good standing with the City of Paducah and the Commonwealth of Kentucky.
3. Agency must have adequate resources to successfully provide the proposed service or complete the proposed project.
4. Applicants must complete an annual application for grant funding prior to the specified application deadline (NO LATE APPLICATIONS WILL BE ACCEPTED), submit a proposal and attach all required supplementary documentation.
5. If an agency was the recipient of a grant in the previous year, they must provide a detailed report on the outcomes accomplished
6. All agencies selected to receive a Standard Grant must provide an annual report on how the funds were used and the impact on the City.
7. Applicants must show they have both the fiscal and human resources to complete projects.
8. Grant award can be used for programming, operations, and/or projects, but the grant award cannot make up more than 50% of the agency's annual operational budget.

Standard Grant Categories:

- Arts & Culture
- Economic Mobility & Education
- Diversity and Inclusion
- Recreation
- Micro Grants (funding requests of less than \$5,000)

Grant Award Requirements:

All grants awarded through the Grant-In-Aid process 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.
- The expenditure is primarily benefiting the public at-large rather than an individual or private business.

IMPLEMENTATION GUIDELINE (yearly):

JANUARY TO MARCH:

- Open application period begins February 15th and continues through March 31 (no late applications will be accepted) Applications must be submitted to the Grant-in-Aid Review Panel Chairperson.
- Conduct a mandatory, annual City Grant-in-Aid Workshop to explain the annual grant program and the application process to interested grantees. The City will host the annual Workshop in the month of February after adequate advertisement and promotion.

APRIL TO MAY:

Panel reviews applications and makes grant fund recommendations to the City Manager's Office.

MAY TO JUNE:

City Manager makes recommendations to the Board of Commissioners for funding appropriation.

EXCLUSIONS TO POLICY

The following community programs/intergovernmental agencies are excluded from the annual grant application process:

- Paducah Junior College Annual Community Scholarship Program
- Paducah Wall to Wall, Inc.
- Paducah Human Rights Commission
- Brooks Stadium
- Paxton Park
- Barkley Regional Airport
- PATS
- Civic Beautification
- WKCTC Television Programming
- McCracken County Animal Control
- GPED/IDA
- Sprocket, Inc.

ATTACHMENTS:

Grant-In-Aid Funding Application Guidelines

Standard Grant Application

Micro Grant Application