

LOUISVILLE METRO GOVERNMENT  
EXTERNAL AGENCY FUND  
ARTS & CREATIVE INDUSTRIES

FY24 GRANT  
GUIDELINES



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## INTRODUCTION

Louisville Metro Government External Agency Fund (EAF) grants for Arts & Creative Industries are awarded annually to nonprofit organizations offering programs in Louisville/Jefferson County that align with the Mayor's Strategic Plan, particularly Vibrant Economy and Place Goal #4.7:

*Louisville Metro strives to activate the city through the arts and creative industries by providing programs and direct support across the following focus areas:*

- *Arts experiences for everyone*
- *Creative workforce*
- *Creative community spaces and neighborhoods*

Eligible nonprofits committed to providing programs that achieve meaningful outcomes for Louisville citizens in these focus areas are encouraged to apply.

Louisville Metro employs a competitive granting strategy and strives to award funding to agencies that demonstrate a measurable positive impact in the community and are good stewards of public funds. Louisville Metro's goal is to invest in programs that achieve significant outcomes. All applications are reviewed by an independent panel of arts administrators and community representatives.

**The application window will open on January 18, 2023, at 8:00 am.**

**The deadline to apply is February 3, 2023, at 5:00 pm.**

**Applicants are encouraged to attend a virtual application orientation on January 17, 2023, via Webex from 10:00 am to 12:00 pm.**

Please visit the [External Agency Fund](#) webpage for more information.

Questions? Please email [Arts@louisvilleky.gov](mailto:Arts@louisvilleky.gov).

## **TIMELINE**

**APPLICATION ORIENTATION** – January 17, 2023, 10:00 am - 12:00 pm

Applicants will attend the virtual Application Orientation before applying. Please visit the [External Agency Fund](#) webpage for more information.

**APPLICATION WINDOW OPENS** – January 18, 2023, at 8:00 am

**APPLICATION DEADLINE** – February 3, 2023, at 5:00 pm

**STAFF REVIEW** – February 2023

Metro staff will review all applications, determine whether the applications meet requirements, and compile overview information for the Panel members.

**PANEL REVIEW** – February - March 2023

Panelists will review and score applications prior to subsequent meetings as specified by the Panel.

**MAYOR'S BUDGET APPROVAL** – April 2023

Panel submits funding recommendations to the Mayor's Office. Applicants are notified of grant status.

**METRO COUNCIL BUDGET APPROVAL** – June 2023

Metro Council's final approval of the FY23 budget is expected on or before June 30, 2023.

**FISCAL YEAR and GRANT PERIOD BEGINS** – July 1, 2023

**GRANT ORIENTATION** – July 11, 2023

Grant orientation for funded organizations.

**WORK PROGRAM AND BUDGET** – August 28, 2023

Completed Work Program and Budget due. Form will be provided by the Office of Arts and Creative Industries and must be approved by the department prior to completing a Grant Agreement. Please expect two weeks of processing time for the Office of Arts and Creative Industries to process and approve the Work Program and Budget form.

**AGREEMENT** – September 29, 2023

Signed Grant Agreement due.

**GRANT PAYMENTS – October-November 2023**

Grant payments are disbursed. Please expect 60 days of processing time for payment after the Agreement has been signed by all parties.

**MID-YEAR REPORT – January 12, 2024**

Grant Mid-Year reports due, per the schedule outlined in the Grant Agreement.

**FISCAL YEAR and GRANT PERIOD ENDS – June 30, 2024**

Grant End of Year reports due, per the schedule outlined in the Grant Agreement.

\* Please note that the End of Year report deadline coincides with the end of Louisville Metro Government's fiscal year. Grantees are encouraged to submit end of year reports in advance of the deadline.

## ELIGIBILITY

### *Requirements*

***The following requirements are mandatory. Failure to meet the following requirements are grounds for disqualification.***

- Applicants must already have or have applied for 501(c)(3) tax-exempt status with the Internal Revenue Service.
- Applicants must be a non-profit in good standing with the [Kentucky Secretary of State](#).
- Applicants must be qualified to do business in Louisville/Jefferson County and in good standing with the [Louisville Metro Revenue Commission](#).
- Applicants must be in good standing with Fiscal Year 2023 award, if applicable. This includes utilizing awarded funding and meeting all reporting requirements.
- Once notified of funding, agencies must be able to execute initial agreement and request disbursement of funds by September 29, otherwise funds may be reallocated.
- Agencies that have “contract” employees are required to ensure those employees are registered and in good standing with the Louisville Metro Revenue Commission.
- The program for which funds are requested must have been in existence for at least six (6) months in Louisville/Jefferson County and serve residents of Louisville/Jefferson County.
- Applicants may submit one application per program.
- The minimum funding request is \$2,000. There is no maximum.
- Grant funds may not exceed 85% of program’s total budget.
- .

### *EAF grants do not fund:*

- New programs (less than six months)
- Childcare centers
- Health organizations
- Support groups
- Religious activities such as proselytizing, prayer, religious study, distribution of religious materials, etc. may not be included in the funded program.

## *Lobbying*

For the purposes of the EAF grant application process, lobbying means any oral or written communications by an applicant and/or representative(s) employed or retained by them, with members of the Louisville Metro Council and/or staff or Louisville Metro Government officials and/or staff, in order to attempt to influence the outcome or grant funding.

The EAF application process begins when Louisville Metro notifies the public of the grant opportunity and continues through the grant panel review. The prohibition on lobbying ends when the Mayor's Recommended Budget is presented to Metro Council.

Requesting technical assistance from Metro staff prior to the application deadline is not considered lobbying.

Prohibited lobbying activities include, but are not limited to:

- Any attempt to influence the outcome of the EAF process, through in-kind or cash contributions, endorsements, publicity, or similar activities.
- Any attempt to influence the outcome of the EAF process through communication with any panel member or employee of Louisville Metro Government.
- Any attempt to influence the EAF process by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign.
- Any attempt to improperly influence, either directly or indirectly, an employee or officer of Louisville Metro Government to consider or act regarding the EAF process.

## APPLICATION INSTRUCTIONS AND TIPS

You will apply by using the online tool, SurveyMonkey. A link to the online application is available on the [External Agency Fund Grants – Arts & Creative Industries](#) webpage.

Applications must be submitted by **February 3, 2023, at 5:00 pm**. Applications are time-stamped upon submission, so please allow enough time for technical difficulties.

Technology can sometimes be unpredictable! Please review the following tips to help you with the online application:

- Applicants are strongly advised to **draft application responses in a separate document** – then copy/paste completed answers into SurveyMonkey only when ready to submit the application.
- It is recommended that you use Word (or comparable word-processing software) to prepare your answers to ensure adherence to the character limits were noted and so that your information can be retrieved should a problem arise.
- **REMEMBER TO PRINT A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES BEFORE THE APPLICATION DEADLINE.** SurveyMonkey will not provide confirmation or a copy of your application to show that it was submitted.
- To print a copy, go back to the beginning of your application using the "Prev" button and print each section. You can move from section to section using the "Next" button. The Application questions can also be found below (Page 10-13)



## APPLICATION SCORING CRITERIA

The Grant Review Panel will score the applications in the following categories:

- Program Information – up to 25 points
  - Program is clearly defined
  - Program supports Metro’s strategic goals and focus areas
  - Community impact is evident
  
- Outcomes – up to 25 points
  - Outcomes are SMART – Specific, Measurable, Attainable, Relevant, and Timely
  - Methods to measure outcomes are clearly defined
  
- Program Budget – up to 25 points
  - Budget is accurate, feasible, and clearly defined
  - Expenses are eligible
  - Budget is consistent with program description
  
- Collaboration, Sustainability and Equity – up to 25 points
  - Agency is engaged with collaborative partners
  - Equity is a priority of the agency
  - Sustainability plan is clearly defined and feasible
  - Contingency plan is clearly defined and feasible

## APPLICATION QUESTIONS

### *Agency Information*

- 1) Legal Name of Agency and Contact Information (as listed on the Kentucky Secretary of State website at KY Secretary of State Business Entity Search).

Legal Name of Agency:

Doing business as: *(if applicable)*

Address:

Address 2:

City/Town:

State:

ZIP:

- 2) Board Approved Agency Mission Statement: *(Note: 500 characters or less)*
- 3) [Louisville Metro Revenue Commission](#) Number: *(Note: This is NOT your federal employer identification number, or tax ID number.)*
- 4) Applicant Contact Information
  - Name:
  - Email Address:
  - Phone Number:

### *Program Information*

- 5) Program Name:
- 6) Short Program Description: *(Note: 1,600 characters or less)*
- 7) Outline of Program Activities Including a description of activities, including location/zip, duration and expected number of individuals served.
  - Program Activity 1:
  - Program Activity 2:
  - Program Activity 3:

8) Program Contact Information

Program Contact:

Program Address:

ZIP:

Email Address:

Phone Number:

9) Primary focus area of the program:

- Arts experiences for everyone
- Creative workforce
- Creative community spaces and neighborhoods

10) Primary artistic discipline of the program:

- Artist Communities
- Arts Education
- Dance
- Design
- Folk & Traditional Arts
- Literary Arts
- Media Arts
- Museums
- Music
- Multidisciplinary
- Theatre
- Visual Arts

11) Primary population this program serves: *(If applicable, provide the average age, racial, and gender identity demographic information for your population served. 1,600 characters or less.)*

12) As of January 1, 2023, how long has this program been in existence?

- 6 months to 1 year
- 1 year to 5 years
- 5 years to 10 years
- 10 or more years

13) Does this program serve only Jefferson County? Yes / No

If No, what percentage of your clients reside in Jefferson County?

14) How many people did this program serve in the past 12 months?

15)How many people do you plan to serve through this program in the next 12 months?

16)How many permanent staff members are currently assigned to this program?

17)How many contract/staff workers will be hired for this program?

### *Outcomes*

SMART outcomes are Specific, Measurable, Attainable, Relevant, and Timely.

18)List up to three projected SMART (Specific, Measurable, Attainable, Relevant, Time-Bases) outcomes for this program and describe how your agency will measure them.

Outcome 1:

Outcome 2:

Outcome 3:

### *Budget Information*

19)Grant request amount: *(Note: Round to the nearest hundred. For example, \$50,000 rather than \$49,972.13.)*

20)Itemize your grant request amount using the following categories.

- Personnel
- Rent
- Utilities
- Office Supplies
- Program Materials
- Telephone
- Travel
- Small Equipment
- Other Expenses

21)Provide a brief budget narrative. *(Note: This is a written explanation of the formulas you used to determine your grant request amount. 1,600 characters or less.)*

- 22) Provide detailed descriptions for any funding requested in the following categories (Please refer to the Grant Guidelines to ensure expenditures comply with allowable cost [Click here for FY24 Grant Guidelines](#)).
- Office Supplies:
  - Program Materials:
  - Small Equipment:
  - Other Expenses:
- 23) Excluding this grant request, how much funding will your agency contribute to this PROGRAM? *(Note: EAF grants cannot exceed 85% of the total program budget.)*
- 24) Agency's total budget for this PROGRAM for your current fiscal year? (Including grant request amount Q19+Q23):
- 25) Total AGENCY budget for your current fiscal year:
- 26) Indicate any funding that your agency has received or requested from Louisville Metro Government, including all Metro departments and grant programs. (EAF, NDF, Metro Council, Metro Parks, etc.).
- Source/Amount A:
  - Source/Amount B:
  - Source/Amount C:
  - Source/Amount D:

### *Collaboration, Sustainability, and Equity Information*

- 27) List up to five collaborative agency partners that are engaged in the delivery/support of this program:
- 28) Describe efforts your agency is making to build equity, diversity, and inclusion in agency leadership and programs. Applicants are encouraged to include demographic information for the agency's staff and board. *(Note: 1,600 characters or less)*
- 29) Describe in detail your agency's sustainability plan for the program after the grant funding cycle. *(Note: 1,600 characters or less)*
- 30) Describe in detail your agency's contingency plan regarding COVID-19-related restrictions. How will your agency implement the program if the current restrictions continue, or increase, during the grant period? *(Note: 1,600 characters or less)*

## GRANT EXPENDITURES

The following are line items contained in the Work Program and Budget and reporting forms. Line items that can contain expenses as listed and defined below:

- **Personnel** – Individuals employed by the agency who receive an IRS Form W-2 at the end of the calendar year for the purpose of filing federal and state income taxes.
  - Those persons on contract and/or receive an IRS Form 1099 are to be included in the “Other Expenses” line item.
  - Only “net pay” of those which includes wages paid, accrued vacation, accrued sick time, savings accounts, and retirement accounts deducted from gross pay as identified on pay stubs and/or payroll journal
  - Only the percentage of time the employee spends working in/on the program may be charged to the grant.
  
- **Rent** – The actual cost for space used as a program venue, to house personnel, program equipment, program supplies, and/or the program participants necessary to carry out the program as funded. If agency owns property, rent may not be charged. Copy of lease must be provided with Grant Agreement.
  - Only the percentage used by the funded program may be charged to grant.
  - No late fees may be charged to the grant.
  
- **Utilities** – The incurred cost (if not included in rent) of water, sewage, gas, electric, and garbage pickup if not available free of charge at program facility.
  - Only the percentage used by the funded program may be charged.
  - No late fees may be charged to the grant.
  
- **Office Supplies** – Those items purchased to be used in the course of performing day to day business activities within the funded program, such as:
  - Anything desktop related costing less than \$50 in bulk (i.e., paper clips, tape, etc.)
  - Calendars
  - Envelopes
  - File folders/hanging file folders
  - Paper/Note pads
  - Post-it Notes
  - Rubber bands
  - Scissors
  - Staples/Stapler
  - Toner/ink cartridges
    - Items are to be kept separate and used for program only or;
    - Only the percentage used by program may be charged to grant
  
- **Program Materials** – Those items purchased to be used in the course of conducting the day to day activities of the funded program, such as:

- Materials associated with recruitment of participants (non-fundraising)
  - Brochures
  - Forms (i.e., applications, sign-in sheets, etc.)
- Postage, FedEx, and/or UPS
- Printing/copying costs
- Program supplements
  - Assessment tools
  - Computer software
  - Instructional materials (i.e., manuals, brochures, etc.)
- **Telephone** – The percent of total cost in conducting program funded business using:
  - Landline business/agency phone
  - Cell phone as it relates to program operations
  - Internet Services
  - *No late charges to be covered with Metro funds*
- **Travel** – The cost of attending local meetings and staff functions away from the office using “personal” vehicles. Meetings are to be relevant to the funded program and to the benefit of the participants being served within the funded program.
  - Local travel is considered within Jefferson County.
  - Mileage expense is to be in accordance with the grantee’s established mileage policy or no more than 40 cents per mile.
  - Detailed mileage sheets must be kept which include the name of the employee, the date, destination, purpose of travel, and miles driven. Form should also include a space for employee to sign and a supervisor or finance staff to approve by signature.
  - Any requests for out of town travel for staff professional development (related to the funded program) must be pre-approved by the grants manager 30 days in advance. An Out of Town Travel Request Form must be requested from the grants manager and submitted for approval.
- **Small Equipment (including electronics)** - Any item that individually costs less than \$1,000 and has a useful life of one year or more to benefit the funded program.
  - Items to be purchased at beginning of contract year for use during program grant period (later in year if approval provided)
  - Copiers or lease of copiers
  - Desktop/laptop computers
  - Fax machines
  - Postage machines
  - Printers
  - The cost of maintenance for above equipment is to be put in this line item.
  - Only the percentage used by program may be charged to grant.
- **Client Assistance** – The cost of providing direct or indirect assistance to clients as determined by the proposal and/or grant agreement through the funded program.

- Bus tickets
  - Limited to specific “funded program” in which item was a part of original grant application
  - Agency must document amount and who receives tickets
  - To be provided only for education, employment, medical or other social service cause
- Vouchers for work clothing (uniforms), work boots, etc. as an integral part of program focus
- **Other Expenses** – those program expenses not addressed above as follows (not all inclusive):
  - Audit
    - A formal examination of the grantees financial situation performed by professionals in the field (e.g., Certified Public Accountant)
    - Limited to percent used by the funded program
  - Charter Bus
    - Applicable for “youth, teens and/or young adults” programs in transporting participants to educational outings within Louisville Metropolitan Area only
  - Contract labor
    - Those solicited with an agreement to perform certain functions within the program that are not considered permanent employees, that do not receive the benefits offered to regular employees and receive an IRS 1099 form at the end of the year for filing federal, state and local taxes.
      - Includes those individuals or groups contracted to provide training sessions, information classes, etc. for participants of the program
    - It is the responsibility to ensure those contracted persons are registered with the Jefferson County Revenue Commission to ensure “occupational taxes” are paid on earnings if Metro dollars are paying for the service provided.
  - Cleaning Supplies
    - Limited to percent used by the funded program
  - Fuel
    - An expenditure related to use of an agency vehicle to transport people or goods related to specifics of funded program
      - Does not include use of personal vehicles
  - Insurance
    - Building
      - Limited to percent of funded program
    - Liability insurance
      - As it relates to covering people within the premises of the agency, Limited to percent of funded program
    - Vehicle/Auto



- Limited to vehicles used in the transportation of people or goods related specifically to funded program; limited to percent of funded program
  - Limited to specific “funded program” in which such is focus of awarded program
- Workman’s Compensation
  - Limited to percent of total expense for those engaged in program
- Kitchen Supplies
  - Limited to specific “funded program” in which meals are the focus of the awarded program
- Vehicle Maintenance
  - Limited to specific “funded program” in which the transportation of people or goods is the focus of awarded program

## *Unallowable Grant Expenditures*

The following listing may not be all inclusive and in some rare cases the listed expense may be allowable. Programs funded through EAF are so varied that occasionally there is an exception to the rule due to the nature and/or focus of the program being funded.

1. Building maintenance or repair
2. Cash incentives to program participants
3. Capital expenses or construction costs
4. Celebrations of any kind
5. Childcare expenses
6. Consultant fees
7. Entertainment/Recreation costs, including but not limited to tickets to shows or sports events, lodging, etc. Educational events for youth are acceptable under some circumstances.
8. Food or beverages (Funds may be used to pay for costs related to food distribution and out of school time snacks for youth, teens and/or young adults programs, no funds for out of school meals or Kids' Café)
9. Furniture
10. Fundraising or development expenses of any kind (includes promotional items i.e. cups, hats, etc.)
11. Incentives, awards, gifts or participant wear, such as t-shirts, bags, hats, plaques, etc.
12. Indirect costs (costs that benefit the operations of the entire organization, but cannot be identified to one program)
13. Items not approved in Program Budget
14. Items that do not have proper documentation and backup documentation as described under "Grant Reporting Documentation Expenditures"
15. Membership and/or Organization Dues
16. Personnel costs associated with employee/employer taxes, benefits or other deductions (excluding accrued vacation, accrued sick time, savings accounts and retirement accounts deducted from gross pay as identified on pay stubs and/or payroll journal)
17. Recognition awards, stipends, bonuses, and/or severance pay to staff or volunteers
18. Religious activities or materials (Anything related to a religious belief)
19. State sales tax
20. Vehicle purchases or vehicle maintenance (exception to maintenance depending on program focus)