

# **APPLICATION ORIENTATION**

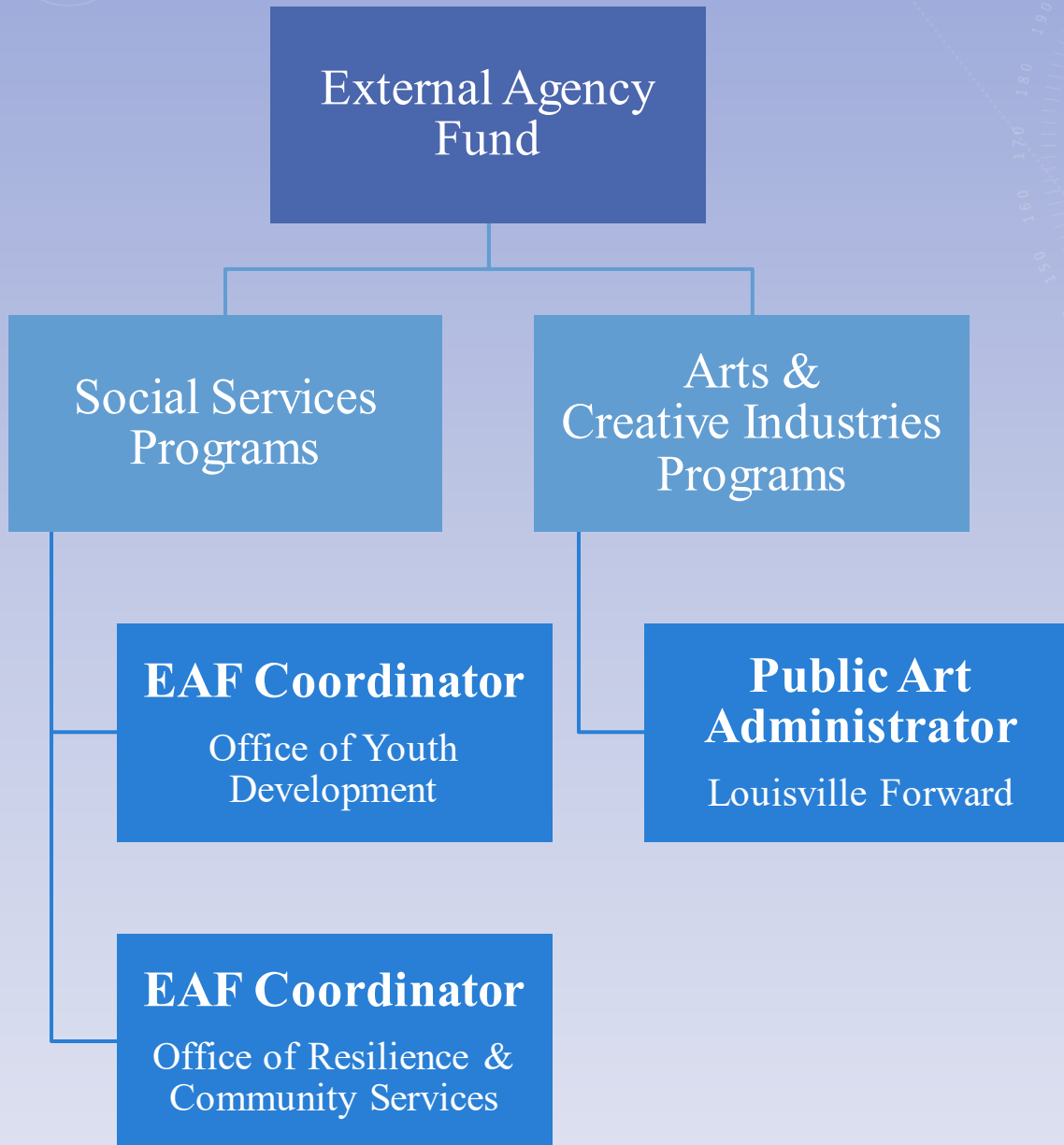
**EXTERNAL AGENCY FUND  
GRANTS  
FISCAL YEAR 2023**



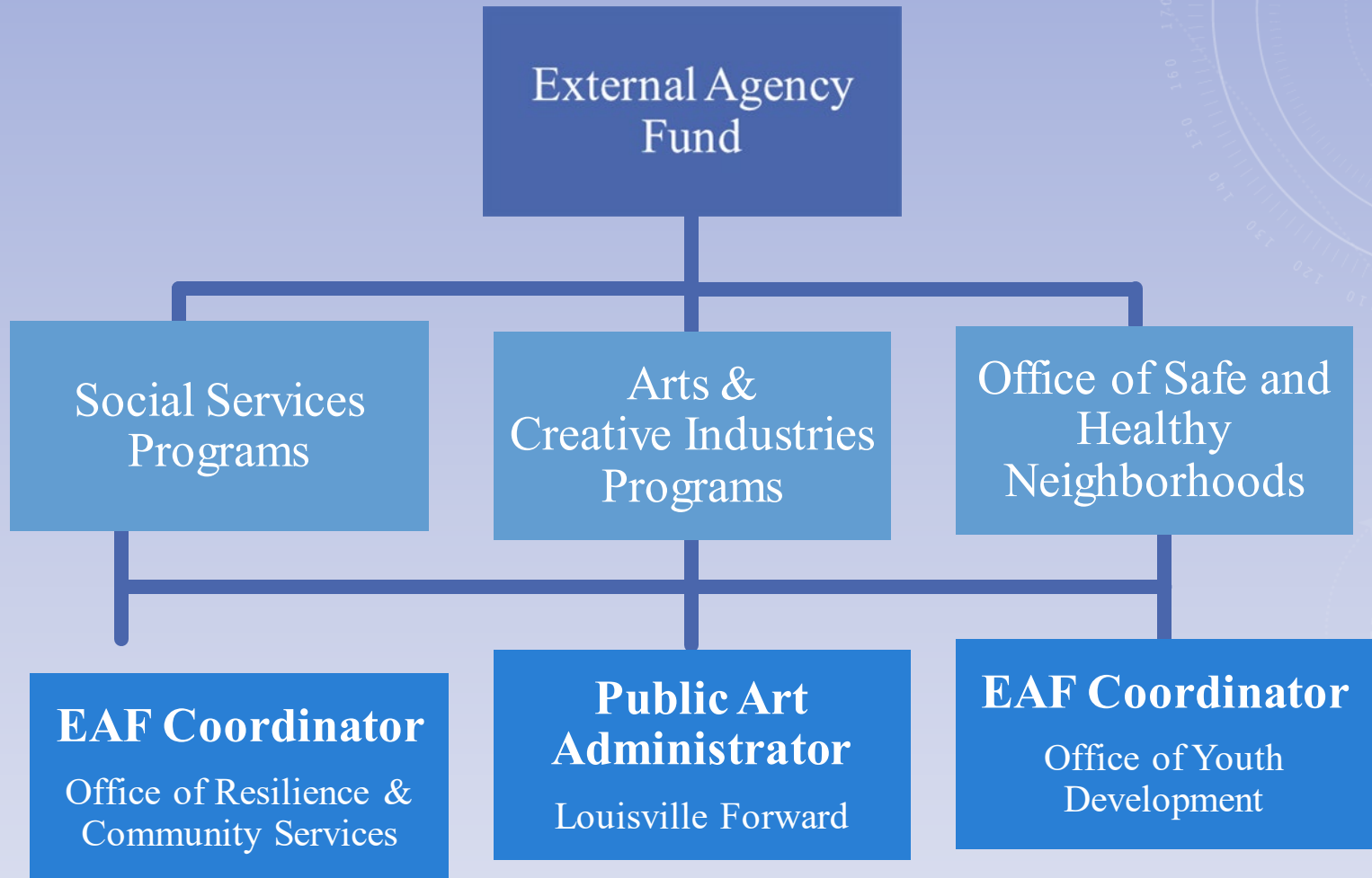
# AGENDA

1. Welcome & Introductions
2. Strategic Goals
3. External Agency Fund Grant Application Process





# Future Change for FY24



# APPLICATION PROCESS/ TIMELINE

1. Applications must be submitted online through Survey Monkey by **Thursday, February 3, 2022, at 5:00 pm**
2. February - Metro staff will confirm agency eligibility and compliance
3. Feb/March - Panel reviews and scores applications
4. April - Panel recommendations are submitted to Mayor
5. (Anticipated) April - Agencies are notified of application status
6. June - Recommended grants are reviewed/approved with city budget by Metro Council
7. July – Grant award notification

\*\*\*This information will be provided in the Application Guidelines Handbook\*\*\*



# PLEASE NOTE:

Participation in the orientation and submitting a grant application **does not guarantee funding**. The External Agency Fund is a competitive grant opportunity.

It is suggested agencies seek multiple funding opportunities to successfully fund their agency's programs.

EAF staff does not determine any funding decisions.



# PLEASE NOTE:

Fiscal Year 2023 External Agency Funds are subject to Metro Council approval of the city government budget in June 2022.

Fiscal Year 2023 runs July 1, 2022– June 30, 2023.



**IMPORTANT!**

**NO LATE APPLICATION SUBMISSIONS WILL  
BE ACCEPTED!**





# STRATEGIC GOALS

## Social Services Programs

- Decreasing homelessness
- Increasing household financial stability
- Increasing youth, teen and/or young adults' engagement in quality programming
- Increasing access to services and resources for a targeted population

## Arts & Creative Industries Programs

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



# REQUIREMENTS TO APPLY

- Only IRS 501c3 tax exempt, nonprofit organization. No exceptions.
- Registered and in good standing with Kentucky Secretary of State.
- Registered and in good standing with Louisville/Jefferson County Revenue Commission.
- Agency is in good standing with all departments of Louisville Metro Government and Metro Council.



# EAF DOES NOT FUND:

- Programs with religious activities.
  - Prior years, EAF has funded religious agencies. Religious agencies can apply but the program cannot be religious.
- Organizations outside the 501(c)3 status.
- Start-ups
  - Organization must be in operations for 6 months by February 4, 2022 (due date of the application).
- Organizations expecting to fund 100% of the program.
  - Programs need to have other streams of funding.



# FUNDING REQUEST

## New Funding Request

The program **did not** receive an EAF grant in Fiscal Year 2022 (July 2021-June 2022).

## Continuation Request

The program **did** receive an EAF grant in Fiscal Year 2021-2022 and is applying for continued funding in Fiscal Year 2022-2023.



# FUNDED PROGRAM CATEGORIES

## Social Services Programs

- Workforce Development/Job Training
- Household Stability
- Health and Wellness
- Safe Neighborhoods
- Out of School Time Quality programming for youth, teens and/or young adults

## Arts & Creative Industries Programs

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



# STEP ONE: STAFF REVIEW

- ✓ Complete application
- ✓ Agency compliance with:
  - Kentucky Secretary of State
  - Louisville Metro Revenue Commission
  - 501(c)3 IRS determination
  - Current and past Metro fund compliance



## STEP TWO: PANEL REVIEW

- Does the program advance Metro strategic goals for Social Services or Arts & Creative Industries?
- Does the program serve Jefferson County?
- Does the application include a clear description of the program?
- Does the application include SMART outcomes?
- Is the submitted budget complete, accurate, and clearly related to the program description?
- Is the submitted budget consistent with the allowable expenses listed in the Application Guidelines?
- Does the agency work collaboratively with nonprofits or artists?
- Does the application include a sustainability plan for the program?



# QUESTIONS





S

**Specific** goals are well defined and clear on what needs to be accomplished. What outcomes do you need to see in order to consider the goal accomplished?

M

**Measurable** goals enable you to evaluate whether or not the goal was achieved or not. How will you decide whether the goal is completed or not?

A

**Attainable** goals are realistic about what is possible given the availability of resources, knowledge, and time. How likely is it that you can accomplish this goal?

R

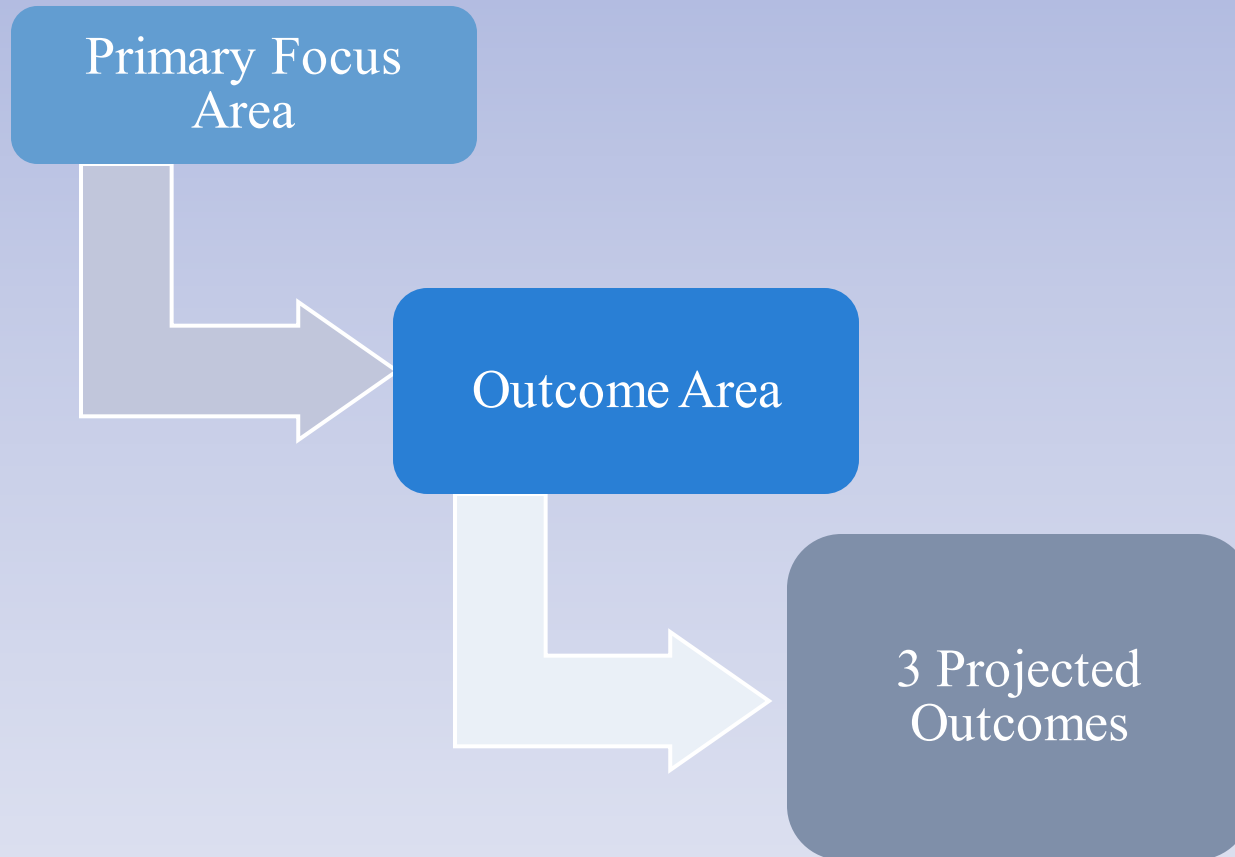
**Relevant** goals are important to you and will make a material impact on achieving your larger objectives. Does it make a difference to your overall objectives if this goal is met?

T

**Time-Based** goals lock goals into a specific timeframe and specify when they will be completed by. When do you need the goal completed by?



# SOCIAL SERVICES OUTCOMES



# SOCIAL SERVICES OUTCOMES

Decreasing Homeless

- Reducing foreclosures or evictions.
- Providing supportive services and case management for homeless.
- Providing emergency shelter and/or meals to homeless
- Housing counseling

3 Projected Outcomes



# GRANT PROGRAM BUDGET

- Funding from Metro Government will not exceed 25% of the agency's **total operating budget** (consider all combined Metro funding sources)
- Grant request will not exceed 85% of the **total program budget**
- The minimum grant requests start at \$2,000 and there's no maximum.



# EXAMPLES OF UNALLOWABLE COSTS

Complete List in Application Guidelines

- Agency/Program start up costs
- Cash incentives
- Capital expenses
- Consultant fees
- Food purchases  
(after school snacks are acceptable)
- Fundraising expenses
- Indirect costs
- Lobbying
- Membership dues
- Religious activities
- Sales tax
- Vehicle purchases



## HOW TO APPLY

Go to <https://louisvilleky.gov/government/external-agency-fund> to find the following:

- Link to Application Guidelines
- Link to application
  - Use the same link if you are submitting additional application(s)
  - Be sure to click “Submit” to complete your online application
- **If you have two or more programs, each program must have a different name from each other.**

REFER TO APPLICATION GUIDELINES FOR  
INSTRUCTIONS AND HELPFUL TIPS



# LOBBYING IS PROHIBITED

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



QUESTIONS?

[EAF@LOUISVILLEKY.GOV](mailto:EAF@LOUISVILLEKY.GOV)

APPLICATIONS DUE BY FEBRUARY 3 AT  
5:00 PM

