

LOUISVILLE METRO GOVERNMENT
EXTERNAL AGENCY FUND
ARTS & CREATIVE INDUSTRIES



FY22
APPLICATION
GUIDELINES

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 city’s Strategic Plan:

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.

Louisville Metro will accept applications until **February 4, 2021 at 5:00 pm** from eligible nonprofits providing programs for Louisville citizens in the focus areas described above.

Applicants will attend a virtual Application Orientation on **January 14, 2020** via WebEx from 10:00 am to 12:00 pm.

You will find the following information in this document:

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

Questions? Please send to EAF@LouisvilleKy.gov.

TIMELINE

APPLICATION ORIENTATION – January 14, 2020, 10:00 am - 12:00 pm

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

APPLICATION DEADLINE – February 4, 2021 at 5:00 pm

STAFF REVIEW – February 2021

Metro staff review all submitted applications and compile materials for the Grant Review Panel members. Staff will inform the Panel of any relevant information regarding applicants' eligibility.

PANEL REVIEW – February/March 2021

Panel members receive applications and scoring rubric. Panelists review and score applications, make decisions regarding applicant eligibility, and recommend grant funding.

MAYOR'S RECOMMENDED BUDGET – April 2021

Panel recommendations for grant funding are submitted to the Mayor's Office. Upon approval, grant awards included in the Mayor's Recommended Budget.

Applicants are notified via email of their application status, whether a grant award is included in the Mayor's Recommended Budget.

METRO COUNCIL BUDGET REVIEW – May/ June 2021

Metro Council reviews the Mayor's Recommended Budget. Final approval of the budget, including grant awards, is anticipated on or before June 30, 2021.

FISCAL YEAR and GRANT PERIOD BEGINS – July 1, 2021

GRANT ORIENTATION and AGREEMENT – July/August 2021

Grant recipients will attend a Grant Orientation and complete Grant Agreement materials.

GRANT PAYMENTS and REPORTS – July 2021 – June 2022

Grant payments are disbursed, and grant reports are due according to the schedule in the Grant Agreement.

FISCAL YEAR and GRANT PERIOD ENDS – June 30, 2022

ELIGIBILITY

Applicants must already have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service and be qualified to do business in Louisville/Jefferson County and the Commonwealth of Kentucky as a registered organization in good standing with the [Louisville Metro Revenue Commission](#) and the [Kentucky Secretary of State](#). Agencies that have “Contracted” employees are required to ensure those employees are also registered and in good standing with the Louisville Metro Revenue Commission.

Please consider the following requirements:

- The program for which funds are requested must have been in existence for at least six months and serve the residents of Louisville/Jefferson County, Kentucky.
- Applicants may submit one application per program.
- Minimum funding request is \$2,000 (there is no maximum).

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. See “Timeline” on previous page.

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](#) web page.

Applications must be submitted by **February 4, 2021 at 5:00 pm**. Applications are time-stamped upon submission, so please allow enough time for technical glitches.

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 where 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.

SCORING CRITERIA

The Panel will score the applications in the following categories:

- Program Information – up to 25 points
 - Program is clearly defined
 - Program supports Metro strategic goals and focus areas
 - Community impact is evident

- Outcomes – up to 25 points
 - Outcomes are SMART outcomes - 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 Secretary of State website at <http://web.sos.ky.gov/ftsearch/>)

Agency:

Program:

Executive Director:

Address:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

- 2) Board Approved Agency Mission Statement (500 characters or less):
- 3) Louisville/Jefferson County Revenue Commission Number: (6-digit number - not your EIN number)

4) Name and email of person completing this application

Name:

Email Address:

Program Information

5) Program Description (1,600 characters or less):

6) Program Contact Information:

Program Contact:

Program Address:

ZIP:

Email Address:

Phone Number:

7) Primary focus area of the program. Please select one:

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

8) Primary artistic discipline of the program. Please select one from dropdown.

- | | |
|---|---|
| <input type="radio"/> Artist Communities | <input type="radio"/> Media Arts |
| <input type="radio"/> Arts Education | <input type="radio"/> Museums |
| <input type="radio"/> Dance | <input type="radio"/> Music |
| <input type="radio"/> Design | <input type="radio"/> Multidisciplinary |
| <input type="radio"/> Folk & Traditional Arts | <input type="radio"/> Theatre |
| <input type="radio"/> Literary Arts | <input type="radio"/> Visual Arts |

9) Please describe the 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).

10) As of January 1, 2021- 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

11) Does this program serve only Jefferson County? Yes / No
If No, what percentage of your clients reside in Jefferson County?

12) For the program you are requesting funding for only:

- a. How many people did this program serve over the last 12 months?
- b. How many people do you plan to serve in the new year of funding?
- c. How many staff do you currently have assigned to this program?

Outcomes

SMART Outcomes are those that are Specific, Measurable, Attainable, Relevant, and Timely.

13) List up to three projected SMART outcome(s) for this program and describe how your agency will measure the outcomes:

Outcome 1:

Outcome 2:

Outcome 3:

Budget Information

Note: Metro grant funds may not exceed 25% of an agency's total agency budget within a fiscal year; and EAF grant fund may not exceed 85% of the program budget.

14) EAF grant request for the program: (\$) Round to nearest hundred. i.e. \$10,000 instead of \$9,961.76

15) Please provide a budget narrative. (a written explanation of the formulas you used to determine the exact amount you are requesting for each of the categories listed in the next question, i.e. personnel: 2 staff working 50% of their time on this program, salary \$20,000 for each = $\$20,000/2=\$10,000$ per staff person x 2= $\$20,000$.)

16) What is the amount of funding you are requesting that will be used in each of the following categories? (list exact dollar amounts)

Note: Refer to pages 11-14 for details on allowable and unallowable expenditures.

- Personnel
- Rent

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

17) Please provide detailed descriptions for any funding that is requested in these categories:

- Office Supplies:
- Program Materials:
- Small Equipment:
- Other Expenses:

18) Amount of funds from all other sources that the agency will direct to this program: (EAF grant may fund up to 85% of total program budget, with a required match of at least 15% non-Metro funds).

19) TOTAL Program Budget (total amount requested from Metro in this application & amount from other sources).

20) What is the Total AGENCY Budget (current fiscal year 2020-2021) (refer to Guidelines for instructions on how to complete this question)

21) Indicate any funding that your agency has received or requested from 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

22) List up to five collaborative agency partners that are engaged in the delivery/support of this program:

23) 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 (1,600 characters or less):

24) Describe in detail your agency's sustainability plan for the program after the grant funding cycle (1,600 characters or less):

25) 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? (1600 characters or less)

GRANT EXPENDITURES PER LISTED LINE ITEM

Following are the line items as located on the Work Program and Budget and the Report form. Line items that can contain expenses as listed and defined below:

- **Personnel** – Individuals employed by the agency who receive an IRS W-2 form 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 1099 form 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 desk-top 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, Fed Ex, and/or UPS
 - Printing costs/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** – Meetings are to be relevant to the funded program and to the benefit of the participants being served within the funded program. The cost of attending local meetings and staff functions away from the office using “personal” vehicles. 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 electronic)** - 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/lap top 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

GRANT EXPENDITURES – UNALLOWABLE

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. Fund-raising or development expenses of any kind (includes promotional items i.e. cups, hats, etc.)**
- 11. Incentives, awards, gifts or participant wear such as tee 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 e.g. anything related to a religious belief**
- 19. State Sales Tax**
- 20. Vehicle Purchases or Vehicle Maintenance (exception to maintenance depending on program focus)**