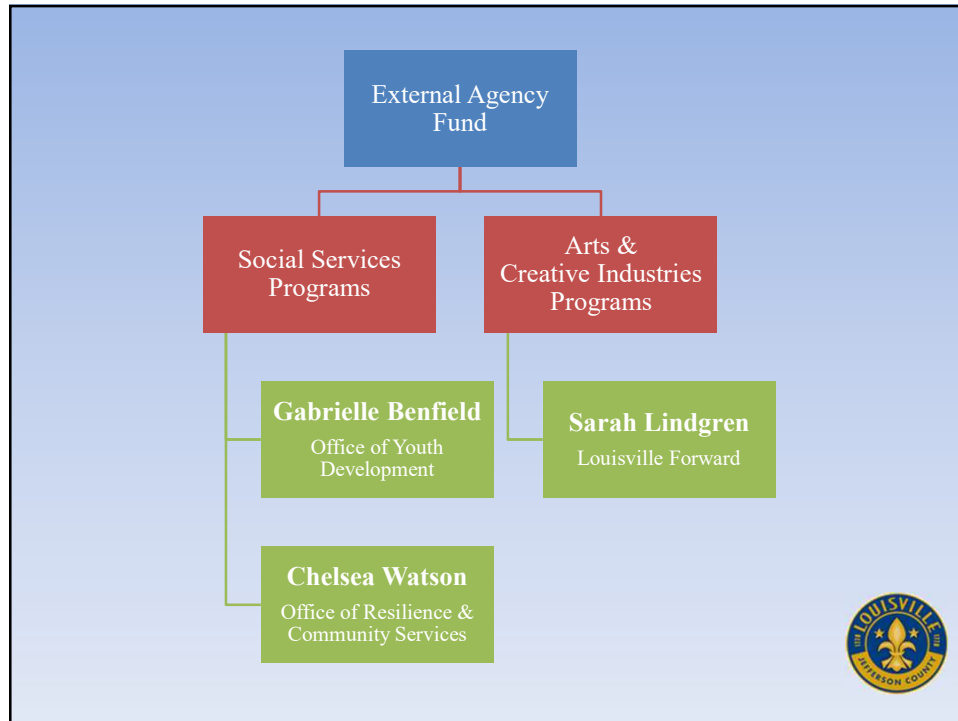


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APPLICATION PROCESS/ TIMELINE

1. Eligible nonprofits providing services that contribute to the city's cultural, social and economic vitality may apply
2. Agency representatives attend the application orientation
3. Applications must be submitted online through Survey Monkey by **Thursday, February 4, 2021 at 5:00 pm**
4. February - Metro staff will confirm agency eligibility and compliance
5. Feb/March - Panel reviews and scores applications
6. April - Panel recommendations are submitted to Mayor
7. (Anticipated) April - Agencies are notified of application status
8. June - Recommended grants are reviewed/approved with city budget
9. July - Grant award notification



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Please Note:

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

Fiscal Year 2022 External Agency Funds are subject to Metro Council approval of the city government budget in June 2021.

Fiscal Year 2022 runs July 1, 2021– June 30, 2022.



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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



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REQUIREMENTS TO APPLY

- Agency is an IRS 501c3 tax exempt, nonprofit organization
- 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



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FUNDING REQUEST

New Funding Request

The program **did not** receive an EAF grant in Fiscal Year 2021 (July 2020-June 2021).

Continuation Request

The program **did** receive an EAF grant in Fiscal Year 2020-2021 and is applying for continued funding in Fiscal Year 2021-2022.



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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



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Questions



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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



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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?



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Questions



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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

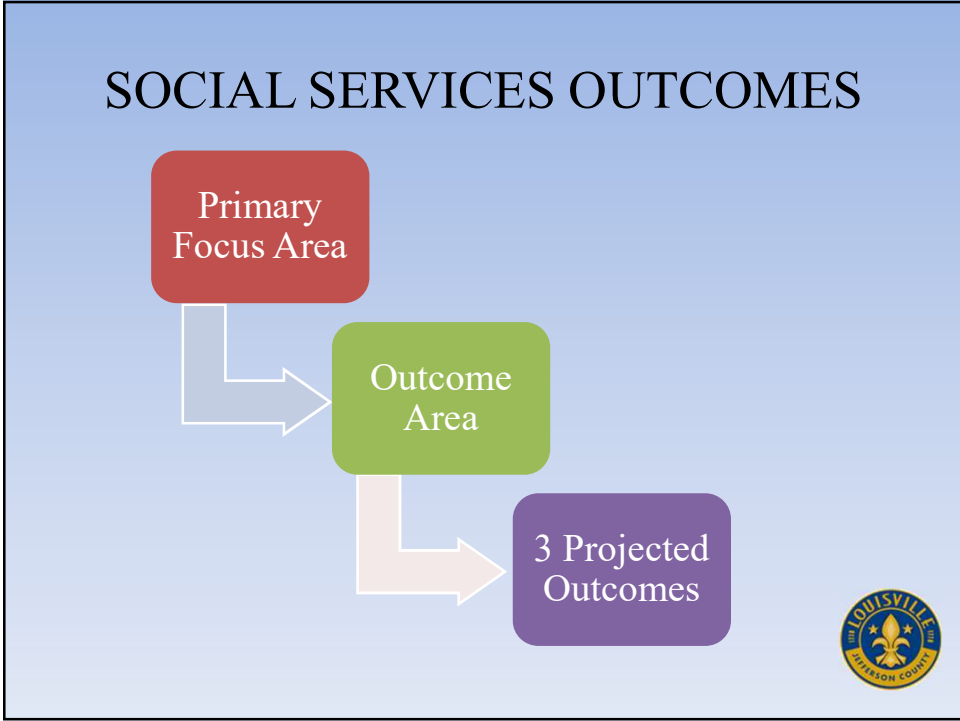
Relevant goals are important to you and will make a material impact on achieving your larger objectives. Does it make a difference to your overall objectives if this goal is met?

T

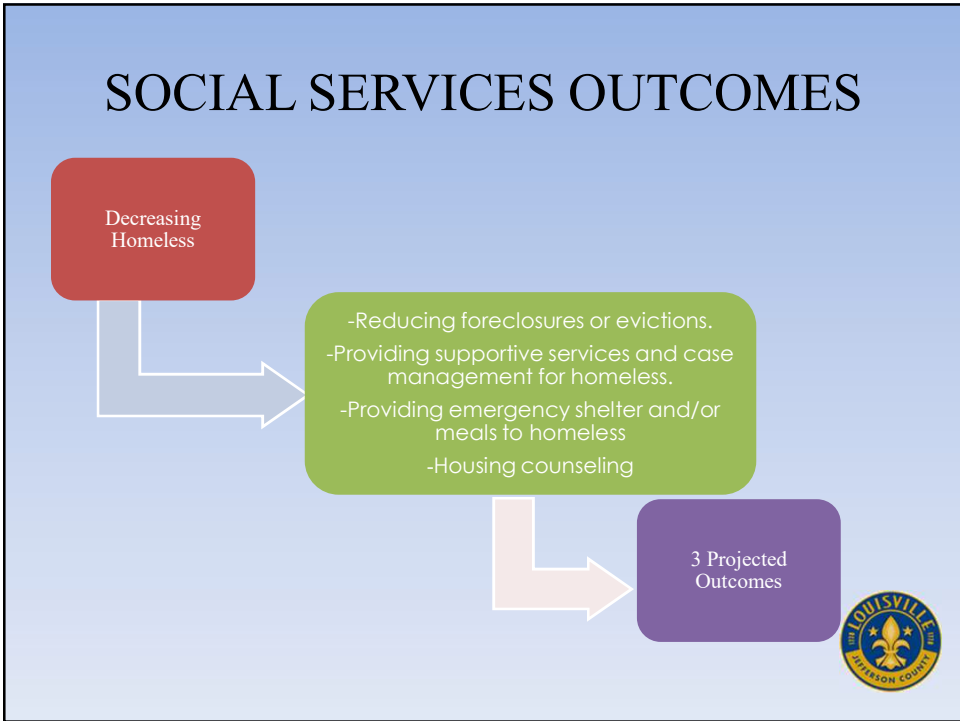
Time-Based goals lock goals into a specific timeframe and specify when they will be completed by. When do you need the goal completed by?



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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.



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EXAMPLES OF UNALLOWABLE COSTS

Complete List in Application Guidelines

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



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TWO NEW APPLICATION QUESTIONS

- Agency's Equity Plan
- Program's Covid-19 Contingency Plan



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Questions



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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

REFER TO APPLICATION GUIDELINES FOR
INSTRUCTIONS AND HELPFUL TIPS



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TECHNICAL ASSISTANCE LIVE SESSIONS

On Wednesdays from 10 am to 11 am

- January 20, 2021
- January 27, 2021
- February 3, 2021

These will be held on WebEx, go to

<https://louisvilleky.gov/government/external-agency-fund> and

click on the link next to the date and you can join!



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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.



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QUESTIONS?

EAF@louisvilleky.gov

Applications due by February 4 at 5:00 pm



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