

APPLICATION ORIENTATION

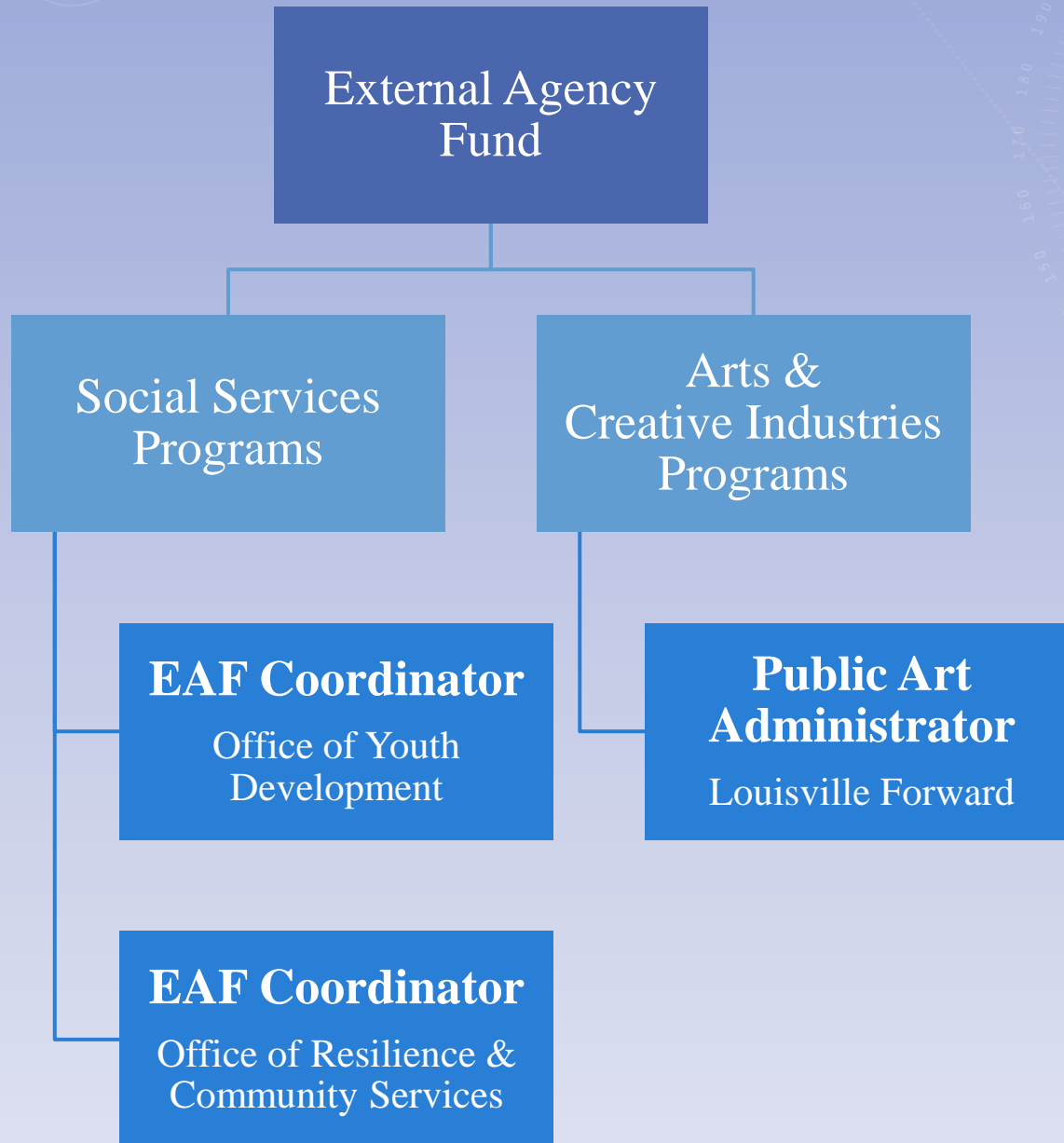
**EXTERNAL AGENCY FUND
GRANTS
FISCAL YEAR 2023**



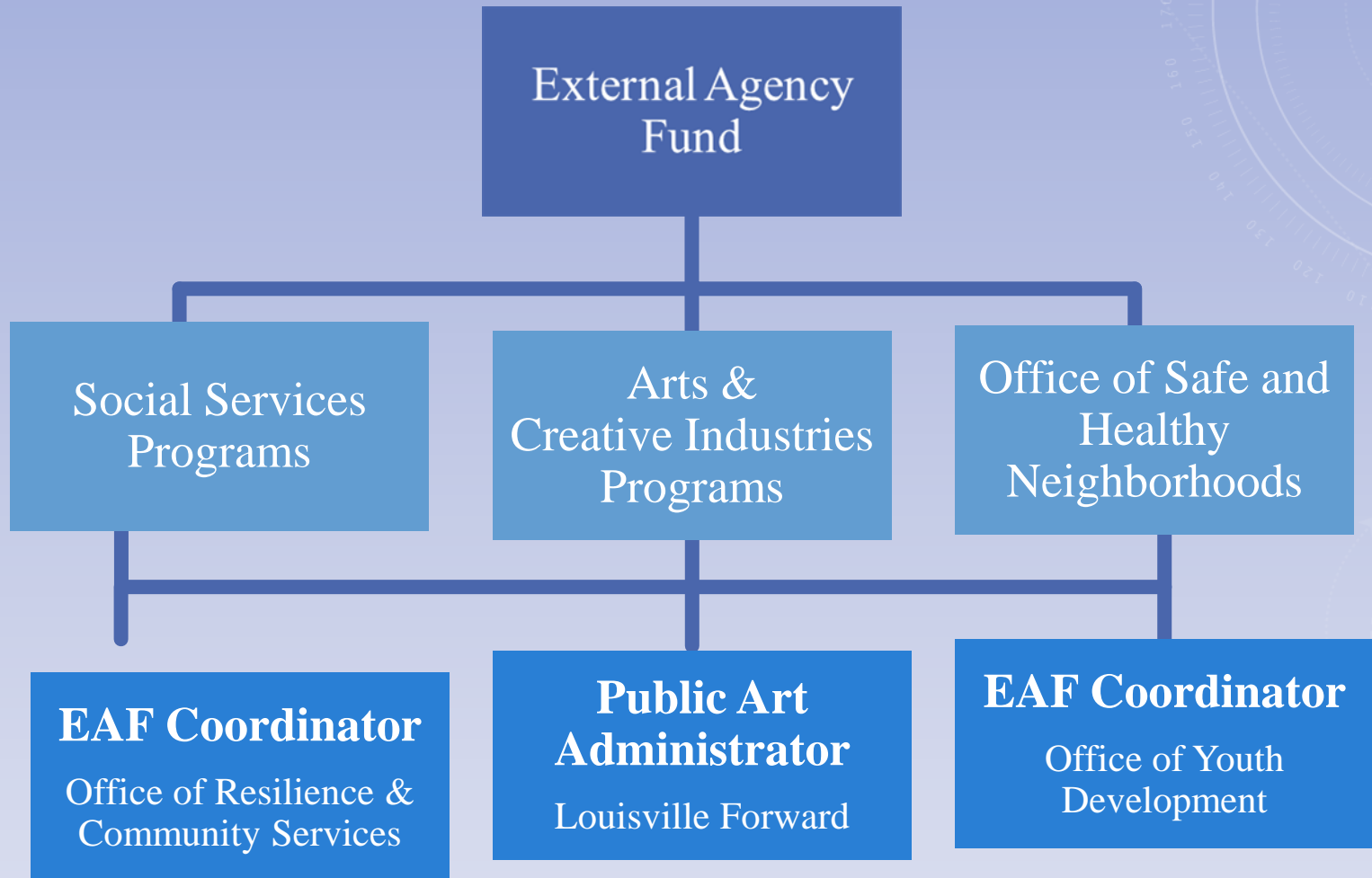
AGENDA

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?

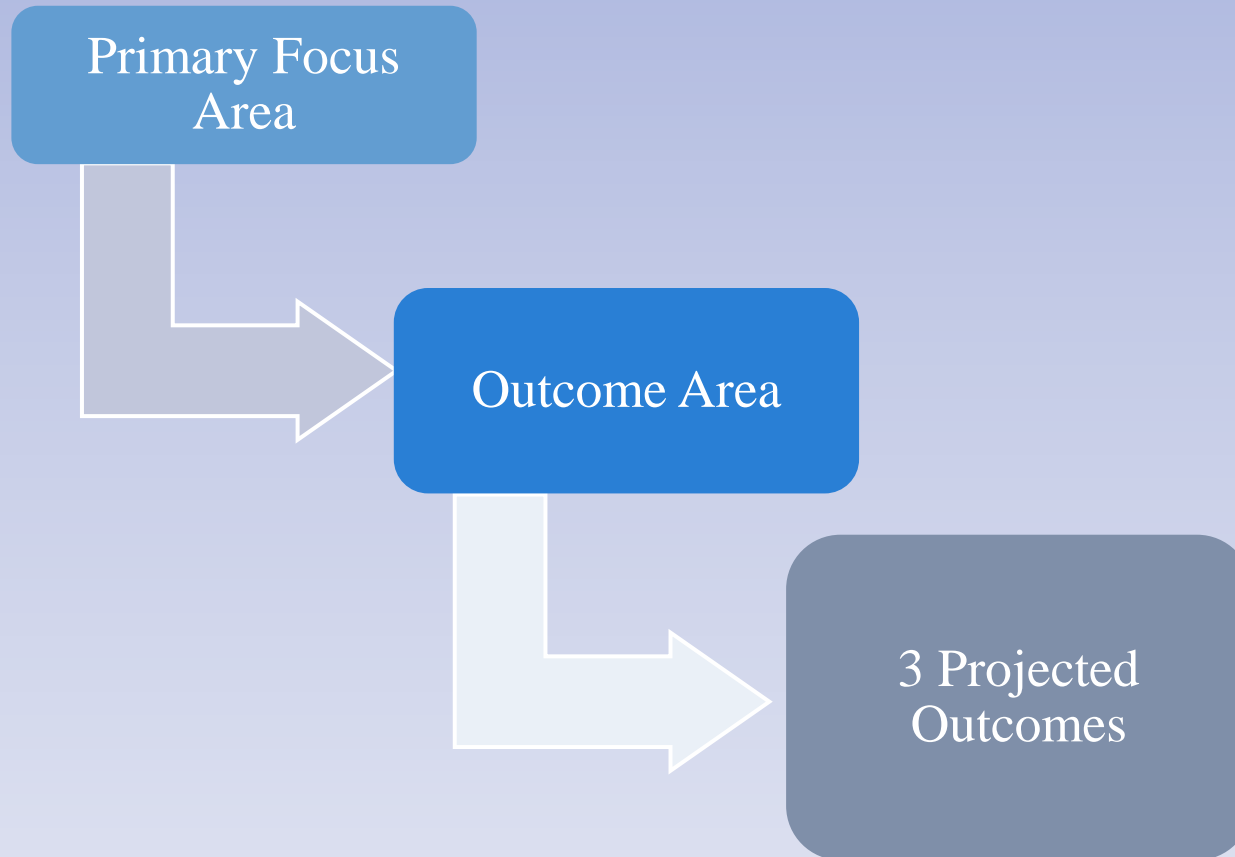


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Time-Based goals lock goals into a specific timeframe and specify when they will be completed by. When do you need the goal completed by?



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

**APPLICATIONS DUE BY FEBRUARY 3 AT
5:00 PM**

