



External Agency Grant Funding

**Handbook for Arts &
Creative Industries Grant Applicants**

FY 2017
(July 1, 2016 – June 30, 2017)

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Art Fund Application Handbook

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Purpose and Vision of Louisville Metro Government

Louisville Metro Government is the catalyst for creating a world-class city that provides its citizens with safe and vibrant neighborhoods, great jobs, a strong system of education and innovation, and a high quality of life.

“Louisville is a city of lifelong learning and great jobs, wellness, and compassion”

Louisville Metro Government Objectives

These five objectives are the ultimate outcomes the Fischer Administration is working hard to achieve.

- 1. Deliver Excellent City Services.** *We strive to be the best city government in America and will use a robust measurement system to track our results.*
- 2. Solve Systemic Budget Issues.** *We will resolve the structural budget imbalance that limits our city and its growth. Our expenses cannot continue to outpace revenue growth.*
- 3. Take Job Creation To The Next Level.** *We will create a culture of innovation that fosters the growth of 21st Century jobs, focusing on our strategic economic development strengths—lifelong wellness and aging care, value-added logistics, advanced manufacturing, and the food and beverage industry. We will champion a business-friendly entrepreneurial environment that recognizes education is the foundation for job creation. We will work with our schools, colleges and universities to deliver a 21st century workforce.*
- 4. Invest In Our People And Neighborhoods, Advance “Quality Of Place”.** *We will build on Louisville’s unique and creative people and history, embracing all citizens and our growing international population, by improving public transportation, the arts, and our parks. We will ensure a safe, inclusive, clean and green city -- a city that looks toward the future by capitalizing on our diverse population, our geography, and the Ohio River.*
- 5. Create Plans For A Vibrant Future.** *We will develop and begin implementation of a 25-year vision for the city, including targeted neighborhood revitalization. The vision will detail how the city will look, feel and flow in the short, mid, and long term.*

Department Vision

The Department of Economic Development is a world-class city government agency that is the model for Louisville Metro Government transformation.

Department Mission Statement

A world-class Economic Development department that serves as the city's premier data resources for economic factors and ensures job creation through innovation, planning, technology, and global economic outreach to foster a diverse community culture, strong external and internal partnerships while providing excellent customer service.

Core Services/Programs

What the department provides to residents to fulfill its mission and help meet Louisville Metro Government's 5 strategic objectives.

Cluster Management

- ❖ Focus economic development efforts around five major business clusters: Advanced Manufacturing, Business Services, Food and Beverage, Lifelong Wellness and Aging Care, and Logistics and eCommerce
- ❖ Increase number of high-wage jobs in Louisville Metro
- ❖ Promote and assist private development, and public-private partnerships
- ❖ Work with related agencies that support economic development (PARC, APCD, KentuckianaWorks, DDC, LDMD)

Small Business Development

- ❖ Provide low-interest gap finance loans through METCO
- ❖ Provide staff and information resources to help businesses develop and succeed, through direct business and business association outreach, including international, minority-, women-, and disadvantaged-owned businesses

Local Food Initiatives

- ❖ Support development of local food system

Arts and Creative Industries

- ❖ Expand economic development strategies through the arts and creative industries
- ❖ Pursue creative place-making and arts-based programs in neighborhoods that have experienced disinvestment.

HOW TO APPLY

- 1. READ THE HANDBOOK AND FOLLOW DIRECTIONS CONTAINED IN THE APPLICATION.** Application available online at <http://www.louisvilleky.gov/EAF/>.
- 2. ASK QUESTIONS OF:**
Audrey Cotten, Art Grants Representative, audrey.cotten@louisvilleky.gov 574-6803
- 3. RETURN YOUR COMPLETED ART FUND APPLICATION NO LATER THAN MARCH 18, 2016.** The link to the application is posted on the Louisville Metro website. Specific instructions are included in the application form and in the mandatory webinar orientation presentation.

Completed applications **must be received no later than 5:00 p.m. EST on March 18, 2016.** Applications will be timestamped when submitted online.

Audrey Cotten
Louisville Metro Department of Economic Development
RE: Art Fund Applicant
444 S. Fifth Street, Suite 600
Louisville, Kentucky 40202

It is each applicant's responsibility to ensure that they have enough time to meet the deadline of 5:00 pm EST on March 18, 2016. The deadline is strictly enforced.

2016-2017 ART FUND TIMELINE

APPLICATION DEADLINE

Friday, March 18, 2016

ECONOMIC DEVELOPMENT STAFF REVIEW AND PREPARATION

March– April 2016

Staff will review all applications, determine whether the applications meet requirements, and compile overview information for the panel members. Staff will alert the panel to any ineligible, incomplete, or problematic contents. The panel members will make final decisions regarding eligibility.

PANEL REVIEW

April 2016

Department staff will provide copies of applications and review input to panel members at the first meeting. Panelists will review and score applications prior to subsequent meetings as specified by the panel chairperson.

MAYOR'S BUDGET APPROVAL

May 2016

Panel submits a recommendation to the Mayor's office. The recommendation lists the amount of funding recommended for each agency, with a brief explanation for agencies that are recommended to receive less than the amounts requested.

METRO COUNCIL BUDGET APPROVAL

June 2016

Metro Council's final approval of the Louisville Metro Government FY17 budget is expected on or before June 30, 2016.

AWARD NOTIFICATION

July 2016

Notification of grant award status will be sent via e-mail.

SIGNING OF GRANT AGREEMENT (IF GRANT AWARDED)

July 1, 2016 – August 30, 2016

The arts grants representative will contact grant recipients to complete contracts, and negotiate and execute grant agreements.

GRANT RECIPIENT TRAINING (IF GRANT AWARDED)

July 2016

Mandatory training will be held for the ART FUND grant recipients on grant management and accountability.

DEADLINE TO SPEND ART FUND GRANTS AWARDED

June 30, 2017

Funds not spent are to be returned to Metro Louisville.

REQUIREMENTS TO APPLY

KENTUCKY SECRETARY OF STATE <https://app.sos.ky.gov/ftsearch/>

- Art Fund applicants must be incorporated as nonprofit corporations and qualified to do business in the Commonwealth of Kentucky as a registered organization with the Kentucky Secretary of State.
- Art Fund applicants must be in good standing with the Kentucky Secretary of State.

LOUISVILLE METRO REVENUE COMMISSION (502) 574-4857

- Each Art Fund applicant is required to be registered with the Louisville Metro Revenue Commission and must have accounts in “okay” status with the Commission.
- Agencies that have “Contracted” employees are required to ensure those employees are registered with the Louisville Metro Revenue Commission and those contracted must be in “okay” status with the Commission.
- Account numbers for agencies and contracted employees are to be provided for monitoring purposes. Funding could be jeopardized for any agency if they or their contracted employee is not in “okay” status with the Commission.

501(c)3 IRS DETERMINATION

- Art Fund applicants must already have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service. A copy of the current IRS 501(c)3 tax-exempt status determination letter, advanced determination letter or letter of affirmation is required as an attachment to the ART FUND application.

ATTEND MANDATORY GRANT ORIENTATION

- **Applications will not be accepted from agencies that do not have representation at the mandatory EAF Webinar Orientation session.**
- If the agency missed the mandatory sessions, please contact Audrey Cotten at 574.6803, or Audrey.cotten@louisvilleky.gov. Make-up orientation sessions are not guaranteed.

LOUISVILLE/JEFERSON COUNTY PROGRAMS

- All Art Fund grant applications must be for programs that will serve the residents of Louisville/Jefferson County, Kentucky.

ARTS FUND GRANT CONDITIONS

Every Arts Fund grant recipient will be required to comply with the following Arts Fund grant conditions. Arts Fund recipients that fail to comply with these conditions may cause their grant awards to be withheld or terminated.

BUDGET LIMITATION

Total grant funds requested and awarded from all Arts Fund grants to an individual agency cannot exceed 25% of the applicant organization's total cash budget.

UNALLOWABLE COSTS (may not be all inclusive)

Grant funds cannot be used to pay for the following:

- Alcoholic Beverages
- Building Repair as it relates to agency as a whole
- Cash incentives to program participants
- Celebrations of any kind
- Construction Costs
- Consultant Fees
- Entertainment Costs (including but not limited to tickets to shows or sports events, lodging, and gratuities).
- Employee bonuses or recognition expenses
- Festivals of any kind
- Food (Funds may be used to pay for costs related to food distribution and out of school snacks for out of school tutoring programs, no funds for out of school meals or Kids' Cafe)
- Fringe benefits, including insurance, retirement, or any portion of personnel costs other than net pay (paid directly to employees)
- Fund-raising expenses of any kind
- Incentives, awards or gifts such as tee shirts, bags, hats, plaques, etc.
- Indirect Costs (costs that benefit the operations of the entire organization, but cannot be identified to specific activities)
- Items not approved in Program Budget
- Items that do not have proper receipt/payment/personnel documentation
- Lobbying
- Membership and/or Organization dues
- Out of town expenses of any kind (travel, meals, lodging, mileage, training, etc.), with possible exception of summer youth programs
- Parties of any kind
- Personnel costs associated with employee/employer taxes, benefits and/or other deductions.
- Promotional items such as tee shirts, bags, hats, etc.
- Recognition awards, stipends, bonuses, and/or severance pay to staff or volunteers

- Religious items i.e., bibles, books, etc.
- State Sales Tax
- Severance Pay
- Vehicle Purchases
- Volunteer Expenses or recognition awards

RELIGIOUS ACTIVITY

Religious activities such as proselytizing, prayer, religious study, distribution of religious materials, etc. may not be included in any program funded by Metro funds.

LOBBYING IS PROHIBITED

For the purposes of this Handbook, lobbying means any oral or written communications by an Arts 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 Arts Fund process.

The Arts Fund process begins when Louisville Metro Government notifies the Arts Fund applicant of the grant opportunity and continues through the application process. The prohibition on lobbying ends at the time the Louisville Metro Mayor presents the budget recommendation to Metro Council. Prohibited lobbying activities include, but are not limited to:

- o Any attempt to influence the outcome of the Arts Fund process, through in-kind or cash contributions, endorsements, publicity, or similar activities;
- o Any attempt to influence the outcome of the Arts Fund process through communication with any panel member or employee of Louisville Metro Government.
- o Any attempt to influence the Arts Fund 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.
- o Any attempt to improperly influence, either directly or indirectly, an employee or officer of Louisville Metro Government to give consideration to or act regarding the Arts Fund process.

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

GRANT AGREEMENT

To receive an Arts Fund grant, a grant recipient must execute a Grant Agreement with Louisville Metro Government on or before August 30, 2016. In this executed agreement, the grant recipient will agree to the following requirements. (This list is not all-inclusive, and grant recipients must agree to all grant conditions imposed by the County Attorney's Office and Louisville Metro.)

RECORD-KEEPING

- o To maintain and retain not less than five years after completion of the funded program, complete and accurate records of all the grant recipient's costs chargeable to Metro Government as well as all other funding sources for the funded program.
- o To maintain and retain not less than five years after completion of the funded program, complete and accurate records of all the grant recipients' program records related to participant attendance, participant individual files, etc.
- o To grant Metro Government the right to inspect and audit these records by authorized representatives of its own or any public accounting firm selected by it. The records to be maintained and retained will include:
 - All payroll records
 - All volunteer records including hours worked
 - Receipts and invoices for purchases, receiving and issuing documents, and all the inventory records for stores, stock or capital items
 - Paid invoices and cancelled checks for materials purchased and for subcontractors, and any other third party charges
 - Program participant and statistical records
 - The curriculum and schedule of classes for any educational programs and/or training conducted by the ART FUND grant recipient

CLIENT EVALUATION

- o To conduct a client evaluation of those receiving direct client services as well as to those providing services that may not be considered direct client services, i.e. food distribution to other agencies, educational services to the community, etc.
- o Client evaluation results are to be provided in cumulative format to the Arts Fund grant representative as well as a copy of the original instrument used in collecting data.

- o Client evaluation is to be conducted no later than one month after grant period has ended.

FINANCIAL AND PROGRESS REPORTS

- o To submit financial and progress reports, showing all funds received and spent by the Arts Fund grant recipient for the selected program, including funding from other sources (these reports will be similar to the information provided by the Arts Fund recipient in the “Budget” section of the Metro Funding Agency Grant Application Form);
- o To not materially deviate from the funded program without the prior written agreement of Metro Government;
- o To spend all Arts Fund grant funds by June 30, 2017 (unspent funds must be returned to Metro Government by July 31, 2017). The final program report is due no later than July 15, 2017.
- o Progress reports for Youth Grantees will need to include demographics of youth served by funded program and academic outcomes

LEGAL COMPLIANCE

- o To implement and administer the funded program in compliance with all applicable laws, regulations and codes of the federal, state and local governments.
- o To not unlawfully discriminate against any person by reason of race, religion, color, sex, national origin, because the person is a qualified individual with a disability, age 40 or over, familial status, sexual orientation, gender identity, is a smoker or non-smoker, or because of the person's Vietnam era Veteran status. (Specific discrimination and affirmative action laws and regulations are identified in the “Certifications and Assurances” section of the Art Fund Grant Application Form.)

PUBLIC ACKNOWLEDGMENT

- o To publicly acknowledge that Louisville Metro Government has provided partial funding for the project. Examples of public acknowledgement include:
 - Holding a press conference to announce the award of an Arts Fund grant from Louisville Metro Government
 - Sending out a press release that the organization received an Arts Fund grant from Louisville Metro Government
 - Posting a sign in organization that announces such program is funded by an Arts Fund grant from Louisville Metro Government

- Including an article in your organization’s newsletter announcing the receipt of an Arts Fund grant from Louisville Metro Government
- Mentioning that your organization is an Arts Fund grant recipient during interviews with the media (newspaper, morning shows, etc.)
- Acknowledging the Arts Fund award in your organization’s brochures, flyers, and/or other publications.
- **Those receiving single or combined award of \$100,000 or more** from Louisville Metro Arts Fund must incorporate Metro logo on all publications, company letterhead, etc.

INDEMNIFICATION

- o To indemnify, hold harmless, and defend the Louisville Metro Government from all claims, damages, losses and expenses resulting, directly or indirectly, from the Arts Fund grant recipient’s performance or actions.

USE OF ARTS FUND GRANT FUNDS FOR LOCAL STAFF/VOLUNTEER TRAVEL

- o In the event that Arts Fund grant funds are to be used for local travel, those funds are limited to travel within Jefferson County. Mileage or transportation is not paid outside of Jefferson County.
- o Reimbursement to agency staff or volunteers is to be **paid at the normal agency rate, or 40 cents per mile, whichever is less.**
- o Reimbursement to volunteers is **only allowed if agency is currently providing** such to volunteers. No new policy is to be enacted for the purpose of using Metro funds.

USE OF ARTS FUND GRANT FUNDS FOR GROUP/CLIENT TRAVEL

- o The use of vans in transporting clients to and from a specified location should use “fuel cost” associated with the expense and not the per mile charge referenced in the above section.
 - This is accomplished by determining how much fuel the vehicle uses per mile and then charging the Grant the number of miles based on the cost of gasoline used to travel the distance being reported.
- o Out-of-school-time youth programs may use either the 40 cent per mile method or the “fuel cost” method for program travel if travel necessitates the rental of a charter bus.

FREQUENTLY ASKED QUESTIONS

Q: Is there a guarantee that funds will be available for awarding of Arts Fund Grants in Fiscal Year 2017 (July 1, 2016 – June 30, 2017)?

A: The application process (including the the completion, review and/or recommendation of an application) is not an indication, nor is it meant to imply, that funds are available, or will be available, for awarding of grants in the Metro Louisville FY 2016 Budget.

Q: If an Agency currently receives money from Louisville Metro Government and is approved for funding, will the funding be at the same level?

A: Local government funding has always been allocated on a year-by-year basis, with no guarantees of future funding. The Louisville Metro Council makes final funding decisions.

Q: How many applications can an agency submit?

A: An agency may submit an application for as many programs as they operate, as long as total grant funds requested and awarded to an individual agency do not exceed 25% of the applicant organization's total cash budget. Each application should be made in a SEPARATE link on Survey Monkey.

Q: Can programs be combined?

A: Individual agency programs should not be combined.

Q: May I staple the attachments to the original and the copies?

A: DO NOT STAPLE ANYTHING

Q: What if an applicant has questions about the application process?

A: Contacted the grant representative, Audrey Cotten, at 574-6803 or audrey.cotten@louisvilleky.gov.

Q: When will an Agency know if it is approved for funding?

A: The Louisville Metro Council makes final decisions in Louisville Metro Government's budget, and is expected to approve the FY 2016-2017 budget on or before June 30, 2016. If grants are awarded all agencies that submit proposals will receive timely notification about their funding status after the budget is finalized.

Q: What does 25% of Agency total cash budget mean?

A: Total grant funds requested from all Arts Fund grant applications combined must not exceed 25% of the applicant's total cash budget. Agency total cash budget is subject to verification. For example, if the agency total cash budget is \$100,000, the applicant should not apply for more than \$25,000 in the Arts Fund grant process.

Q: What if my application is approved for a reduced amount?

A: Prior to the final Grant Agreement, the Arts Fund grant recipient and the grants representative will discuss changes to the budget and/or funded program.

Q: Will there be Technical Assistance for grants awarded?

A: Yes, a mandatory orientation will be held shortly after the budget is approved and grant agreements are distributed to Arts Fund grant recipients. Specific information about this training program will be provided to grantees in July 2016.

Q: How is the Art Fund different from the External Agency Fund?

A: External Agency Fund is a catch all term for grants originating with Metro Government provided to outside entities. The Arts Fund is administered out of Louisville Metro Department of Economic Development.

Q: What if the applicant agency did not spend all of the funds awarded in previous year, can they keep the funds and add to any new award?

A: No, all grant funds must be spent within the grant period. Any funds remaining from Metro Arts Fund FY16-17 must be returned no later than July 31, 2017.

Q: Why do we need to go to <https://app.sos.ky.gov/ftsearch/>?

A: An agency is required to be registered and current with the Kentucky Secretary of State. This website shows the status of the registration as well as the legal name of the organization.

Q: Who is the Legal Signatory of an agency?

A: Only those individuals who have legal authority to enter into legal agreements on behalf of the organization receiving the Arts Fund grant.

Q: Why does Metro need the Louisville Metro Revenue Commission account number?

A: The Louisville Metro Revenue Commission collects the Occupational Tax for all individuals employed and earning money for work performed within Jefferson County. In order to receive funds from Metro Government, agencies applying and/or receiving funds from Metro Government must be in "okay" status with the Revenue Commission.

Q: We are a small organization and do not have any paid staff, however, we do pay a person on contract to do work for the organization. We report this on an IRS 1099 at the end of the year, are we responsible for paying the Occupational Tax on this person?

A: The agency is not responsible for collecting and paying the tax, however, they are responsible for obtaining the account number of the "contracted employee" and providing it to the Arts Fund Grants representative for monitoring purposes.

Q: How is "letter of partnership" different from "letter of recommendation"?

A: A letter of partnership discusses what each "partner" has agreed to contribute to the program with cash or in-kind contribution. A letter of recommendation is a subjective letter, providing comments about the agency.

Q: What is the difference between Paid Personnel and Contracted Staff?

A: Paid Personnel are those individuals that are on the organization's payroll that the organization deducts and forwards deductions for federal, state and local taxes on behalf of the people employed by the agency. These individuals receive a W-2 at the end of the year. Contracted Staff are provided a 1099 at the end of the year and are responsible for

paying their own federal, state and local taxes. In the case of local taxes they also are responsible for registering with the Louisville Metro Revenue Commission so that they can pay occupational taxes on a regular basis. As individual contractors a person is considered “self-employed” and as such they are provided an account number by the Louisville Metro Revenue Commission and are expected to pay local occupational taxes.

Q: Can we use funds for rent if we own the building?

A: The Arts Fund cannot be used to pay rent on a building the agency owns because in essence there is no payment that should be due for occupying a space that is owned by the tenant.

Q: We do not know what the program expenses will be so we cannot attach an itemized list, will this affect our application?

A: Yes, you must answer every question and provide all attachments as requested to be considered for funding. For each line item requesting an itemized list the agency is to make projections based on realistic need of program. ***If itemized listings are not provided, the proposal will be labeled “incomplete” when provided to the review panel.***

Q: What is considered small equipment?

A: Anything costing less than \$1,000 per unit i.e. computers, printers, cameras, etc. The purchased item must be used for the program being funded. Therefore, purchases should be made early in the grant period.

Q: What is included in “other expenses?”

A: Those items not included as specific line items. Other expenses can include portion of agency expense related to program such as insurance, audit, postage, etc. It does not include those items listed in this Handbook on page 7 “Unallowable Costs.”

Q: My question is not covered in this handbook, what should I do?

A: Contact the Arts Fund grant representative, Audrey Cotten, at 502.574.6803 or Audrey.cotten@louisvilleky.gov.

GLOSSARY

25% Rule – Agency may not receive funds that amount to more than 25% of the agency current budget/or cash on hand at anytime during the funded year.

Activities – structured planned interactions led by staff or volunteers.

Activity – For the purposes of this Handbook, the word “Activity” is used interchangeably with the terms services/programs/activities/events. This is what the program does to fulfill its mission.

Audit – A formal examination of the grantee’s financial situation performed by professionals in the field. The most recent audit is to be returned with grant agreement. This expense should be listed under the “Other” line item with the anticipated cost of such.

Best Practices – A specific program identified within a specific Agency that generates a significant outcome for, or impact on those it is intended to serve, is replicable, demonstrates effective collaboration with other Agencies and programs, and displays creativity in addressing a problem and using resources.

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 such as payment for rent, utilities, food, medicine, childcare, etc. A detailed listing of the types of assistance the program is providing the client and estimated cost is to be included with the Work Program and Budget.

Communications/Marketing – The cost associated with the promotion of the funded program and/or recruitment as outlined in the proposal and/or grant agreement for the funded program. Include in the “Program Materials” line item. A detailed itemized listing is to be provided with the Work Program and Budget.

Contract Labor – The cost associated with hiring those to work within the agency that are not considered permanent employees, who do not receive the benefits offered to regular employees and receive a 1099 at the end of the year for IRS purposes. In addition, those contracted individuals provide training sessions, information classes, etc. for clients. These expenses are to be included in the “Other” line item and require number of hours, purpose and hourly rate for service.

Contractual – Signed agreements that the grantee has entered into with persons performing work on the funded program and/or specific services related to the funded program. Examples of such include, but are not limited to, contracted staff, training instructor, payroll services, etc.

Copier Rental/Printing & Copying – The cost for renting a copier for the use of program staff in the course of performing program outlined in the proposal and/or grant agreement. The cost of

providing maintenance of the rental copier is included as well. Printing and Copying are expenses for printing materials to be used in the course of program performance and the copying of documents/materials as needed. Include these expenses under the "Office Supplies" line item. A detailed itemized list of type and estimated cost is to be included with the Work Program and Budget.

Educational Materials – The cost of purchasing materials to be used in conducting the program as described in the proposal and/or grant agreement. These could include workbooks for academic study, assessment tools and fees, instructional materials, etc. These program tools are to be included in the "Program Materials" line item. A detailed listing with type and anticipated cost is to be included with the Work Program and Budget.

Equipment (Small) – Any item that individually costs less than \$1,000 and has a useful life of one year or more. This includes computers, fax machines, file cabinets, postage machines, etc. that have been pre-approved for purchase through the grant process. A detailed listing of items with unit costs must be provided with the Work Program and Budget.

Fuel – An expenditure that is related to filling up the gas tank of a vehicle to transport people or goods. This expenditure is to be included in the "Other" line item.

Grant Agreement – The legally binding contract that defines the funded program and the obligations of the grantee.

In-Kind Contributions/Assets – The value of services or goods provided to the Agency that does not use other Agency funds and/or government funds nor has an additional cost to the Agency such as volunteer time, donated space used for agency operation or participant activities, donated equipment, etc.

Louisville Metro Revenue Commission – The agency tasked with collecting occupational taxes and offer fees related to business and non-profits. Grant agreements nor grant awards may be distributed if agency account is not in "okay" status with the Revenue Commission.

Local Travel – Defined as travel within Jefferson County. Agency must provide mileage sheets that identify departure and arrival addresses, reason for trip, number of miles traveled and cost determined at current agency rate, but not to exceed more than \$.40 per mile. This does NOT include the cost of fuel for those programs that operate vans or buses in order to meet the terms of the program agreement. This also does not include the rental of a bus for transportation.

Miscellaneous/Other Expense – Any expense not included in the individual line items or as defined in the definitions. All such expenses are to be listed in detail with projected cost and included with the Work Program and Budget.

Monitoring – The act of an authorized individual, or an authorized team or their designee, to review program files, program activities, finance records, in-kind contribution records, and/or anything deemed appropriate to ensure that the funded program is performing in accordance with the grant agreement and spending funds appropriately.

Office Supplies – Those items purchased to be used in the course of performing day-to-day business activities within the funded program such as ink pens, paper clips, paper, etc. For purposes of this grant copier rental/printing and copying are included in this line item. All items are to be listed with estimated cost of each.

Out-of-School Time (OST) – refers to all youth programming that takes place beyond regular school hours, to include before and after school, summer, week-ends, holidays and full days.

Personnel with Fringe Benefits – Hourly costs associated with the individual job positions needed to perform the duties to carry out the funded program. The approximate percentage to provide established company benefits such as insurance, parking, vacation, etc. and required taxes paid by employer and workman’s comp to be included in cost. (Salaried personnel should have their salaries divided by 52 weeks and then by 40 hours plus fringe to arrive at an hourly cost.) Any contract labor should be listed within the “Other” line item with a detailed listing of hours expected to work and rate of pay.

Phone – Includes office phones and cell phones, as well as service to keep phones functioning for the funded program.

Postage – Expense for using the United States Postal Service, as well as Fed Ex, UPS, etc. as necessary, to carry out the funded program. Include these expenses under the “Office Supplies” line item. An itemized list with anticipated cost with each is to be provided with Work Program and Budget.

Program (Funded) – The agency program identified in the application process and funded by Metro Government. Funds awarded may be used only for the approved program as outlined in the proposal and/or grant agreement.

Rent – The actual cost for space to house personnel, equipment and program supplies necessary to carry out the program as funded. A current lease must be on file with Louisville Metro Human Services. **If agency owns property rent may not be charged.**

Snacks (After School aka Out-of-School Time) – As listed by the USDA, after-school snacks aka out-of-school time consists of the following: contain at least two different components of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetables or fruits or full strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal. Only those programs providing academic programs with the measureable outcome of increased grades may use Metro dollars for this expense.

Software – Computer software necessary to enhance the funded program. Software is to be listed under “Program Materials” with an itemized list of products and expected cost.

Standard – an established and well-defined measure to promote consistency, enhance quality and increase effectiveness.

Travel (Local) – The cost of attending local meetings and activities away from the office using personal vehicles. Meetings are to be relevant to the funded program and to the benefit of the clients being served. 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 are to be turned in with reports which include departure and arrival addresses, reasons for trip and miles traveled.

Transportation by Bus Rental – The cost of renting a chartered bus for the purpose of transporting participants to an approved contracted outing as part of the program agreement. These expenses to be placed in the line item “Other”.

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 percent utilized by the funded program is to be charged to the Arts Fund grant.

Work Program and Budget Exhibit A – The Grant Agreement is not an agreement without this portion. It contains program details and the budget line items affiliated with the program. Also known as Work Program and Budget.