



Louisville Metro Government Public Health & Wellness

External Agency Fund (EAF) Application FY17

Application deadline May 31, 2016



ELIGIBILITY

NON-PROFIT CORPORATIONS. Applicants must be incorporated as nonprofit corporations and qualified to do business in the Commonwealth of Kentucky **for a minimum of 3 years.**

If the applicant is serving as a fiscal agent for another agency, the funded agency shall abide by all established rules, accounting practices, policies, procedures, and ordinances of the external agency fund, as to the receipt, expenditure, and accounting for all funds and property and ordinances of Louisville Metro relating to the Budget, Personnel, Classification and Compensation.

1. Applicant must address the subgrantee relationship(s) in the grant narrative portion of the application.
2. Applicant must identify the funding that will be given to subgrantees.
3. Applicant assures compliance with the grant requirements and will monitor the performance of any third party subgrantee(s).
4. Applicant and any subgrantee(s) will give Louisville Metro Government access to and the right to examine all paper or electronic records related to the awarded grant for up to five years of the grant agreement date.

Note: Only one application per 501(c)(3) (legal name as registered with the Secretary of State) will be reviewed.

❖ 501(c)(3) CORPORATIONS.

- An applicant with annual revenues greater than \$25,000 must have or have applied for 501(c)3 tax-exempt status with the Internal Revenue Service.
- If the applicant has annual revenues that are less than \$25,000, the applicant will be required to submit the organization's most recent financial statement signed by the appropriate corporate officer to its application if awarded.

Requirements

- ☑ **CORPORATIONS IN GOOD STANDING.** An EAF applicant must be in *good standing* with the Kentucky Secretary of State. This information will be verified at the following website:
[http://apps.sos.ky.gov/business/obdb/\(ntd5c1454bacblew1gxcls45\)/default.aspx](http://apps.sos.ky.gov/business/obdb/(ntd5c1454bacblew1gxcls45)/default.aspx)
- ☑ **REGISTERED CORPORATIONS.** EAF applicants are required to be registered with the Louisville/Jefferson County Metro Revenue Commission and be in *good standing* with the Commission. Agencies without paid employees are the exception.
- ☑ **UPDATED W-9.** EAF applicants are required to submit an updated W-9

- SERVING THE LOUISVILLE METRO COMMUNITY.** All requested funds must be used within Jefferson County to benefit Jefferson County residents.
- ANNUAL BUDGET UNDER \$250,000.** EAF applicant (agency) budget must not be over \$250,000 per year.
- TOTAL METRO FUNDS AWARDED.** Current EAF and NDF funds awarded must not exceed 33% of grantees' annual operating budget.
- THE LEGAL NAME MUST BE THE SAME FOR THE Kentucky Secretary of State, Revenue Commission, AND the W-9.**

2016 EAF TIMELINE

APPLICATION DEADLINE

May 31, 2016

PANEL REVIEW

May 2016

If the application satisfies all of the requirements for submission, the application will be submitted to the Louisville Metro Department of Public Health & Wellness Review Panel for critical review and recommendation. Review Panels only recommend funding.

AWARD NOTIFICATION

July 2016

Notification of grant award status letter will be mailed.

EXECUTION OF GRANT AGREEMENT

Summer 2016

The Louisville Metro Department of Public Health & Wellness will contact the EAF grant recipients to execute a pending Grant Agreement.

DEADLINE TO SPEND ALL EAF GRANT FUNDS

Specified by grantee

DEADLINE TO SUBMIT FINAL REPORT AND COPIES OF RECEIPTS

Specified by grantee

Louisville Metro Community Services EAF Funds are awarded annually to non-profit organizations offering programs or services in Louisville/Jefferson County that align with the goal of the Mayor's Healthy Hometown Movement (MHHM) to **create a culture of health and wellness in our hometown with a vision of becoming one of the healthiest cities in America.**

There are 13 focus areas within [Healthy Louisville 2020](#) that impact health in our community. This grant will award funding to projects that impact the following focus areas:

- Healthy Homes and Healthy Neighborhoods
- Healthy Mothers and Healthy Babies
- Safe and Healthy Neighborhoods
- Mental and Behavioral Health
- Obesity Prevention
- Social Determinants of Health
- Substance Abuse Prevention

Louisville Metro Government 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 taxpayer dollars. Our goal is to invest in programs that achieve the most effective and efficient results. Successful grantees will be required to report on their success in meeting goals and outcomes.

Application Process:

Louisville Metro Government will accept applications, via the online survey, until May 31st, 2016 at 5:00pm from qualified non-profits that are committed to providing services that achieve meaningful outcomes for Metro citizens in the above focus areas.

What's new?

To simplify the application process, increase operational efficiencies, and highlight the increased focus on program outcomes, Louisville/Jefferson County Metro Government has made the following changes to the application:

- Agencies will submit applications online.
- Agencies will be required to report on goals and outcomes.
- Agencies will be required to provide information regarding all funding received through Metro Government

THINGS TO KNOW ABOUT THE ONLINE APPLICATION TOOL

This year we are using an online tool called Survey Monkey. This tool will allow you to exit and re-enter the application as often as needed, without losing your information, until the application closes at 5:00pm on May 31, 2016.

However, there are a few things you need to know:

- You must use the same computer once you start working on the application online as your responses are tied to your computer's IP address.
- Technology can sometimes be unpredictable – Therefore, we recommend that as you enter information into each section, click on the “Next” button to save your work.
- It is highly recommended that you draft your responses in WORD to ensure adherence to the word limitations where noted. For your convenience, we have included a pdf of the entire application as well as a WORD template for your use in crafting the narrative paragraphs. You can then cut and paste the answers into the online application.
- You will not receive a copy of your application once submitted. For this reason, we recommend that you print a copy of your application for your files before the submission period ends on May 31, 2016 at 5:00pm. To do so, simply go back to the beginning of your survey using the "Prev" button and print each section. You can move from section to section using the "Next" button. Each section will print in its entirety using the print function located at the top of your toolbar.

TECHNICAL ASSISTANCE CALL:

Thursday May 19th, 2016 10:00am and 2:00pm at 574-2663

If you are not able to call in during that time, please email questions to mhhm@louisvilleky.gov or call 574-8661 between 9:00am and 4:00pm.

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION

FY17 Application Instructions:

- Applications are to be submitted online through an internet application called Survey Monkey.
- Applications must be submitted by 5:00pm on May 31st, 2016. Applications are time-stamped upon submission, so please allow enough time for technical glitches.
- Please note that Survey Monkey will allow you to exit and re-enter the application as often as needed, without losing your information, until the application closes at 5:00pm on May 31st, 2016.

However, there are a few things you need to know:

- You must use the same computer once you start working on the application online as your responses are tied to your computer's IP address.
- We stress that you use WORD to prepare your answers so that your information can be retrieved should a problem arise.
- Organizations submitting applications must be able to demonstrate the benefits to the population being served and including goals and outcomes to be tracked and measured.
- It is highly recommended that you draft your responses in WORD to ensure adherence to the word limitations where noted. For your convenience, we have included a pdf of the entire application as well as a WORD template for your use in crafting the narrative paragraphs. You can then cut and paste the answers into the online application.
- REMEMBER TO PRINT A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES BEFORE THE APPLICATION CLOSES ON MAY 31, 2016 AT 5:00PM. Instructions on how to do so are included. No other copy will be provided.

[CLICK HERE to access the application](#)

Step-by Step FY17 EAF Application Instructions:

I. AGENCY INFORMATION: 5 POINTS

Question 1. Fill in the blanks provided with the legal name of the agency as it is listed on the Secretary of State website and the agency contact information.

Question 2. Mission statement of the agency as is approved by the Board of Directors (30 words or less)

Question 3. Louisville/Jefferson County Revenue Commission Number registered to your agency.

II. PROGRAM INFORMATION: 50 POINTS

Question 4. Name of the program for which you are requesting funding

Question 5. Short description of the program (200 words or less)

Question 6. Program contact information

***** THE FOLLOWING 3 QUESTIONS MUST ALIGN *****

Question 7. Select a primary focus of the program (select only one):

- Healthy Homes and Healthy Neighborhoods
- Healthy Mothers and Healthy Babies
- Safe and Healthy Neighborhoods
- Mental and Behavioral Health
- Obesity Prevention
- Social Determinants of Health
- Substance Abuse Prevention

Question 8: Select the primary population category that the program (select only one):

- Aging
- Disabled
- Homeless or at risk of homelessness
- Immigrants/Refugees
- Households at or below 125% of poverty
- Women and/or families at risk of abuse or neglect
- Veterans
- Youth, teens and/or young adults
- Other – please describe what this new population would be and it cannot be a combination of those listed above.

Question 9: List the average age of the population that will be served by the program.

Question 10: Does the program serve only Jefferson County? If NO, what percentage of clients reside in Jefferson County?

Question 11: As of January 1, 2016, how long has the program been in existence?

- 6 months to 1 year
- 5 years to 10 years
- 1 year to 5 years
- 10 or more years

Question 12: List up to 3 goals that indicate how the identified population will benefit from this program. Based on the primary population category chosen in Question 8, please list the goals of the program as it relates to this population.

Question 13: Indicate the corresponding demonstrated outcome for each of the primary goals listed in question 12 (up to three). Based on the goals listed in Question 12, please indicate what the outcomes will be for each goal to benefit the identified target population.

Question 14: Describe how the outcomes listed in question 15 will be measured (150 words or less).

Question 15: For this program please list:

- How many people did this program serve over the past 12 months?
- How many people do you have the capacity to serve?
- How many people do you plan to serve in the new year of funding?
- How many staff do you currently have assigned to this program?
- How many staff do you plan to have assigned to this program in the new year of funding?

Question 16: Describe your proof of success in reaching the identified goals and outcomes (from Questions 14 and 15) for the program (250 words or less).

Question 17: Describe how the funding from Metro Government will help to enhance or expand this program (250 words or less).

III. BUDGET INFO: 30 POINTS

Question 18: For the Metro dollars requested, please give a specific amount in the categories that you are requesting funding for this program (categories include: personnel, rent, utilities, office supplies, program materials, telephone, in-town travel, small equipment, client assistance, and other expenses).

Question 19: Please reflect the Non-Metro amounts (in each category listed above) that your AGENCY will be contributing to this PROGRAM from all other resources. These amounts should reflect the in-kind amounts that your agency is contributing to the program.

Question 20: If you are requesting funds from Metro in any of the following categories, you must provide a description\listing of how those funds will be spent (be sure to check the Grants Expenditures Per line Item and – Unallowable lists above):

- Office Supplies
- Program materials

- Small Equipment
- Client Assistance
- Other Expenses

Question 21: What is the AGENCY total budget (for the current fiscal year – excluding any in-kind)?

Question 22: What is the total amount of EAF funds you are requesting for this program (round up to the nearest 100th) – from Question 20 - and what is the total amount of Non –Metro funding that will support this program - from Question 21.

Question 23: Does your agency receive any other funding through Metro Government to serve the population identified in Question 9? **EAF and NDF fund requests must not exceed 33% of grantees' annual operating budget.**

Question 24: If you respond yes to Question 25, you will be asked to identify the source and amount of the funding your agency receives through Metro Government.

IV. EAF COLLABORATION AND SUSTAINABILITY: 15 POINTS

Question 25: List up to 5 collaborative agency partners that are engaged in the delivery/support of this program. If there are none, then you must put N/A in the first box in order to continue.

Question 26: Describe your sustainability plan for the program after this funding cycle. Please describe how your agency plans to continue to financially support this program after June 30, 2016. (250 words or less).

Refer to the lists below of allowable and unallowable expenditures.

GRANT EXPENDITURES PER LISTED LINE ITEM

Following are the line items as located on the WPB and the Quarterly 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 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
 - Desk top/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.
 - Attorney Fees. Limited to specific “funded program” in which such is focus of awarded 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
 - Emergency Food Distribution. Limited to specific “funded program” in which such is focus of awarded program. Program participants receiving non-perishables or other food items from a distribution center, food pantry, etc. Those serving meals to the homeless as part of the awarded program
 - Rent or mortgage payment
 - Required items to be purchased in order to participate in an educational program, employment training program and/or to obtain permanent employment. Agency to

- make purchase or provide vendor voucher, no funds provided directly to participants
- Utilities (no phone or cable)
- Vouchers for work clothing (uniforms), work boots, etc. as an integral part of program focus
- Vouchers for school uniforms 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 of 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 of 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

Metro funds may not be used to supplement more than 25% of the total agency budget (excluding in-kind). Agency may be required to prove current agency funds available to agency through use of bank statements, etc.

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.

- Building Maintenance or Repair
- Cash Incentives to program participants
- Capital Expenses or Construction Costs
- Celebrations of any kind
- Childcare Expenses
- Consultant Fees
- 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.
- 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)
- Furniture
- Fund-raising or development expenses of any kind (includes promotional items i.e. cups, hats, etc.)
- Incentives, awards, gifts or participant wear such as tee shirts, bags, hats, plaques, etc.
- Indirect Costs (costs that benefit the operations of the entire organization, but cannot be identified to one program)
- Items not approved in Program Budget
- Items that do not have proper documentation and backup documentation as described under "Grant Reporting Documentation Expenditures"
- Membership and/or Organization Dues
- 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)
- Recognition awards, stipends, bonuses, and/or severance pay to staff or volunteers
- Religious activities or materials e.g. anything related to a religious belief
- State Sales Tax
- Vehicle Purchases or Vehicle Maintenance (exception to maintenance depending on program focus)