

City of Paducah - Homeless Services Application

The City of Paducah is seeking applications to provide direct services to the homeless population with the city limits of Paducah. These services must be geared toward meeting the basic needs of this population along with efforts for securing housing for eligible project participants. Applicant organizations must already have a history of providing these services in our community. Those that receive funding will be expected to have made significant progress with both their project and expenditures by the end of the calendar year. All applicants are required to include 100 percent, dollar-for-dollar, matching funds for the amount requested. This funding aligns with the Paducah Board of Commissioners priority of Support for Human and Social Services.

Eligibility Requirements

- Agency's primary office must be located within the city limits of Paducah.
- Agency must be a 501(c)(3) organization.
- Applicant must be in good standing with the Commonwealth of Kentucky and City of Paducah.
- **Applicant must provide a 100 percent, dollar-for-dollar match, to the requested amount.**
- Agency must submit their **complete** application to hreasons@paducahky.gov by **June 1, 2025**. **No late applications will be accepted.**
- An Agency can submit only ONE application.
- Applicants must complete an application, submit a proposal, and attach all required supplementary documents.
- If the request is for operations, it cannot be more than 50 percent of the operations budget.
- Agencies selected to receive a grant will be required to enter into a Contract for Services with the City of Paducah.
- All grantees must provide a final report on how the funds were used and the impact on the target population and City.
- Applicants must show they have both the fiscal and human resources to complete projects
- Questions related to the other sections of the application should be directed to Hope Reasons, Projects and Grants Coordinator – 270-444-8509 or hreasons@paducahky.gov.



For the City to award a contract, the proposed project must meet the following requirements:

- The program/project being funded is one in which the City could independently engage.
- The City has control over how the funding is spent through the contractual agreement.
- The expenditure is primarily benefiting the public at-large rather than an individual or a private organization/business.

Basic Information

Date of Application: _____

Name of Organization: (Please list exact legal name)

Project or Program Name/Short Title: _____

Address of Organization:

Executive Director: _____ Phone: _____

Email Address: _____

Contact Person (if different from above): _____

Phone: _____ Email Address: _____

Organization Website: _____

Is your organization an IRS 501(c)(3) non-profit? Yes No

Financial

Grant Request Amount: \$ _____ (Maximum request amount is \$50,000)

Total Project Budget: \$ _____

Total Organization Budget for the Current Fiscal Year: \$ _____



Proposal

Proposals **should not exceed two single spaced pages** and include the following information:

Summarize the purpose of your agency, the reason your agency is requesting grant funds, what outcomes you hope to achieve, and how funding will be allocated if granted. Also, address the following questions concerning the level of service and impact of your project:

- How will this project/program improve the quality of life for homeless citizens in the City of Paducah?
- Are you aware of another organization providing this same service in our community? If another organization provides similar services, are you collaborating with them in any capacity?
- How will this project be publicized to the general public?
- What is the general age range this project/program will serve?
- How will you measure the success of this project/program?
- How many homeless Paducah citizens will this project/program serve?

Attachments

Please attach the following:

- 1. Project Budget and Budget Narrative**
- 2. Financial Review or Annual Audit**
- 3. Current or Projected Expense Budget and Budget Narrative for the Proposed Project/Program.**
- 4. A copy of your most recent IRS Tax Exempt Letter.**

