Kentucky Colonels
2025 Good Works Program Guidelines

Contents

Contact
Eric Patterson
Grants Administrator
epatterson@kycolonels.org
502-753-0780

Mailing Address
Kentucky Colonels
Attn: Eric Patterson
943 South First Street
Louisville, KY 40203

How to Apply

Step 1: Email your LOI to epatterson@kycolonels.org starting **Monday, November 18, 2024**.

Step 2: After we review and approve your LOI, you will receive an email within 24-48 hours with an access code to the available applications.

Step 3: Create an account or login to our Grant Application Portal, click apply, and type in the access code. Applications will open for submission beginning **December 2, 2024**.

| 1. Email Letter of Intent | → | 2. Log in or Create Account | → | 3. Complete Application |
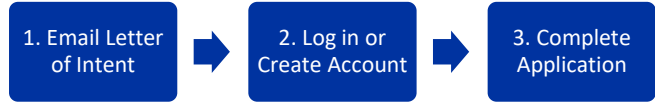
Timeline

Thursday, November 14, 2024	Good Works Program Grant Overview Webinar
Monday, December 2, 2024	All Applications open for submissions
Friday, January 10, 2025	Large Applications Due
Friday, January 24, 2025	Medium Applications Due
Friday, February 7, 2025	Small Applications and Newer Organization Applications Due
Mid-June, 2025	Notification of award
Tuesday, September 30, 2025	Last day to request extension
Friday, October 31, 2025	All purchases complete and receipts turned in for reimbursement

Eligible Organizations

Please review the eligibility questions below before applying.

1. Is your organization currently recognized as an exempt organization under Section 501(c)(3) of the Internal Revenue Code?
2. Is the date of your organization's IRS exemption determination letter before January 1, 2020? *
3. Is your organization incorporated in the Commonwealth of Kentucky? *Organizations not incorporated in Kentucky must primarily serve Kentuckians.*
4. Will all items that are subject to the grant request be purchased between the date of award in mid-June and October 31, 2025?
5. Has your organization timely filed its last two Forms 990 with the IRS?
6. Are multiple sub-organizations or sub-offices applying? *For example: YMCA's that operate under the same Tax ID number may not apply for the same funding cycle. Or if you have a fiscal sponsor that shares the same Tax ID number, only one organization is eligible to apply per year.*
7. Is your organization the end user? *If you are an organization that provides funding and/or materials to other charities, you may not be eligible.*

*For Application for Organizations who have existed 1-5 years, the date of your organization's IRS exemption determination letter must be before January 1, 2024.

Ineligible Organizations

The following organizations are not eligible for grant funding.

1. Churches or organizations exempt as religious organizations that require participation in religious activities.
2. Most governmental organizations (ex: public school districts)
3. Colleges/universities
4. Most grant-making organizations. However, if you would like to partner to make a bigger impact, please email Eric Patterson at epatterson@kycolonels.org.

LOI Guidelines

There is no length or character requirement for the Letter of Intent. Your letter must include at least the following items:

1. The LOI must be a signed letter, on your letterhead, by the executive of your organization (emailed to epatterson@kycolonels.org).
2. Date Established
3. EIN Number
4. Brief information about your organization and the requested project.

Generally, What We Do Not Fund

Requests for funding from the Kentucky Colonels should be for items that will directly benefit as many of the clients you serve as possible. To guide you in preparing your request, here is a listing of items that are not eligible for funding. Additional explanations are included under limitations.

1. Marketing or Advertising including newsletters, websites, etc.
2. Design work
3. Facility rental
4. Equipment rental
5. Convention/meeting registration fees
6. General operating computer software or subscriptions (such as Microsoft Office applications)
7. Operational or administration expenses such as rent, utilities, office supplies
8. Salaries or consultant fees
9. Academic scholarships
10. Service agreements and extended warranties
11. Speaker/presenter fees
12. Staff training
13. Travel expenses and lodging
14. Vehicle expenses
15. Website development/maintenance
16. Building improvements for leased properties

Limitations

1. In general terms, funding is limited to items that "can be seen or felt."

2. If your request includes computer equipment, you must demonstrate how the equipment will be utilized by, or to the benefit of, the clients you serve. As a cost guideline, a desktop computer with a 21" monitor should not exceed $800. A laptop computer should not exceed $1,000.

3. Grant funds may be used for subscriptions or custom computer software in special circumstances if being used to provide services to clients. If requesting a grant for subscriptions, please include length of subscription, devices to be used on, and plans for how long subscriptions will be used by the organization.

4. Vehicle funding by the Kentucky Colonels is at most, up to a maximum of $20,000. We reserve the right to make vehicle funding commitments at a lesser matching amount. This applies to all vehicles except for golf carts.

5. Funding will be considered for specialized labor only (i.e., plumbing, electrical work, etc.) and not general labor (i.e., painting)

6. Generally, we do not provide funding for transportation. We will provide funding for transportation costs for helping participants attend youth programs.

7. Funding for building improvements or upgrades will only be considered for organizations who own the property or have a long-term lease (greater than 20 years).

Reporting/Reimbursements

1. Grants are paid as a reimbursement of expenditures that were approved for grant funding. You will not receive a check until all documentation has been received. If you have any doubt as to whether an expenditure qualifies for such reimbursement, check with us before making it.

2. Examples of documentation
   a. Receipts
   b. Paid Invoice
   c. Cancelled Check

3. Should funds be awarded, all items must be purchased between the date of the grant award and **Friday, October 31, 2025.** If the deadline for grant completion cannot be met, in rare instances an extension may be granted. The recipient must request and receive an extension by email from the Kentucky Colonels. Such requests must be received no later than **Tuesday, September 30, 2025.**

4. Except in very narrow circumstances that must be approved in writing, any excess amount authorized for an award may not be utilized for other purposes.

Advisory Information

1. **Matching Grants:** The Kentucky Colonels will often make partial grants on a matching basis, meaning that the applicant must raise the rest of the amount requested from other sources, including its own. If approved for matching funds, please provide information about the matching partner when requesting reimbursement.

2. **Application Types:** There are four different grant applications available. You can access all applications by clicking *Apply* on your applicant dashboard. The various levels of applications have increased levels of complexity as the amount of the grant request becomes higher. **Please note, applying for the wrong application may negatively impact your grant decision.**

    a. Organizations 1-5 Years in Existence: For organizations who have been in existence for at least one year but do not meet the five years in existence requirement. Grants are capped at $5,000.00.
    b. Small Grant Application: If your grant request is less than $2,499.00.
    c. Medium Grant Application: If your grant request is between $2,500 and $9,999.00.
    d. Full Grant Application: If your grant request exceeds $10,000.00.

3. **Bids:** There are different bid requirements depending on the total amount of your grant request. You are required to obtain three bids and upload copies of the bids for requests greater than $10,000. <u>Please note that the bid requirements below pertain to the overall request and not individual items.</u>

    a. Requests less than $2,499 – one bid required, and no bid uploads required
    b. Requests between $2,500 and $9,999 – two bids required with all bids uploaded
    c. Requests greater than $10,000 – three bids required with all bids uploaded

4. **Financials:** The Kentucky Colonels strive to make sure that each dollar contributed is granted to organizations with the greatest need. For the 2025 grant cycle, we will continue to take a close looks at financial information provided by nonprofit organizations to ensure we are providing grants to the organizations that need the funds the most. Organizations who are financially healthy may be asked to sit out for a grant cycle.

5. **Hospitals:** If you are a large multi-hospital system, know that only one hospital or facility is eligible to apply per year. Large multi-hospital systems are defined as any hospital corporation operating five or more facilities in the Commonwealth. Also, please note that large hospital systems are carefully vetted and are generally not funded. Please reach out to us before applying to determine if your organization will be eligible. If your organization is a part of a large hospital system and awarded a grant, you may not be eligible to receive a grant in the next grant cycle.

Recognizing the Kentucky Colonels

Grant recipients are asked to acknowledge the Kentucky Colonels' funding. Items such as plaques, decals, and vanity license plates provided to the recipient by the Kentucky Colonels will be used by the recipient to publicize the grant. Items not provided by the Kentucky Colonels will need approval.

Reciprocal PR is expected in the form of social media and/or newsletters. If approved for a grant, we may reach out to you for information such as pictures, quotes, or other relevant information for the grant received. We have provided a follow up form through the grant system for you to upload the information mentioned above.

For questions or approvals, please contact Eric Patterson at 502-753-0780 or epatterson@kycolonels.org.

F.A.Q.

Q: My organization has multiple offices and sub-organizations. Am I eligible?
A: Organizations with multiple offices or sub-organizations are eligible for consideration only if none of the sub-organizations have applied.

Q: I am having difficulty navigating the online application. Are there any resources or guidance available?
A: If you are having difficulties with the online grant software, please refer to these tips for Kentucky Colonels Online Grant System. If this doesn't answer your questions, please email Eric Patterson, epatterson@kycolonels.org, or call 502-753-0780. We will also work with your organization by setting up a time for you to complete the application at our office, over the phone, or possibly through a paper application, if needed.

Q: It says in the application to have at least three bids for the request. What if there is only one supplier?
A: Please research to confirm there are no other suppliers. If there is only one option, please attach a thorough explanation at the bottom of the grant item request form in the note section provided.

Q: What types of bids are accepted?
A: Bids need to match the documentation listed on the grant item request form and include price per item, item description or picture, and vendor information. Links to bids or verbal bids are **not** accepted as documentation.

Q: Do you provide reimbursement for additional costs associated with a grant such as shipping costs?
A: We do provide reimbursement for shipping costs if approved by the trustee.

Q: What is the general range of requests regarding dollar amount?
A: In 2024, the Kentucky Colonels granted $2.5 million to 325 organizations. Please take this amount into consideration as you make your request.

Q: Will you let me know when my letter of intent or application is received?
A: You will receive a verification via email when we have received your LOI or application.

Q: Will you reimburse purchases made before the grant was approved?
A: No. Any purchases made before grant decisions in mid-June are not eligible for reimbursement.

Q. If the item is on sale, should I provide a bid with the sale price or full price when not on sale?
A. Always, use the full price of the item when researching and completing bid sheet. Your application will only be reviewed for the items at the price they are listed, and we are unable to fund the difference if an item is no longer on sale at the time you are awarded.