



Kentucky Colonels

2018 Good Works Program Guidelines

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Contact

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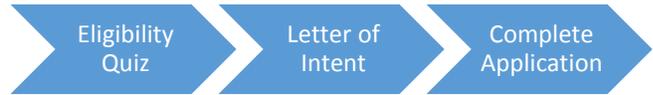
Mailing Address

Kentucky Colonels
Attn: Kate Adams
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How to Apply

Step 1: Take the Eligibility Quiz

Step 2: Send an email to kadams@kycolonels.org and attach a letter of intent on letterhead and a copy of your tax exemption certificate. Once received, a copy of the application will be emailed.



Step 3: Mail in the original and 2 copies of the completed application, all must be 3-hole punched.

Eligibility Quiz

If all items are checked, you are eligible to apply, however please thoroughly review our guidelines.

- Applicant is a 501(c)3 organization
- Applicant has been in existence for at least 5 years
- All items will be purchased between the date of the grant award and December 14, 2018
- Applicant has a recent Form 990 filed with the IRS
- Applicant service(s) to be funded are primarily directed to citizens of Kentucky
- Applicant sub-organizations and sub-offices are not applying (If applicable)

For example: two separate YMCA's that operate under the same Tax ID number may not apply for the same funding cycle.

- Applicant is the end user. If you are an organization that provides funding and/or materials to other charities, you need not apply.

Timeline

Friday, December 1, 2017	Request for Application Opens
Tuesday, December 5, 2017	Applications can be submitted
Friday, February 16, 2018	Applications Due
By the end of September 2018	Notification of Award
Friday, December 14, 2018	All purchases complete and receipts turned in for reimbursement

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 we do not consider eligible for funding.

1. Advertising
2. Computers for office use (see explanation under Limitations)**
3. Facility rental
4. General office supplies (paper, pens, toner, etc.)
5. Convention/meeting registration fees
6. Operational software such as Microsoft Office (NOTE: non-profit organizations can purchase this software at drastically reduced prices. Visit the Microsoft website for details.)***
7. Overhead expenses such as rent, telephone, electricity
8. Salaries (see explanation under Limitations)*
9. Academic Scholarships (see explanation under Limitations)
10. Service agreements and extended warranties
11. Speaker/presenter fees
12. Staff training (see explanation under Limitations)
13. Travel expenses and lodging
14. Vehicle expenses (licensing, gas, insurance, etc.)
15. Website development/maintenance

Limitations

1. Grant funds may not be used for salaries*, operational or administrative expenses. Items not eligible include insurance, utilities, rent, taxes, administrative computer equipment**, software***, travel expenses, consultant fees, newsletters, websites and advertising.

*The salary limitation applies to your payroll.

**If your request includes computer equipment, you must demonstrate how the equipment will be utilized by, or to the benefit of, clients you serve. Computer equipment solely for use by your office will not be considered. As a cost guideline, a desktop computer with a 17-inch monitor should not exceed \$700. A laptop computer's cost should not exceed \$900.

***Computer software for general office applications (such as word processing) will not be considered. Custom software to be used for clients is eligible for consideration.

2. Grant funds may only be used for requested items(s) specified by the Kentucky Colonels in the original grant commitment letter.
3. The Kentucky Colonels do not fund retroactively. Requests that would be funded if the application is approved cannot be started or made until after written notice of approval has been extended by the Kentucky Colonels.
4. Any excess amount authorized for an award may not be utilized for other purposes.
5. In general terms, funding is limited to items that "can be seen, felt, or touched".

6. VEHICLE FUNDING by the Kentucky Colonels, is at most, on a dollar for dollar matching basis up to a maximum of \$15,000. We reserve the right to make vehicle funding commitments at a lesser matching amount. This applies to all motor vehicles with the exception of golf carts.
7. Funding will be considered for specialized labor only (i.e. plumbing, electrical work, etc.) not general labor (i.e. painting)

Reporting/Reimbursements

1. Should funds be awarded you will have until **Friday, December 14, 2018** to provide the Kentucky Colonels notarized documentation specific to the expenditure to claim grant monies.
2. Examples of documentation
 - a. Receipts
 - b. Proof of Payment
3. **You will not receive a check until notarized documentation has been received. All items must be purchased between the date of the grant award and Friday, December 14, 2018.**
4. 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, in writing, from the Kentucky Colonels. Such requests must be received no later than **Friday, November 30, 2018**.

Advisory Information

1. The Kentucky Colonels has established “The Kentucky Colonels Better Life Scholarship Program” in support of students wishing to obtain post-secondary educational opportunities through the Kentucky Community and Technical College System. We are also a proud sponsor of the “Kentucky Colonels 6th Grade Academic Showcase” and several other educational programs. **Individual universities, colleges, schools and school systems offering general education programs are, in practical terms, not eligible for funding from the Kentucky Colonels.** Please contact the office if you wish to discuss.
2. **Matching Grants:** The Kentucky Colonels may find a request worthy but beyond the financial capabilities of the Good Works Program. In such case, a commitment to provide partial funding on a matching basis may be issued. The actual commitment of funds will be made upon receipt of a notarized statement that the additional dollars needed to complete the grant have been secured.

Recognizing the Kentucky Colonels

Grant recipients are expected to acknowledge the Kentucky Colonels’ funding. Items such as plaques, decals, 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.

For questions or approvals please contact Kate Adams at 502-266-6114 or kadams@kycolonels.org

F.A.Q.

Q: Can I email my application or letter of intent?

A: You must submit letters of intent via email to kadams@kycolonels.org and attach a letter of intent on letterhead and a copy of your tax exemption certificate. The original and 2 copies of the completed application need to be 3-hole punched and must be submitted as a hard copy.

Q: It says in the application to have at least 3 bids for the request. What if there's only one supplier?

A: Please research to confirm there are no other suppliers. In the event that there is only one option, please provide a thorough explanation.

Q: What is the general range of requests in regards to dollar amount?

A: Each year Kentucky Colonels gives around \$1.5 million to nearly 175 organizations. Please take this amount into consideration as you create your request. Grants typically range from \$1,000.00 to \$20,000.00.

Q: Will you provide partial funding for grants?

A: We will provide partial funding for grants, however please explain how you will pay for the other portion.

Q: Will you let me know when my letter or application are received?

A: We will answer a letter of intent as quickly as possible via email. We will not send a receipt of delivery for applications however you can use a mail tracking service to ensure your documents arrive.

Q: When will we be notified of rejection or approval?

A: You will be notified by the end of September, 2018.

Q: When will I receive a check from the Kentucky Colonels?

A: Although you will receive the award letter by the end of September, the letter will not include a check. The check will be distributed after all items have been purchased and the proper paperwork has been submitted. Funds may not be spent or committed prior to the receipt of the written authorization of the Kentucky Colonels. All items must be purchased between the date of the grant award and Friday, December 14, 2018.

Q: What if purchases are not made before December 14, 2018?

A: 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, in writing, from the Kentucky Colonels if the funding commitment is to remain in effect. Such requests must be received no later than **Friday, November 30, 2018.**

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.

Utilizing the Computerized Application Form

1. If you have Adobe Acrobat 7 or higher or Adobe Reader 7 or higher installed on your computer, simply open the file.
2. If you do not have Adobe Reader 7 or higher, you may obtain it at no cost from www.adobe.com
3. In the fields requiring dollar amounts, the number entered will automatically format. For example, if the amount is \$3,440.00 enter 3440. If the amount is \$3,400.52, enter 3400.52.
4. The amount of text that can be entered in explanation fields has been **INTENTIONALLY** limited. The number of characters allowed in the field are specified.
5. Do not refer to attachments **UNLESS** you are asked to do so.
6. If you prefer to fill out the application manually, simply print a copy then type or print your answers.
7. You can save your application at any time.

Application Check List

- Application is filled out in its entirety (application will not move forward if spaces are left blank)
- Guidelines have been carefully read and understood.
- Application has been signed and notarized.
- The original and 2 copies** of the completed application are 3-hole punched.
- Only the necessary documents are attached:
 - Copies of the first and second pages of your two most recent 990's (2015 and 2016).
 - Copies of all bids
 - Other attachments **only** when specifically requested in the application.

Note: There may be no time for corrections if there are errors on the application.