



Kentucky Colonels Good Works Program 2019 Application Changes

1. Grant applications will now be completed through our online grant software. This will allow you to save your application, allow for better communication between the Kentucky Colonels and our grantees, and allow for historic materials to be saved in the program.
2. **This year you will need to mail TWO complete applications to the Kentucky Colonels postmarked no later than one day after submitting your application online.** You will be able to print a complete application packet through the online software. The Colonel's address can be found on the next page. Your application must be postmarked no later than **February 16, 2019**. This is just a copy of your application, as you will be able to see your application and its status through our online grant software.
3. **Small Grant Application:** If your grant request is \$2,499 or less, you are eligible to fill out a shorter application for the 2019 grant cycle. You can access this application in the same area of our online grants software that our main application is located.
4. **Financial Questions:** This year, we have changed the way you will provide your financial information. We are requesting you upload your organizations balance sheet and Profit/Loss statement instead of filling in the budget sheet as provided in past years.
5. **We recommend submitting your application as early as possible to allow us to carefully review your application and inform you of any necessary changes you need to make. If submitted right at the deadline, there may be no time for corrections due to the timing of our review process.**
6. If you have any questions, about our new grant software, please refer to this site ([Navigating the Online Grants System](#)). If this doesn't answer your questions, please email Eric Patterson, epatterson@kycolonels.org, or call 502-266-6114.



Kentucky Colonels

2019 Good Works Program Guidelines

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Contact

Eric Patterson
Grants Administrator
epatterson@kycolonels.org
502.266.6114

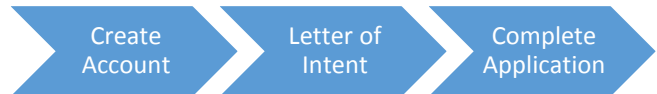
Mailing Address

Kentucky Colonels
Attn: Eric Patterson
1717 Alliant Avenue, Suite 14
Louisville, KY 40299

How to Apply

Step 1: Visit our [Grant Applications page](#) after November 26, 2018 and click on the link provided to create an account and log in.

Step 2: From your applicant dashboard click apply and choose the 2019 Good Works Program Application. Fill out qualifying questions and attach Letter of Intent (LOI) via instructions on form.



Step 3: After your LOI is reviewed and approved, you will receive an email giving you access to the complete application.

Timeline

Monday, November 26, 2018	Request for LOI opens and account can be created
Monday, December 3, 2018	Applications can be submitted
Friday, February 15, 2019	Applications Due
Mid-September, 2019	Notification of Award
Friday, December 13, 2019	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. Design work(see explanation under Limitations)
3. Computers for staff use (see explanation under Limitations)**
4. Facility rental
5. General office supplies (paper, pens, toner, etc.)
6. Convention/meeting registration fees
7. Operational software such as Microsoft Office(see explanation under limitations)***
8. Overhead expenses such as rent, telephone, electricity
9. Salaries (see explanation under Limitations)*
10. Academic Scholarships (see explanation under Limitations)
11. Service agreements and extended warranties
12. Speaker/presenter fees
13. Staff training (see explanation under Limitations)
14. Travel expenses and lodging
15. Vehicle expenses (licensing, gas, insurance, etc.)

16. Website development/maintenance
17. Additional funding for Sale Items

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 \$1,000.

***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 not be used for any type of design work including creative, architectural, video, or any other type of design work.
3. Grant funds may only be used for requested items(s) specified by the Kentucky Colonels in the original grant commitment letter.
4. 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, by the mid to end of September.
5. Any excess amount authorized for an award may not be utilized for other purposes.
6. In general terms, funding is limited to items that "can be seen, felt, or touched."
7. 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.
8. Funding will be considered for specialized labor only (i.e. plumbing, electrical work, etc.) not general labor (i.e. painting)
9. We are unable to reimburse funds for items that were on sale at the time of application and no have higher prices.

Reporting/Reimbursements

1. Should funds be awarded you will have until **Friday, December 13, 2019** 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 13, 2019.**
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, by email, from the Kentucky Colonels. Such requests must be received no later than **Friday, November 29, 2019.**

Advisory Information

1. **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 and receipt of purchase has been received along with proper documentation.
2. **Small Grant Application (NEW IN 2019):** If your grant request is \$2,499 or less, you are eligible to fill out a shorter application for the 2019 grant cycle. You can access this application in the same area of our online grants software that our main application is located.
3. **Hospitals (NEW IN 2019):** If you are part of a multi-hospital system, please note only one hospital per system is eligible to apply per year. If awarded a grant, that hospital may not be able to receive a grant in next grant cycle. Multi-hospital system is defined as any hospital corporation operating five or more facilities in the Commonwealth.

Recognizing the Kentucky Colonels

Grant recipients are asked 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.

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 information mentioned above.

For questions or approvals please contact Eric Patterson at 502-266-6114 or epatterson@kycolonels.org

F.A.Q.

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 attach a thorough explanation at the bottom of the bid sheet in the note section provided.

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

A: Each year Kentucky Colonels give approximately \$2 million to over 200 organizations. Please take this amount into consideration as you create your request. Grants typically range from \$850 on up.

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 of intent or application are received?

A: You will receive a verification via email when we have receive your LOI or application.

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

A: You will be notified by mid-September, 2019.

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. You 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.

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

A: Although you will receive the award letter in 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 13, 2019.

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 29, 2019.**

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.

Application Check List

- Application is filled out in its entirety (application is unable to be submitted if questions are left blank).
- Guidelines have been carefully read and understood.
- When mailing two complete application, include the following documents
 - Copies of the first and second pages of your two most recent 990's (2016 and 2017).

- Copies of all bids
- Financial statements (Balance Sheet, Profit/Loss Statement)
- Other attachments **only** when specifically requested in the application.

Note: There may be no time for corrections if there are errors on the application. Please try to submit applications in advance of the February 15, 2019 deadline.