



# Kentucky Colonels

## 2023 Good Works Program Guidelines

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#### **Contact**

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Grants Administrator  
epatterson@kycolonels.org  
502.753.0780

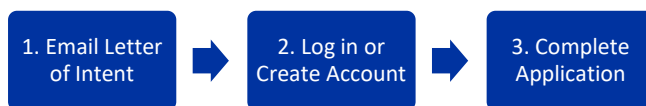
#### **Mailing Address**

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

## How to Apply

**Step 1:** Email your LOI to [epatterson@kycolonels.org](mailto:epatterson@kycolonels.org) starting **Monday, November 21, 2022**.

**Step 2:** After your LOI is reviewed and approved, 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 1, 2022**.

## Timeline

<b>Thursday, November 17, 2022</b>	Good Works Program Grant Overview Webinar
<b>Thursday, December 1, 2022</b>	All Applications open for submissions
<b>Friday, January 13, 2023</b>	Large Applications Due
<b>Friday, January 27, 2023</b>	Medium Applications Due
<b>Friday, February 10, 2023</b>	Small Applications and Newer Organization Applications Due
<b>Mid-June, 2023</b>	Notification of award
<b>Friday, September 29, 2023</b>	Last day to request extension
<b>Tuesday, October 31, 2023</b>	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 your organization a non-private foundation under Section 509(a) of the Internal Revenue Code and, if so, which category (Section 509(a)(1), Section 509(a)(2) or Section 509(a)(3)?
3. Is the date of your organization's IRS exemption determination letter before February 10, 2018?\*
4. Is your organization incorporated in the Commonwealth of Kentucky?
5. Will all items that are subject to the grant request be purchased between the date of award in mid-June and October 31, 2023?
6. Has your organization timely filed its last two Forms 990 with the IRS?
7. 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.*
8. 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 February 10, 2022.*

## Ineligible Organizations

The following organizations are not eligible for grant funding under this Program.

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, but we are happy to work with other grant-making organizations to make a bigger impact.

## 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 (letters can be emailed to [epatterson@kycolonels.org](mailto:epatterson@kycolonels.org) or mailed to our office).
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.

1. Advertising
2. Certain design work (see explanation under *Limitations*)
3. Computers for non-program staff use (see explanation under *Limitations*) \*
4. Facility rental
5. Equipment rental
6. General office supplies (paper, pens, toner, etc.)
7. Convention/meeting registration fees
8. Software not directly related to program services (see explanation under *Limitations*) \*\*
9. Subscriptions\*\*\*
10. Overhead expenses such as rent, telephone, electricity
11. Salaries
12. Academic scholarships (see explanation under *Limitations*)
13. Service agreements and extended warranties
14. Speaker/presenter fees
15. Staff training (see explanation under *Limitations*)
16. Travel expenses and lodging
17. Vehicle expenses (licensing, gas, insurance, etc.)
18. Website development/maintenance
19. Building Improvement for leased properties\*\*\*\*

## Limitations

1. Grant funds may not be used for salaries, operational or administrative expenses. Items not eligible include insurance, utilities, rent, taxes, computer equipment for non-program staff \*,

software not directly related to program services\*\*, travel expenses, consultant fees, newsletters, websites, and advertising.

\*If your request includes computer equipment, you must demonstrate how the equipment will be utilized by, or to the benefit of, 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.

\*\*Computer software not directly related to program services (such as Office applications) will not be considered. Custom software to be used for clients is eligible for consideration. If the software is cloud-based and/or subscription-only, applicant may only ever ask for funds to cover a maximum of two years.

2. Grant funds may be used for subscriptions in special circumstances. 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. \*\*\*
3. Grant funds may not be used for any type of design work including creative, architectural, video, or any other type of design work.
4. Grant funds may only be used for the requested item(s) specified by the Kentucky Colonels in the original grant commitment letter.
5. The Kentucky Colonels Good Works Program is a reimbursement program. Approved items cannot be purchased until after written notice of approval has been extended by the Kentucky Colonels, usually by mid-June.
6. 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.
7. In general terms, funding is limited to items that “can be seen or felt”.
8. Vehicle funding by the Kentucky Colonels is at most, on a dollar-for-dollar matching basis 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 motor vehicles except for golf carts.
9. Funding will be considered for specialized labor only (i.e., plumbing, electrical work, etc.) and not general labor (i.e., painting)
10. 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. If you have any doubt as to whether an expenditure qualifies for such reimbursement, check with us before making it.

2. Should funds be awarded you will have until **Tuesday, October 31, 2023**, to provide the Kentucky Colonels with all necessary documentation specific to the expenditure to claim grant monies.
3. Examples of documentation
  - a. Receipts
  - b. Paid Invoice
  - c. Cancelled Check
4. **You will not receive a check until documentation has been received. All items must be purchased between the date of the grant award and Tuesday, October 31, 2023.**
5. 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, September 29, 2023**.

## 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 different 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. **New in 2023** - Newer Organization Application: 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 still required to obtain three bids and upload copies of the bids for requests greater than \$10,000. Please note that the bid requirements below pertain to the overall request and not individual items.
  - 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 2023 grant cycle, we will continue to take a closer look 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](mailto:epatterson@kycolonels.org).

## F.A.Q.

**Q: I am having issues navigating the online grants system. Are there any resources or guidance available?**

A: If you have any questions, about the grant software, please refer to the website [Navigating the Online Grant System](#). If this doesn't answer your questions, please email Eric Patterson, [epatterson@kycolonels.org](mailto:epatterson@kycolonels.org), or call 502-753-0780.

**Q: I am having difficulty completing the online application. Are there any alternative ways to submit a grant application?**

A: Yes. If you are having difficulty with the online application, email Eric Patterson, [epatterson@kycolonels.org](mailto:epatterson@kycolonels.org), or call 502-753-0780. We will 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.

**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. If there is only one option, please attach a thorough explanation at the bottom of the bid sheet 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, an 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 charges or sales tax?**

A: We do provide reimbursement for shipping costs if approved by the trustee, but we do not provide reimbursement for sales taxes.

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

A: Each year Kentucky Colonels give approximately \$3.1 million to over 250 organizations. Please take this amount into consideration as you make your request.

**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 received your LOI or application.

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

A: You will be notified by mid-June 2023.

**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 June, 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 in mid-June and Tuesday October 31<sup>st</sup>, 2023.

**Q: What if purchases are not made before October 31, 2023?**

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, September 29, 2023.**

**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: 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.