



KENTUCKY COLONELS
1717 Alliant Ave., Ste. 14, Louisville, KY 40299
2017 GOOD WORKS PROGRAM GUIDELINES

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. When the file has been opened, simply tab through the answer fields. NOTE: If you do not have Adobe Acrobat and you open the document with Adobe Reader, you will not be able to save the document! You must complete the entire application and print in one session. You may want to print a blank copy of the form and review it before beginning.
4. The application number appears on the email you received. Enter the number in field 2.
5. 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.
6. The amount of text that can be entered in explanation fields has been INTENTIONALLY limited. The number which follows the question indicates the number of words allowed in the field (assuming 6 characters/spaces per word).
7. Do not refer to attachments UNLESS you are asked to do so. Attachments are acceptable or required only for the following questions: #'s 1, 5, 9, 10, 11, 13 and 14. If including an attachment, please refer to the question number(s).
8. For question 5, a print out from the web listing the Manufacturer's Suggested Retail Price (MSRP) is NOT ACCEPTABLE.
9. If you prefer to fill out the application manually, simply print a copy then type or print your answers.
10. You must include PAGE ONE of your latest 990 form with the application.
11. Answer ALL questions. The application will not be processed if spaces are left blank.
12. Please review the following pages before beginning:

ITEMS THE KENTUCKY COLONELS GOOD WORKS PROGRAM DOES NOT FUND:

Requests for funding from the Kentucky Colonels should be for projects 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.

- Advertising
- Computers for office use (see explanation under Limitations)
- Facility rental
- General office supplies (paper, pens, toner, etc.)
- Individual schools or programs directed to individual schools
- Convention/meeting registration fees
- Operational software such as Microsoft Office (NOTE: non-profit organizations can purchase this software at drastically reduced prices. Visit the Microsoft website for details.)
- Overhead expenses such as rent, telephone, electricity

- Salaries (see explanation under Limitations)
- Academic Scholarships (see explanation under Limitations)
- Service agreements and extended warranties
- Speaker/presenter fees
- Staff training (see explanation under Limitations)
- Travel expenses and lodging
- Vehicle expenses (licensing, gas, insurance, etc.)
- Website development/maintenance

APPLICATION FORMS

- Completed application forms, signed, and notarized and three (3) 3-hole punched copies must be delivered to Kentucky Colonels Headquarters or be postmarked by **March 17, 2017**.

ELIGIBILITY

- Applicant must have been in existence for at least 5 years
- Applicant service(s) to be funded by the Kentucky Colonels must be primarily directed to citizens of Kentucky
- Applicant must provide PAGE ONE of the latest FORM 990 filed with the IRS
- The Kentucky Colonels does not fund “umbrella” agencies (i.e., organizations that conduct fund raising for the purpose of distributing such funds to other organizations. The applicant must be the end user.)

LIMITATIONS

- 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.

*In general terms, the salary limitation applies to your payroll. In certain instances, the Kentucky Colonels will fund fees or personnel costs related to a special project: i.e., an approved project relating to the testing of children for hearing impairment might necessitate “training” of your staff by an expert in the field. Such fees would be eligible for consideration.

**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. However, if the project involved, such as the above example related to hearing testing, requires special software then that software is eligible for consideration.

- Grant funds may only be used for project(s)/items(s) specified by the Kentucky Colonels in the original grant commitment letter.
- The Kentucky Colonels does not fund retroactively. Projects or purchases 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.
- Any excess amount authorized for a project may not be utilized for other purposes.
- In general terms, funding is limited to items/projects that “can be seen, felt, or touched”.
- VEHICLE FUNDING by the Kentucky Colonels, is at most, on a dollar for dollar matching basis up to a maximum that might be committed of \$15,000. We reserve the right to make vehicle funding commitments at an even lesser matching amount.

REQUIREMENTS

- Should funds be awarded, documentation specific to the expenditure must be presented to the Kentucky Colonels to claim grant monies (Invoice, Accepted Purchase Order, Contract, etc.)
- A notarized accounting of expenditures must be made no later than December 15, 2017.
- If the deadline for project completion cannot be met, 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 NOVEMBER 30, 2017.

APPLICATION REVIEW/GRANT AWARD DATES

Applications will be reviewed by the Board of Trustees and a decision on the application will be made on or about September 8, 2017. Notification of awarding of grants will be made as soon as possible following the decision date.

MATCHING GRANTS

The Kentucky Colonels may find a project 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 project have been secured.

ADVISORY INFORMATION

- Dollar amounts requested should be based on bids or competitive pricing. (When possible 3 bids should be presented.)
- Organizations with multiple offices or sub organizations are eligible for consideration only if none of the sub organizations have applied.
- The Kentucky Colonels has established “The Kentucky Colonels Better Life Scholarship Program” in support of students wishing to obtain post-secondary educational opportunities. We are proud to be the 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.
- **Grant recipients are expected to acknowledge the Kentucky Colonels’ funding in any materials, promotional announcements, promotional items, etc. issued in conjunction with the project(s) funded. In addition, 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.**