

Summary of Proposed Changes to the NDF Application

March 2014

Proposed Change	Reason for Change
Every Page – Added a line in the footer for the Applicant to initial	Added to assure the Appropriations Committee all pages were submitted by the organization.
Section 1 – Added space for “Organization’s Representative in the NDF Training”	Recommended by a group of LAs to easily determine if the organization has been through the required NDF training.
<p>Section 2 –</p> <ol style="list-style-type: none"> 1. Changed “Program Name” to “Program/Project Name” throughout the document 2. Changed “...list all funds received from Louisville...” to “... list all funds appropriated and/or received from Louisville” 3. Moved “Agency Fiscal Yr. Start Date” to the budget section 	<ol style="list-style-type: none"> 1. The title was restrictive and confusing 2. Clarified that we needed to know appropriations made for all grants whether they have been disbursed or not – especially important at the beginning of the fiscal year. 3. To capture all budget information on one page
<p>Section 3 – Signature moved to the last page and added the following words to the last sentence: “... And have initialed each page of the application.”</p> <p>Moving this section resulted in the re-numbering of the remaining sections</p>	Having the signature on the last page with the certifications and assurances encourages them to have read through the document before signing.
<p>Section 5 – Moved Purpose of Request from page 2 to the first page next to amount requested and previous year funding.</p> <p>Moving this section resulted in the re-lettering of items in Section 4</p>	Moving this section puts all the pertinent information together on the same page
<p>Section 5 D. –</p> <ol style="list-style-type: none"> 1. Added the following wording: “Effective October 24, 2013, reimbursements should not be made unless an emergency can be demonstrated by the primary council sponsor.” 2. Revised the second sentence to remove the words “that have occurred prior to the application date” to now read: “The funding request is a reimbursement of the following expenditures (attach invoices or proof payment.)” 	<ol style="list-style-type: none"> 1. Having this wording serves as notice to the applicant that reimbursements before application date are no longer common practice. 2. Having this wording serves as notice to the applicant that reimbursements before application date are no longer common practice.

<p>3. Reworded the explanatory paragraph to be: “For Expenditure Reimbursement Only – The grant award period begins with the Metro Council approval date and ends on June 30 of Metro’s fiscal year in which the grant is approved. If any part of this funding request is for funds to be spent before the grant award period, identify the applicable circumstances:</p>	<p>3. Removed “Appropriation Committee” since some NDF applications must be approved by the Council.</p>
<p>Section 6 –</p> <ol style="list-style-type: none"> 1. Changed “Subtotal” to “Total Program/Project Funds” 2. Removed the first section of disclosure concerning value of volunteer services 3. Added note for Column 2: “List funding sources for total program/project costs in Column 2, Non-Metro Funds.” 4. Moved “(do not include individual donor names)” to the line “Private Contributions” 5. Added words “for Column 2” after Total Revenue 6. Added Note for Total Revenues for column 2: “Should equal or exceed total in Column 2” 7. Added to Column 3: “1 + 2 = 3” 8. Added a note: “Total of Column 1 MUST match Total Request on page 1, Section 2. 	<p>The Budget section is not completed properly many times. These changes are to add clarification to the applicant what is required.</p>
<p>Section 7 –</p> <ol style="list-style-type: none"> 1. Changed the wording in the opening paragraph. 2. Added “Applicant understands” to the beginning of item 6. 3. Added “Applicant understands they must” to the beginning of item 7. 	<ol style="list-style-type: none"> 1.To reflect moving the signature page to the last page 2. For consistency of words with other items 3. For consistency of words with other items