

0-107-26


**NEIGHBORHOOD DEVELOPMENT FUND  
Not-for-Profit Transmittal and Approval Form**

**Applicant/Program:** Louisville Tool Library Inc.//Louisville Tool Library  
**Applicant Requested Amount:** \$8,967  
**Appropriation Request Amount:** \$5000

**Executive Summary of Request**  
Funding for rent and utilities costs for the Louisville Tool Library

Is this program/project a fundraiser?  Yes  No  
Is this applicant a faith based organization?  Yes  No  
Does this application include funding for sub-grantee(s)?  Yes  No

I have reviewed the attached Neighborhood Development Fund Application and have found it complete and within Metro Council guidelines and request approval of funding in the following amount(s). I have read the organization's statement of public purpose to be furthered by the funds requested and I agree that the public purpose is legitimate. I have also completed the disclosure section below, if required.

6  
District #       Primary Sponsor Signature      \$5000 Amount      04/24/2026 Date

**Primary Sponsor Disclosure**  
List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

**Approved by:**  
\_\_\_\_\_  
Appropriations Committee Chairman      Date  
Final Appropriations Amount: \_\_\_\_\_

*dy*

**Applicant/Program:**

Louisville Tool Library Inc.//Louisville Tool Library

**Additional Disclosure and Signatures**

**Additional Council Office Disclosure**

List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

**Council Member Signature and Amount**

District 1 \_\_\_\_\_ \$ \_\_\_\_\_  
District 2 \_\_\_\_\_ \$ \_\_\_\_\_  
District 3 \_\_\_\_\_ \$ \_\_\_\_\_  
District 4 \_\_\_\_\_ \$ \_\_\_\_\_  
District 5 \_\_\_\_\_ \$ \_\_\_\_\_  
District 6 \_\_\_\_\_ \$ \_\_\_\_\_  
District 7 \_\_\_\_\_ \$ \_\_\_\_\_  
District 8 \_\_\_\_\_ \$ \_\_\_\_\_  
District 9 \_\_\_\_\_ \$ \_\_\_\_\_  
District 10 \_\_\_\_\_ \$ \_\_\_\_\_  
District 11 \_\_\_\_\_ \$ \_\_\_\_\_  
District 12 \_\_\_\_\_ \$ \_\_\_\_\_  
District 13 \_\_\_\_\_ \$ \_\_\_\_\_  
District 14 \_\_\_\_\_ \$ \_\_\_\_\_  
District 15 \_\_\_\_\_ \$ \_\_\_\_\_

**Applicant/Program:**

Louisville Tool Library Inc./Louisville Tool Library

**Additional Disclosure and Signatures**

**Additional Council Office Disclosure**

List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

District 16 \_\_\_\_\_ \$ \_\_\_\_\_

District 17 \_\_\_\_\_ \$ \_\_\_\_\_

District 18 \_\_\_\_\_ \$ \_\_\_\_\_

District 19 \_\_\_\_\_ \$ \_\_\_\_\_

District 20 \_\_\_\_\_ \$ \_\_\_\_\_

District 21 \_\_\_\_\_ \$ \_\_\_\_\_

District 22 \_\_\_\_\_ \$ \_\_\_\_\_

District 23 \_\_\_\_\_ \$ \_\_\_\_\_

District 24 \_\_\_\_\_ \$ \_\_\_\_\_

District 25 \_\_\_\_\_ \$ \_\_\_\_\_

District 26 \_\_\_\_\_ \$ \_\_\_\_\_

**LOUISVILLE METRO COUNCIL  
NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**Legal Name of Applicant Organization** Louisville Tool Library Inc.

**Program Name and Request Amount** \$ 500 for Louisville Tool Library

	Yes/No/NA
Is the NDF Transmittal Sheet Signed by all Council Member(s) Appropriating Funding?	<input type="checkbox"/> Yes
Is the funding proposed by Council Member(s) less than or equal to the request amount?	<input type="checkbox"/> Yes
Is the proposed public purpose of the program viable and well-documented?	<input type="checkbox"/> Yes
Will all of the funding go to programs specific to Louisville/Jefferson County?	<input type="checkbox"/> Yes
Has Council or Staff relationship to the Agency been adequately disclosed on the cover sheet?	<input type="checkbox"/> Yes
Has prior Metro Funds committed/granted been disclosed?	<input type="checkbox"/> Yes
Is the application properly signed and dated by authorized signatory?	<input type="checkbox"/> Yes
Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	<input type="checkbox"/> Yes
If Metro funding is for a separate taxing district is the funding appropriated for a program outside the legal responsibility of that taxing district?	<input type="checkbox"/> N/A
Is the entity in good standing with: <ul style="list-style-type: none"> <li>▶ Kentucky Secretary of State?</li> <li>▶ Louisville Metro Revenue Commission?</li> <li>▶ Louisville Metro Government?</li> <li>▶ Internal Revenue Service?</li> <li>▶ Louisville Metro Human Relations Commission?</li> </ul>	<input type="checkbox"/> Yes
Is the current Fiscal Year Budget included?	<input type="checkbox"/> Yes
Is the entity's board member list (with term length/term limits) included?	<input type="checkbox"/> Yes
Is recommended funding less than 33% of total agency operating budget?	<input type="checkbox"/> Yes
Does the application budget reflect only the revenue and expenses of the project/program?	<input type="checkbox"/> Yes
Is the cost estimate(s) from proposed vendor (if request is for capital expense) included?	<input type="checkbox"/> N/A
Is the most recent annual audit (if required by organization) included?	<input type="checkbox"/> N/A
Is a copy of Signed Lease (if rent costs are requested) included?	<input type="checkbox"/> Yes
Is the Supplemental Questionnaire for churches/religious organizations (if requesting organization is faith-based) included?	<input type="checkbox"/> N/A
Are the Articles of Incorporation of the Agency included?	<input type="checkbox"/> Yes
Is the IRS Form W-9 included?	<input type="checkbox"/> Yes
Is the IRS Form 990 included?	<input type="checkbox"/> Yes
Are the evaluation forms (if program participants are given evaluation forms) included?	<input type="checkbox"/> N/A
Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required to do so)?	<input type="checkbox"/> N/A
Has the Agency agreed to participate in the BBB Charity review program? If so, has the applicant met the BBB Charity Review Standards?	<input type="checkbox"/> No

Prepared by: Nick Conder

Date: 04/24/2026

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

SECTION 1 – APPLICANT INFORMATION			
<b>Legal Name of Applicant Organization:</b>			
<i>(as listed on: <a href="http://www.sos.ky.gov/business/records">http://www.sos.ky.gov/business/records</a> Louisville Tool Library Inc.</i>			
<b>Main Office Street &amp; Mailing Address:</b> 1227 Logan St, Louisville KY 40204			
<b>Website:</b> <a href="https://www.louisvilletoolibrary.com/">https://www.louisvilletoolibrary.com/</a>			
<b>Applicant Contact:</b>	Nick Garner	<b>Title:</b>	Development Chair
<b>Phone:</b>	(617) 512-2734	<b>Email:</b>	nick@louisvilletoolibrary.com
<b>Financial Contact:</b>	Katherine Keeney	<b>Title:</b>	Logistics Chair
<b>Phone:</b>	(502) 414-4383	<b>Email:</b>	katherine@louisvilletoolibrary.com
<b>Organization’s Representative who attended NDF Training:</b> Nick Garner			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
<b>Program Facility Location(s):</b>	1227 Logan Street		
<b>Council District(s):</b>	6	<b>Zip Code(s):</b>	40204
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
<b>PROGRAM/PROJECT NAME:</b> Louisville Tool Library			
<b>Total Request: (\$)</b>	\$ 8,967.00	<b>Total Metro Award (this program) in previous year: (\$)</b>	
<b>Purpose of Request (check all that apply):</b>			
<input checked="" type="checkbox"/> Operating Funds (generally cannot exceed 33% of agency’s total operating budget) <input type="checkbox"/> Programming/services/events for direct benefit to community or qualified individuals <input type="checkbox"/> Capital Project of the organization (equipment, furnishing, building, etc)			
<b>The Following are Required Attachments:</b>			
<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter <input checked="" type="checkbox"/> Current year projected budget <input checked="" type="checkbox"/> Current financial statement <input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H <input checked="" type="checkbox"/> Articles of Incorporation (current & signed) <input type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense		<input checked="" type="checkbox"/> Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 <input type="checkbox"/> Evaluation forms if used in the proposed program <input type="checkbox"/> Annual audit (if required by organization) <input type="checkbox"/> Faith Based Organization Certification Form, if applicable	
<b>For the current fiscal year ending June 30, list all funds appropriated and/or received from Louisville Metro Government for this or any other program or expense, including funds received through Metro Federal Grants, from any department or Metro Council Appropriation (Neighborhood Development Funds). Attach additional sheet if necessary.</b>			
<b>Source:</b>	Louisville Metro Solid Waste	<b>Amount: (\$)</b>	\$ 24,500.00
<b>Source:</b>		<b>Amount: (\$)</b>	
<b>Source:</b>		<b>Amount: (\$)</b>	
Has the applicant contacted the BBB Charity Review for participation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Has the applicant met the BBB Charity Review Standards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

### SECTION 3 – AGENCY DETAILS

**Describe Agency's Vision, Mission and Services:**

Louisville Tool Library (LTL) is a volunteer-run, community-based, 501(c)(3) non-profit lending system dedicated to accessibility of resources, waste reduction, and growth through education.

Operating similarly to a traditional book-filled library, members are able to borrow a wide variety of household items on a 7 day lending cycle. Annual membership works on a sliding scale donation and your contributions - tools or otherwise - are all tax deductible.

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**SECTION 4 - BOARD OF DIRECTORS AND PAID STAFF**

Board Member	Term End Date
Andy Branton	07/01/2026
Cricket Diggs	07/01/2026
Emily Tarquin	07/01/2026
Frances Linehan	07/01/2026
Grant Cottingham	07/01/2026
Hazel Payne-Young	07/01/2026
Ian Hopkins	07/01/2026
Jared England	07/01/2026
Jeremy Cleaver	07/01/2026
Joathan Dennis	07/01/2026
Justin Norman	07/01/2026
Katherine Keeney	07/01/2026
Hunter T	07/01/2026
Ellen Sinock	07/01/2026
Marigold Skubi, Megan White	07/01/2026
Mitch Smith, Sia Ghifardi	07/01/2026
Nick Garner, Paul Faget, Shelby Rodeffer, Theodore Schneider	07/01/2026

**Describe the Board term limit policy:**

The Board shall consist of at least three members. Appointment of The Board shall be by an executed commitment of two full volunteer shifts at the Louisville Tool Library within one calendar month. The term of office of The Board shall be one calendar month following qualifying appointment, to begin on the first day of the month. Vacancies occurring by resignation from The Board may be filled by election at any regular meeting, for the balance of the term vacated. Newly appointed Board Members shall have access to the bylaws which outlines the basic information about responsibilities.

Three Highest Paid Staff Names	Annual Salary
N/A	

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**SECTION 5 – PROGRAM/PROJECT NARRATIVE**

**A: Describe the program/project start and end dates, a description of the program/project and applicable data with regards to specific client population the program will address (attach related flyers, planning minutes, designs, event permits, proposals for services/goods, etc.):**

The Louisville Tool Library (LTL) is seeking \$8,967 in Neighborhood Development Fund support to cover essential general operating expenses. As a volunteer-run 501(c)(3) non-profit, LTL functions as a community-based lending system that provides residents with access to a diverse range of over 2,500 tools and household items, including gardening gear, power tools, and sewing machines.

This request is for ongoing operational support rather than a time-bound project. These funds will ensure the library remains accessible to its 500+ members by covering the primary costs of maintaining our physical location.

**B: Describe specifically how the funding will be spent including identification of funding to sub grantee(s):**

The total funding of \$8,967 will be allocated strictly to core operating costs to maintain the library's daily functions:

\* Rent: \$7,600 to cover approximately four months of the library's lease

\* Utilities: \$1,367 to cover electricity, water, gas, and internet services required to keep the facility open and operational for members.

## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

**C: If this request is a fundraiser, please detail how the proceeds will be spent:**

N/A

**D: For Expenditure Reimbursement Only** – The grant award period begins with the Metro Council approval date and ends on June 30 of Metro 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:

The funding request is a reimbursement of the following expenditures that will probably be incurred after the application date, but prior to the execution of the grant agreement:

- ✓ If selecting this option, the invoice, receipt and payment documentation should not be available as of the date of this application.

The Grantee will be required to submit financial reporting in accordance with the reporting schedule provided in the grant agreement.

Reimbursements should not be made before application date unless an emergency can be demonstrated by the primary council sponsor. The funding request is a reimbursement of the following expenditures (attach invoices or proof of payment):

- ✓ Attach a copy of invoices and/or receipts to provide proof of purchase of activities associated with the work plan identified in this application.
- ✓ Attach a copy of cancelled checks to provide proof of payment of the invoices or receipts associated with the work plan identified in this application.

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**E: Describe the program’s benefits to those being served (measurable outcomes). Include the program’s process for collecting data and the indicators that will be tracked to measure the benefits to those being served:**

This funding directly supports a public purpose by promoting the general welfare and prosperity of Louisville residents. By covering operating costs, the grant enables LTL to:

- \* Increase Resource Accessibility: Maintain a sliding-scale membership model (including \$0 dues for those in need), ensuring that high costs and storage constraints do not bar residents from essential tools.
- \* Promote Sustainability: Divert waste from landfills by facilitating the shared use and repair of existing resources.
- \* Foster Community Growth: Provide a safe, reliable hub for knowledge-sharing, where volunteers and local artisans empower neighbors to be self-sufficient through hands-on learning.

**F: Briefly describe any existing collaborative relationships the organization has with other community organizations. Describe what those partners are bringing to the relationship in general and to this program/project specifically.**

LTL maintains strong collaborative ties to enhance its community impact, including partnerships with:

- \* Shelby Park Neighborhood Association: Sponsoring neighborhood events and cleanups.
- \* Louisville Free Public Library: Collaborating on programming and community outreach.
- \* The Louisville Seed Bank: Hosts the Shelby Park branch of the seed bank which both drives diverse engagement and provides a unique benefit to our members
- \* Louisville Habitat for Humanity: Provides free memberships to new homeowners in the Habitat for Humanity program, which ends up providing a valuable pipeline of members and volunteers from both the Habitat participants and the Habitat volunteers

## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

### SECTION 6 – PROGRAM/PROJECT BUDGET SUMMARY

THE PROGRAM/PROJECT BUDGET SHOULD REALISTICALLY ESTIMATE WHAT AMOUNT IS NEEDED FROM METRO GOVERNMENT AND WHAT IS EXPECTED FROM OTHER SOURCES.

Program/Project Expenses	Column 1	Column 2	Column (1+2)=3
	Proposed Metro Funds	Non- Metro Funds	Total Funds
<b>A: Personnel Costs Including Benefits</b>			\$ 0.00
<b>B: Rent/Utilities</b>	\$ 8,967.00	\$ 19,133.00	\$ 28,100.00
<b>C: Office Supplies</b>			\$ 0.00
<b>D: Telephone</b>			\$ 0.00
<b>E: In-town Travel</b>			\$ 0.00
<b>F: Client Assistance (See Detailed List on Page 8)</b>			\$ 0.00
<b>G: Professional Service Contracts</b>			\$ 0.00
<b>H: Program Materials</b>			\$ 0.00
<b>I: Community Events &amp; Festivals (See Detailed List on Page 8)</b>			\$ 0.00
<b>J: Machinery &amp; Equipment</b>			\$ 0.00
<b>K: Capital Project</b>			\$ 0.00
<b>L: Other Expenses (See Detailed List on Page 8)</b>			\$ 0.00
<b>*TOTAL PROGRAM/PROJECT FUNDS</b>	\$ 8,967.00	\$ 19,133.00	\$ 28,100.00
% of Program Budget	31.91%	68.09%	100%

**List funding sources for total program/project costs in Column 2, Non-Metro Funds:**

Other State, Federal or Local Government	
United Way	
Private Contributions (do not include individual donor names)	
Fees Collected from Program Participants	\$ 17,933.00
Other (please specify) Merchandise	\$ 1,200.00
Total Revenue for Columns 2 Expenses **	\$ 19,133.00

*\*Total of Column 1 MUST match "Total Request on Page 1, Section 2"*

*\*\*Must equal or exceed total in column 2.*

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

Detail for Client Assistance, Community Events & Festivals or Other Expenses shown on Page 7 (circle one and use multiple sheets if necessary)	Column 1	Column 2	Column (1 + 2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
<b>Total</b>			

**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**Detail of In-Kind Contributions for this PROGRAM only:** Includes Volunteers, Space, Utilities, etc. (Include anything not bought with cash revenues of the agency).

Donor*/Type of Contribution	Value of Contribution	Method of Valuation
Library Shift Volunteer Hours	\$ 31,824.00	18 person hours/week * \$34/hr * 52 weeks
Library Management Volunteer Hours	\$ 10,608.00	6 person hours/week * \$34/hr * 52 weeks
<i>Total Value of In-Kind</i> <b>(to match Program Budget Line Item.</b> Volunteer Contribution & Other In Kind)	\$ 42,432.00	

**\* DONOR INFORMATION REFERS TO WHO MADE THE IN KIND CONTRIBUTION. VOLUNTEERS NEED NOT BE LISTED INDIVIDUALLY, BUT GROUPED TOGETHER ON ONE LINE AS A TOTAL NOTING HOW MANY HOURS PER PERSON PER WEEK**

**Agency Fiscal Year Start Date:** 01/01/2026

**Does your Agency anticipate a significant increase or decrease in your budget from the current fiscal year to the budget projected for next fiscal year?** NO  YES

**If YES, please explain:**

## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

### SECTION 7 – CERTIFICATIONS & ASSURANCES

By signing Section 7 of the Grant Application, the authorized official signing for the applicant organization certifies and assures to the best of his or her knowledge and/or belief the following Assurances and Certifications. If there is any reason why one or more of the assurances or certifications listed cannot be certified or assured, please explain in writing and attach to this application.

#### Standard Assurances

1. Applicant understands this application and its attachments as well as any resulting grant agreement, reports and proof of expenditure is subject to Kentucky's open records law.
2. Applicant understands if the grant agreement is not returned to Louisville Metro within 90 days of its mailing to the applicant, the approval is automatically revoked and the funds will not be disbursed to our organization.
3. Applicant and any sub grantee will give Louisville Metro Government access to and the right to examine all paper or electronic records related to the awarded grant for up to five years of the grant agreement date.
4. Applicant assures compliance with the grant requirements and will monitor the performance of any third party (sub-grantee).
5. The Agency is in good standing with the Kentucky Secretary of State, Louisville Metro Government, the Jefferson County Revenue Commission, the Internal Revenue Service, and the Louisville Metro Human Relations Commission.
6. Applicant understands failure to provide the services, programs, or projects included in the agreement will result in funds being withheld or requested to be returned if previously disbursed.
7. Applicant understands they must return to Louisville Metro any unexpended funds by July 31 following the Metro Louisville's fiscal year end.
8. Applicant understands they must provide proof of all expenditures (canceled checks, receipts, paid invoices). The Applicant understands the failure to provide proof of expenditures as required in the grant agreement could result in funding being withheld or request to be returned if previously disbursed.
9. Applicant understands if this application is approved, the grant agreement will identify an award period that begins with the Metro Council approval date, and will end with June 30 of the fiscal year in which the grant is approved. Expenditures associated with this award expected to occur prior to the award period (approval date) must be disclosed in this application in order to be considered compliant with the grant agreement.
10. Applicant understands if we choose to incur expenditures prior to the approval of the application by the Metro Council, there is no guarantee that funding will be reimbursed, as the Council may choose not to award the application.
11. Applicant will establish safeguards to prohibit employees or any person that receives compensation from awarded funds from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

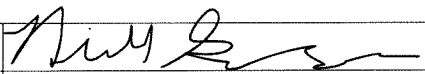
#### Standard Certifications

1. The Agency certifies it will not use Louisville Metro Government funds for any religious, political or fraternal Activities.
2. The Agency has a written Affirmative Action/Equal Opportunity Policy.
3. The Agency does not discriminate in employment or in provision of any service/program/activity/event based on age, color, disabled status, national origin, race, religion, sex, gender identity or sexual orientation, or Vietnam era veteran status.
4. The Agency certifies it will not require clients, recipients, or beneficiaries to participate in religious, political, fraternal or like activities in order to receive services/benefits provided with Louisville Metro Government funds.
5. The Agency understands the Americans with Disabilities Act (ADA) and makes reasonable accommodations.

**Relationship Disclosure:** List below any relationship you or any member of your Board of Directors or employees has with any Councilperson, Councilperson's family, Councilperson's staff or any Louisville Metro Government employee.

### SECTION 8 – CERTIFICATIONS & ASSURANCES

I certify under the penalty of law the information in this application (including, without limitation, "Certifications and Assurances") is accurate to the best of my knowledge. I am aware my organization will not be eligible for funding if investigation at any time shows falsification. If falsification is shown after funding has been approved, any allocations already received and expended are subject to be repaid. I further certify that I am legally authorized to sign this application for the applying organization and have initialed each page of the application.

<b>Signature of Legal Signatory:</b>		<b>Date:</b>	04/20/2026
<b>Legal Signatory: (please print):</b>	Nick Garner	<b>Title:</b>	
<b>Phone:</b>	(617) 512-2734	<b>Extension:</b>	
<b>Email:</b>	nick@louisvilletoollibrary.com		



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

LOUISVILLE TOOL LIBRARY  
1318 RUFER AVENUE  
LOUISVILLE, KY 40204

Date:  
04/09/2022  
Employer ID number:  
88-1442636  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
March 25, 2022  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053489002692

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# Louisville Tool Library FY 2026

BUDGET - PROPOSED (UNFINALIZED)

## Logistics

Website  
 Federal Fees  
 Kentucky Fees  
 Commercial Insurance  
 Lease (1227 Logan Street)  
 Utilities (LG&E and Internet)  
 Security System  
 Celebration Snacks

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
	\$ -	\$ (71.88)	\$ (71.88)	\$ -	\$ -	\$ -
	\$ -	\$ (60.00)	\$ (60.00)	\$ -	\$ -	\$ -
	\$ -	\$ (30.00)	\$ (30.00)	\$ -	\$ -	\$ -
	\$ -	\$ (484.00)	\$ (484.00)	\$ -	\$ -	\$ -
	\$ -	\$ (22,800.00)	\$ (22,800.00)	\$ -	\$ -	\$ -
	\$ -	\$ (4,100.00)	\$ (4,100.00)	\$ -	\$ -	\$ -
	\$ -	\$ (420.00)	\$ (420.00)	\$ -	\$ -	\$ -
	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
<b>Budget Totals</b>			<b>\$ (28,965.88)</b>			<b>\$ 28,965.88</b>
<b>Actual Totals</b>						<b>\$ -</b>
<b>Variance</b>						<b>\$ (28,965.88)</b>

## Development

Grant Application Fees  
 Fundraising Events  
 Grants

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
	\$ -	\$ (50.00)	\$ (50.00)	\$ -	\$ -	\$ -
	\$ -	\$ (4,000.00)	\$ (4,000.00)	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Budget Totals</b>			<b>\$ (4,050.00)</b>			<b>\$ 4,050.00</b>
<b>Actual Totals</b>						<b>\$ -</b>
<b>Variance</b>						<b>\$ (4,050.00)</b>

## Operations

Tool Maintenance  
 Tool Acquisition  
 Facility Supplies  
 Donations

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -
<b>Budget Totals</b>			<b>\$ 47,000.00</b>			<b>\$ -</b>
<b>Actual Totals</b>						<b>\$ (47,000.00)</b>
<b>Variance</b>						<b>\$ (47,000.00)</b>

# Marketing

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
Advertising	\$ -	\$ (200.00)	\$ (200.00)	\$ -	\$ -	\$ -
Signage & Materials	\$ -	\$ (200.00)	\$ (200.00)	\$ -	\$ -	\$ -
Merchandise	\$ 2,000.00	\$ (800.00)	\$ 1,200.00	\$ -	\$ -	\$ -
Newsletter	\$ -	\$ (100.00)	\$ (100.00)	\$ -	\$ -	\$ -
<b>Budget Totals</b>	<b>\$ -</b>	<b>\$ (1,000.00)</b>	<b>\$ (1,000.00)</b>	<b>\$ -</b>	<b>\$ (1,000.00)</b>	<b>\$ -</b>
				<b>Actual Totals</b>	<b>\$ (700.00)</b>	<b>\$ -</b>
				<b>Variance</b>	<b>\$ (700.00)</b>	<b>\$ -</b>

# Events

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
Workshop Supplies	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -
Event Fees	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -
Instructor Donation	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
<b>Budget Totals</b>	<b>\$ -</b>	<b>\$ (1,000.00)</b>	<b>\$ (1,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
				<b>Actual Totals</b>	<b>\$ -</b>	<b>\$ -</b>
				<b>Variance</b>	<b>\$ 1,300.00</b>	<b>\$ -</b>

Grand Total Budget surplus #####

Grand Total Actual \$ -

# Louisville Tool Library FY 2026

Q1 Jan-March 2026

## Logistics

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
Website	\$ -	\$ (71.88)	\$ (71.88)	\$ -	\$ (82.50)	\$ (82.50)
Federal Fees	\$ -	\$ (60.00)	\$ (60.00)	\$ -	\$ -	\$ -
Kentucky Fees	\$ -	\$ (30.00)	\$ (30.00)	\$ -	\$ -	\$ -
Commercial Insurance	\$ -	\$ (484.00)	\$ (484.00)	\$ -	\$ -	\$ -
Lease (1227 Logan Street)	\$ -	\$ (22,800.00)	\$ (22,800.00)	\$ -	\$ (4,000.00)	\$ (4,000.00)
Utilities (LG&E and Internet)	\$ -	\$ (4,100.00)	\$ (4,100.00)	\$ -	\$ (1,697.62)	\$ (1,697.62)
Security System	\$ -	\$ (420.00)	\$ (420.00)	\$ -	\$ (111.15)	\$ (111.15)
Celebration Snacks	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ -	\$ -
		<b>Budget Totals</b>	<b>\$ (28,965.88)</b>		<b>Actual Totals</b>	<b>\$ (5,891.27)</b>
					<b>Variance</b>	<b>\$ 23,074.61</b>

## Development

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
Grant Application Fees	\$ -	\$ (50.00)	\$ (50.00)	\$ -	\$ -	\$ -
Fundraising Events	\$ -	\$ (4,000.00)	\$ (4,000.00)	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Budget Totals</b>	<b>\$ (4,050.00)</b>		<b>Actual Totals</b>	<b>\$ -</b>
					<b>Variance</b>	<b>\$ 4,050.00</b>

## Operations

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
Tool Maintenance	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ (286.16)	\$ (286.16)
Tool Acquisition	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ (230.28)	\$ (230.28)
Facility Supplies	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ (2,032.89)	\$ (2,032.89)
Donations	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 9,812.35	\$ -	\$ 9,812.35
		<b>Budget Totals</b>	<b>\$ 47,000.00</b>		<b>Actual Totals</b>	<b>\$ 7,263.02</b>
					<b>Variance</b>	<b>\$ (39,736.98)</b>

## Marketing

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
Advertising	\$ -	\$ (200.00)	\$ (200.00)			\$ -
Signage & Materials	\$ -	\$ (200.00)	\$ (200.00)			\$ -
Merchandise	\$ 2,000.00	\$ (800.00)	\$ 1,200.00			\$ -
Newsletter	\$ -	\$ (100.00)	\$ (100.00)			\$ -
		<b>Budget Totals</b>	<b>\$ 700.00</b>		<b>Actual Totals</b>	<b>\$ -</b>
					<b>Variance</b>	<b>\$ (700.00)</b>

## Events

	Budgeted Income	Budgeted Expenses	Budget Net	Actual Income	Actual Expenses	Actual Net
Workshop Supplies	\$ -	\$ (500.00)	\$ (500.00)	\$ -	\$ (42.93)	\$ (42.93)
Event Fees	\$ 200.00	\$ -	\$ 200.00	\$ 120.00	\$ -	\$ 120.00
Instructor Donation	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ (200.00)	\$ (200.00)
		<b>Budget Totals</b>	<b>\$ (1,300.00)</b>		<b>Actual Totals</b>	<b>\$ (122.93)</b>
					<b>Variance</b>	<b>\$ 1,177.07</b>

**Grand Total Budget surplus** \$ 13,384.12

**Grand Total Actual** \$ 1,248.82

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2025

Open to Public Inspection

A For the 2025 Calendar year, or tax year beginning 2025-01-01 and ending 2025-12-31

B Check if available

 Terminated for Business Gross receipts are normally \$50,000 or lessC Name of Organization: LOUISVILLE TOOL LIBRARY INC1227 Logan Street,  
Louisville, KY, US, 40204

D Employee Identification

Number 88-1442636

E Website:

Louisville Tool LibraryF Name of Principal Officer: Paul Faget1227 Logan Street,  
Louisville, KY, US, 40204

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Commonwealth of Kentucky  
Michael G. Adams, Secretary of State

1198940.09  
Michael G. Adams  
Secretary of State  
Received and Filed  
3/25/2022 11:05:41 PM  
Fee receipt: \$8.00

NAOI

Michael G. Adams  
Secretary of State  
P. O. Box 718  
Frankfort, KY 40602-0718  
(502) 564-3490  
<http://www.sos.ky.gov>

Articles of Incorporation  
Non-profit Corporation

NAI

For the purposes of forming a non-profit corporation in Kentucky pursuant to KRS Chapter 273, the undersigned incorporator hereby submits the following Articles of Incorporation to the Office of the Secretary of State for filing:

**Article I:** The name of the company is

**Louisville Tool Library Inc.**

**Article II:** The street address of the company's initial registered office in Kentucky is

**1318 Rufer Ave, Louisville, KY 40204**

and the name of the initial registered agent at that address is **Lotic LLC**

**Article III:** The mailing address of the company's initial principal office is

**1318 Rufer Ave, Louisville, KY 40204**

**Article IV:** The name and mailing address of each incorporator is

Katherine P Keeney                      1318 Rufer Ave, Louisville, KY 40204

**Article V:** The number of directors constituting the initial board of directors is 3. The name and mailing address of each director is

John Cooper                              932 Ash St, Louisville, KY 40217  
Katherine P Keeney                      1318 Rufer Ave, Louisville, KY 40204  
Paul EFaget                                1318 Rufer Ave, Louisville, KY 40204

**Article VI:** The purpose of the company is: **Louisville Tool Library (LTL) is a community-based lending library dedicated to accessibility of resources, waste reduction, and growth through education.**

Executed by the Incorporator on Friday, March 25, 2022

Name of incorporator: **Katherine P Keeney**

Signature of individual signing on behalf of Incorporator: **Katherine P Keeney**

I, **Lotic LLC**, consent to serve as the Registered Agent on behalf of the corporation.

Signature of Registered Agent or individual signing on behalf of the company serving as Registered Agent:

**Commonwealth of Kentucky**  
**Michael G. Adams, Secretary of State**

NAOI  
1198940.09  
Michael G. Adams  
Secretary of State  
Received and Filed  
3/25/2022 11:05:41 PM  
Fee receipt: \$8.00

Michael G. Adams  
Secretary of State  
P. O. Box 718  
Frankfort, KY 40602-0718  
(502) 564-3490  
<http://www.sos.ky.gov>

**Articles of Incorporation**  
**Non-profit Corporation**

**NAI**

Katherine P Keeney

COMMERCIAL LEASE AGREEMENT FOR COMMERCIAL SPACE AT 1227 LOGAN STREET, LOUISVILLE KY, 40204

TERM: 05/01/2025 – 04/30/2027

BETWEEN:

Logan Street Properties LLC  
1227 Logan Street  
Louisville KY 40204  
502-759-3808  
[biery.bryce@gmail.com](mailto:biery.bryce@gmail.com)

-AND-

Tenant Name: Louisville Tool Library  
Guarantor: Katherine Paige Keeney  
Tenant Address: 1318 Rufer Ave, Louisville, KY 40204  
Tenant Phone Number: 502-414-4383  
Tenant Email: [katherinepkeeney@gmail.com](mailto:katherinepkeeney@gmail.com)

THIS COMMERCIAL LEASE AGREEMENT FOR COMMERCIAL SPACE (the "Lease" or "Lease Agreement") is made and entered into on March 19<sup>th</sup>, 2025, by and between Logan Street Properties LLC (hereinafter referred to as "Landlord"), and Louisville Tool Library, (hereinafter referred to as "Tenant"). The execution and delivery of a Personal Guaranty Agreement in the form attached as Addendum #1 by Katherine Paige Keeney ("Guarantor") is a condition to Landlord's entry into this Lease, and such execution and delivery is made to induce Landlord to enter into this Lease Agreement.

ARTICLE I – GRANT OF LEASE

Landlord, in consideration of the rents to be paid and the covenants and agreements to be performed and observed by the Tenant, does hereby lease to the Tenant and the Tenant does hereby lease and take from the Landlord the space located within a building at 1227 Logan Street, Louisville, Kentucky, and as shown on the cross-hatched portions of the floorplan shown on Exhibit "A" attached hereto and by reference made a part hereof (the "Leased Premises"), together with, as part of the parcel, all improvements located thereon.

ARTICLE II – LEASE TERM

Section 1. Total Term of Lease. The initial term of this Lease shall be for two (2) years (the "Lease Term"). Landlord and Tenant agree that Tenant must give not less than six (6) months'

written notice prior to the Expiration Date, as defined below, in order to exercise any optional lease term granted herein.

Section 2. Commencement and Expiration Dates. The "Commencement Date" shall mean May 1, 2025. The "Expiration Date" shall mean April 30, 2027, unless the Tenant exercises any option granted herein to extend the lease term, in which case the Expiration Date shall mean the last day of lease term, as extended.

Section 3. Overholding. If the Tenant continues to occupy the Premises without written consent of the Landlord after the Expiration Date or earlier termination of the Lease Agreement, then, without any further written agreement, the Tenant shall become a month-to-month tenant and subject always to all the other provisions of this Lease insofar as the same are applicable to a month-to-month tenancy, provided that the Monthly Base Rent shall be at a rate equal to one-hundred fifty percent (150%) of the monthly rate in effect immediately prior to the start of the month-to-month tenancy.

#### ARTICLE III – EXTENSION TERM

Landlord hereby grants Tenant the right to extend the Lease Term for a period of one (1) year (the "Extension Term") by giving Landlord timely written notice as provided in Article II, Section 1 above; provided that said written notice shall not be effective if Tenant is in default under this Lease Agreement at the time the written notice is given. Notwithstanding anything contained herein to the contrary, during any Extension Term, the Monthly Base Rent amount shall be as set forth in Article IV, Section 1 below.

#### ARTICLE IV – DETERMINATION OF RENT, ADDITIONAL RENT, AND DEPOSIT

The Tenant agrees to pay the Landlord and the Landlord agrees to accept, during the term hereof, at such place as the Landlord shall from time to time direct by notice to the Tenant, rent at the following rates and times:

Section 1. Monthly Base Rent. Rent shall be two thousand two-hundred dollars (\$2,200.00) per month during the initial Lease Term. During the Extension Term, if any, Monthly Base Rent shall be two thousand two-hundred dollars (\$2,200.00) per month.

Section 2. Additional Rents. "Additional Rent" shall be defined as all amounts payable by the Tenant under this Lease except Base Rent, whether or not specifically designated as Additional Rent elsewhere in this Lease.

Section 3. Due Date and Late Fees. Monthly payment is due by the fifth (5<sup>th</sup>) day of each month. If rent is not received by the due date, each time, Landlord may choose to assess and charge a late fee equaling 10% of base rent plus \$10 per day rent is unpaid, starting on the sixth (6<sup>th</sup>) day of the month until all rent and late fees are paid.

Section 4. Utilities. Landlord shall pay for regular and reasonable water and sewer costs for the Leased Premises, provided that Tenant shall be responsible for water and sewer costs associated with leaks, plumbing failure, or other above ground plumbing related disasters on the Leased Premises. Tenant shall be solely responsible for payment of all other utility services to the Leased Premises, including but not limited to electric and/or gas utility service, telecommunications and/or internet service, and alarm services, and shall contract directly with the applicable service providers. Tenant shall pay for all electricity, gas, and other services incident to Tenant's use of the Leased Premises, whether or not the cost thereof be a charge or imposition against the Leased Premises. Tenant understands that shop space adjacent to the Leased Premises used by Landlord is on the same electric service as the Leased Premises. Tenant agrees to read existing utility sub-meters to measure Landlord's electricity and gas use in Landlord's shop space and reimburse Tenant for said use. Tenant agrees to give Landlord access, upon prior notice, to the electric panel/meter room within the Leased Premises for the purpose of general maintenance and repairs to Landlord's shop space.

Section 5. The security deposit of \$2,100.00, which was originally paid under the lease agreement dated January 1, 2022, shall be retained by the landlord and applied toward the security deposit for the new lease agreement. This amount will suffice in lieu of a new security deposit for the duration of the new lease term. Both parties acknowledge that the deposit remains subject to the terms and conditions outlined in this lease agreement.

#### ARTICLE V – OBLIGATION FOR REPAIRS

Section 1. LANDLORD'S Repairs. Subject to any provisions herein to the contrary, during the term of the lease, the Landlord shall be required to repair defects, deficiencies, deviations or failures of materials or workmanship restricted to the structural elements of the building (exterior walls, roof, foundation, etc., **but not** glass, plate glass or doors) in which the Leased Premises are located which would prevent Tenant from operating its business in a safe and reasonable manner, so long as damages are not caused by Tenant. Tenant will promptly notify the Landlord of any damages or of any situation that may significantly interfere with the normal use of the Leased Premises.

Section 2. TENANT'S Repairs. Subject to any provisions herein to the contrary, during the term of the lease, the Tenant shall be responsible for all repairs and maintenance to the Leased Premises, which shall include but not be limited to, plumbing, HVAC, electric service, pest control, janitorial service, locks and hardware, landscaping, snow and ice removal, and interior finishes. The Tenant shall repair and maintain the Leased Premises in good order and condition, except for reasonable wear and tear.

Section 3. Requirements of the Law. Tenant, at Tenant's sole expense shall comply with all laws, ordinances, orders, rules and regulations of state, federal, municipal or other agencies or

bodies having jurisdiction relating to the use, condition, improvements to and occupancy of the Leased Premises.

Section 4. TENANT'S Alterations. Tenant accepts the Leased Premises in as-is, where-is condition as of the date Tenant is given possession. The Tenant shall have the right, at its sole expense, from time to time, to improve the Leased Premises and to make such non-structural alterations and changes in such parts thereof as the Tenant shall deem expedient or necessary for its purposes; provided, however, that such alterations and changes shall neither impair the structural soundness nor diminish the value of the Leased Premises. All doors and trim must match the existing doors and trim used in the building in which the Leased Premises is located. Existing building components in the Leased Premises, including but not limited to, doors, fixtures, HVAC equipment, and plumbing/electrical components, may not be removed from the Leased Premises except with consent of the Landlord, which consent may be given or withheld in the Landlord's sole and absolute discretion.

Landlord shall be given a formal description of the anticipated work and shall have full discretion to approve or reject it. Any alterations, physical additions or improvements to the Leased Premises made by Tenant shall immediately become the property of Landlord and shall be surrendered to Landlord upon the termination of this Lease Agreement. Landlord, at its option, may require Tenant to remove any physical additions and/or repair any alterations in order to restore the Leased Premises to the condition existing at the time Tenant took possession, all costs of removal and/or alterations to be borne by Tenant. This clause shall not apply to moveable equipment or furniture owned by Tenant which may be removed by Tenant at the end of the term of this Lease if Tenant is not then in default and if such equipment and furniture is not then subject to any other rights, liens and interest of Landlord.

Section 5. Permits and Expenses. Tenant agrees to pay promptly when due the entire cost of any work done by Tenant upon the Leased Premises so that the Leased Premises at all times shall be free of liens for labor and materials. Tenant agrees that in doing such work that it will employ materials of good quality and comply with all governmental requirements, and perform such work in a good and workmanlike manner. Tenant will provide to Landlord invoices and proof of payment for all work performed at the Leased Premises.

#### ARTICLE VI – TENANT'S COVENANTS

Section 1. TENANT'S Covenants. Tenant covenants and agrees as follows:

- a. To permit Landlord and its agents to examine the Leased Premises at reasonable times and to provide Landlord, if not already available, with a set of keys for the purpose of said examination, provided that Landlord shall not thereby unreasonably interfere with the conduct of Tenant's business. Landlord will notify Tenant prior to entering Premises.

- b. To permit Landlord to enter the Leased Premises to inspect such repairs, improvements, alterations or additions thereto as may be required under the provisions of this Lease. If as a result of such repairs, improvements, alterations, or additions commenced by the Landlord, Tenant is deprived of the use of the Leased Premises, the rent shall be abated or adjusted, as the case may be, in proportion to that time during which, and to that portion of the Leased Premises of which, Tenant shall be deprived as a result thereof.
- c. To remit monthly rent no later than the 5<sup>th</sup> day of the month due and/or pay any additional rents.
- d. To provide up to date copies of insurance policies required under Article XV naming Landlord as additional named insured for the replacement value of the Leased Premises of the building which would total no less than \$400,000.00.
- e. Tenant shall occupy the Leased Premises, conduct its business and control its agents, employees, invitees and visitors in such a manner as is lawful, reputable and will not create any nuisance or otherwise interfere with, annoy or disturb any other tenants in its normal business operations or Landlord in its management of the building. Tenant shall not commit or suffer to be committed any waste on the Leased Premises, nor shall Tenant permit the Leased Premises to be used in any way which would in the opinion of Landlord, be extra hazardous on account of fire or otherwise would in any way increase or render void the fire insurance on the Leased Premises or contents of the building.

#### ARTICLE VII- INDEMNITY BY TENANT

Section 1. Indemnity and Public Liability. The Tenant shall save Landlord harmless and indemnify Landlord from all injury, loss, claims or damage to any person or property while on the Leased Premises, unless caused by the willful acts or omissions or gross negligence of Landlord, its employees, agents, licensees or contractors. Tenant shall maintain, with respect to the Leased Premises, public liability insurance with limits of not less than one million dollars for injury or death from one accident, insuring Landlord and Tenant against injury to persons or damage to property on or about the Leased Premises. A copy of the policy of insurance shall be delivered to Landlord on or before the Commencement Date.

#### ARTICLE VIII – SIGNAGE

Section 1. Exterior Signs. Tenant shall have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect and thereafter, to repair or replace, if it shall so elect signs on any portion of the Leased Premises, providing that Tenant shall remove any such signs upon termination of this lease, and repair all damage occasioned thereby to the Leased Premises. Authorization by Landlord shall be obtained prior to placing any signage, which may be given or withheld in the Landlord's sole and absolute discretion.

Section 2. Interior Signs. Tenant shall have the right, at its sole risk and expense and in conformity with applicable laws and ordinances, to erect, maintain, place and install its usual and customary signs and fixtures in the interior of the Leased Premises. Authorization by Landlord shall be obtained prior to placing any signage, which may be given or withheld in the Landlord's sole and absolute discretion.

#### ARTICLE IX – DAMAGE TO DEMISED PREMISES

Section 1. Abatement or Adjustment of Rent. If the whole or any part of the Leased Premises shall be damaged or destroyed by fire or other casualty after the execution of this Lease and before the termination hereof, then in every case the rent shall be abated or adjusted, as the case may be, in proportion to that portion of the Leased Premises of which Tenant shall be deprived on account of such damage or destruction and the work of repair, restoration, rebuilding, or replacement or any combination thereof, of the improvements so damaged or destroyed. The foregoing shall not apply in the case of damage or destruction caused by the willful acts or omissions or negligence of Tenant, its employees, agents, licensees or contractors

#### Section 2. Repairs and Restoration.

Landlord and Tenant agree that in the event of damage or destruction to the Leased Premises, Landlord may elect not to repair or restore and the Lease will terminate.

#### ARTICLE X – CONDEMNATION

Section 1. Total Taking. If, after the execution of this Lease and prior to the expiration of the term hereof, the whole of the Leased Premises shall be taken under power of eminent domain by any public or private authority, or conveyed by Landlord to said authority in lieu of such taking, then this Lease and the term hereof shall cease and terminate as of the date when possession of the Leased Premises shall be taken by the taking authority and any unearned rent or other charges, if any, paid in advance, shall be refunded to Tenant. Tenant shall have no claim to the condemnation award.

Section 2. Partial Taking. If, after the execution of this Lease and prior to the expiration of the term hereof, any public or private authority shall, under the power of eminent domain, take, or Landlord shall convey to said authority in lieu of such taking, property which results in a reduction by fifteen (15%) percent or more of the area in the Leased Premises; then Tenant may, at its election, terminate this Lease by giving Landlord notice of the exercise of Tenant's election within thirty (30) days after Tenant shall receive notice of such taking. Tenant shall have no claim to the condemnation award.

#### ARTICLE XI – DEFAULT

Section 1. LANDLORD'S Remedies. In the event that Tenant shall be in default in the payment of rent or other charges herein required to be paid by Tenant (default herein being defined as payment received by Landlord one or more days subsequent to the due date), Landlord may, at his discretion, offer additional time to pay; or Terminate this Lease by giving Tenant notice of termination, in which event this Lease shall expire and terminate on the date specified in such notice of termination, with the same force and effect as though the date so specified were the date herein originally fixed as the Expiration Date of the term of this Lease, and all rights of Tenant under this Lease and in and to the Leased Premises shall expire and terminate, and Tenant shall remain liable for all obligations under this Lease arising up to the date of such termination, and Tenant shall surrender the Leased Premises to Landlord on the date specified in such notice. In the event that Tenant shall fail to comply with any term, provision or covenant of this Lease Agreement not involving the payment of rent or other charges, and the failure is not cured within fifteen (15) days of receipt of written notice thereof from the Landlord, then then Tenant shall be in default of the Lease Agreement and the Landlord shall have all rights and remedies as provided in this Lease Agreement.

Section 2. Additional Rights on Reentry. If the Landlord reenters the Leased Premises or terminates this Lease, then:

- a. Notwithstanding any such termination or the term thereby becoming void, the provisions of this Lease relating to the consequences of termination will survive;
- b. The Landlord may use such reasonable force as it may deem necessary for the purpose of gaining admittance to and retaking possession of the Premises and the Tenant hereby releases the Landlord from all actions, proceedings, claims and demands whatsoever for and in respect of any such forcible entry or any loss or damage in connection therewith or consequential thereupon;
- c. The Landlord may expel and remove, forcibly, if necessary, the Tenant, those claiming under the Tenant and their effects, as allowed by law, without being taken or deemed to be guilty of any manner of trespass;
- d. In the event that the Landlord has removed the property of the Tenant, the Landlord may store such property in a public warehouse or at a place selected by the Landlord, at the expense of the Tenant. If the Landlord feels that it is not worth storing such property given its value and the cost to store it, then the Landlord may dispose of such property in its sole discretion and use such funds, if any, towards any indebtedness of the Tenant to the Landlord. The Landlord will not be responsible to the Tenant for the disposal of such property other than to provide any balance of the proceeds to the Tenant after paying any storage costs and any amounts owed by the Tenant to the Landlord;
- e. The Landlord may re-let the Leased Premises or any part of the Leased Premises for a term or terms which may be less or greater than the balance of the term of this Lease remaining and may grant reasonable concessions in connection with such re-letting including any alterations and improvements to the Leased Premises;

- f. After reentry, the Landlord may procure the appointment of a receiver to take possession and collect rents and profits of the business of the Tenant, and, if necessary to collect the rents and profits the receiver may carry on the business of the Tenant and take possession of the personal property used in the business of the Tenant, including inventory, trade fixtures, and furnishings, and use them in the business without compensating the Tenant;
- g. After reentry, the Landlord may terminate the Lease on giving 5 days written notice of termination to the Tenant. Without this notice, reentry of the Leased Premises by the Landlord or its agents will not terminate this Lease;
- h. The Tenant will pay to the Landlord on demand:
  - i. All rent, Additional Rent and other amounts payable under this Lease up to the time of reentry or termination, whichever is later;
  - ii. Reasonable expenses as the Landlord incurs or has incurred in connection with the reentering, terminating, reletting, collecting sums due or payable by the Tenant, realizing upon assets seized; including without limitation, brokerage, fees and expenses and legal fees and disbursements and the expenses of keeping the Leased Premises in good order, repairing the same and preparing them for reletting; and
  - iii. As liquidated damages for the loss of rent and other income of the Landlord expected to be derived from this Lease during the period which would have constituted the unexpired portion of the term had it not been terminated, at the option of the Landlord, either:
  - iv. An amount determined by reducing to present worth at an assumed interest rate of twelve percent (12%) per annum all Base Rent and estimated Additional Rent to become payable during the period which would have constituted the unexpired portion of the term, such determination to be made by the Landlord, who may make reasonable estimates of when any such other amounts would have become payable and may make such other assumptions of the facts as may be reasonable in the circumstances; or
  - v. An amount equal to the Base Rent and estimated Additional Rent for a period of six (6) months.

## ARTICLE XII – QUIET ENJOYMENT

Section 1. Quiet Enjoyment. Landlord covenants and agrees that upon Tenant paying the rent and observing and performing all the terms, covenants and conditions on Tenant's part to be observed and performed hereunder, that Tenant may peaceably and quietly have, hold, occupy and enjoy the Leased Premises in accordance with the terms of this Lease without hindrance or molestation from Landlord or any persons lawfully claiming through Landlord.

Section 2. Good Title. Landlord warrants and represents, upon which warranty and representation Tenant has relied in the execution of this Lease, that Landlord is the owner or

responsible party of the Leased Premises, in fee simple absolute, free and clear of all encumbrances, except for the easements, covenants and restrictions of record as of the date of this Lease; that Landlord has full right and lawful authority to execute this Lease for the term, in the manner, and upon the conditions and provisions herein contained.

#### ARTICLE XIII – NOTICE

Section 1. Written Notice. All notices and other communications authorized or required hereunder shall be in writing and shall be given by personal hand-delivery ; by mailing the same by certified mail, return receipt requested, postage prepaid; or by any nationally recognized express mail or courier service to the address set forth at the beginning of this Lease. Any notice or demand to be given hereunder shall be deemed sufficiently given and effective for all purposes hereunder (a) at the time such notices or demands are hand-delivered, (b) one (1) business day after depositing any such notice or demand with delivery instructions for the next business day with any express mail or other overnight courier service, or (c) three (3) days after depositing any such notice or demand in the United States mail with the proper postage affixed thereto, certified, return receipt requested. Any party hereto may change its address by notice in writing to the other parties in the manner herein provided.

#### ARTICLE XIV – PROPERTY DAMAGE

Section 1. Loss and Damage. In the event of a roof leak, vehicular damage, or similar event, the Landlord will pay for immediate repairs to the building, as long as damage was not caused by Tenant, but will not cover Tenant's property damage in such event.

Section 2. Lock Change. Tenant may change locks to produce more security if Landlord is provided with a key to enter all areas of the Leased Premises.

Section 3. Tangible Property. Landlord will not be responsible for any of the Tenant's equipment, materials, or products.

#### ARTICLE XV – INSURANCE

Section 1. Renters' Insurance. The Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the Landlord for either damage or loss, and the Landlord assumes no liability for any such loss. The Tenant is advised that, if insurance coverage is desired by the Tenant, the Tenant should inquire of Tenant's insurance agent regarding a Tenant's Policy of Insurance.

Section 2. Loss. The Tenant is responsible for insuring the Leased Premises for damage or loss to the structure, mechanical or improvements to the building on the Leased Premises for the benefit of the Tenant and the Landlord. Such insurance should include such risks as fire, theft,

vandalism, flood and disaster. Landlord must be named on the policy as an additional named insured.

Section 3. Commercial Liability. The Tenant is responsible for insuring the Leased Premises for liability insurance for the benefit of the Tenant and the Landlord. Landlord must be named on the policy as an additional named insured.

Section 4. Proof of Insurance. The Tenant will provide Landlord with copies of the insurance policies that Tenant is required to provide under this Article XV, and such insurance policies must be acceptable to Landlord in its sole and absolute discretion.

#### ARTICLE XVI – ATTORNEY FEES

Section 1. All costs, expenses and expenditures including and without limitation, complete legal costs incurred by the Landlord on a solicitor/client basis as a result of unlawful detainer of the Leased Premises, the recovery of any rent due under the Lease, or any breach by the Tenant of any other condition contained in the Lease, will forthwith upon demand be paid by the Tenant as Additional Rent. All rents including the Base Rent and Additional Rent will bear interest at the lower of (a) twelve percent (12%) per annum, or (b) the highest amount allowed by law, from the due date until paid.

#### ARTICLE XVII – GOVERNING LAW

Section 1. It is the intention of the Parties to this Lease that the tenancy created by this Lease and the performance under this Lease, and all suits and special proceedings under this Lease, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the Commonwealth of Kentucky, without regard to the jurisdiction in which any action or special proceeding may be instituted.

#### ARTICLE XVIII – SEVERABILITY

Section 1. If there is a conflict between any provision of this Lease and the applicable legislation of the Commonwealth of Kentucky (the "Applicable Law"), the Applicable Law will prevail and such provisions of the Lease will be amended or deleted as necessary in order to comply with the Applicable Law. Further, any provisions that are required by the Applicable Law are hereby incorporated into this Lease.

## ARTICLE XIX – ASSIGNMENT AND SUBLETTING

Section 1. The Tenant will not assign this Lease, or sublet or grant any concession or license to use the Leased Premises or any part of the Leased Premises. An assignment, subletting, concession, or license, whether by operation of law or otherwise, will be null and will, at Landlord's option, terminate this Lease.

## ARTICLE XX – BULK SALE

Section 1. No bulk sale of goods and assets of the Tenant may take place without first obtaining the written consent of the Landlord, which consent will not be unreasonably withheld so long as the Tenant and the Purchaser are able to provide the Landlord with assurances, in a form satisfactory to the Landlord, that the Tenant's obligations in this Lease will continue to be performed and respected, in the manner satisfactory to the Landlord, after completion of the said bulk sale.

## ARTICLE XXI – GARBAGE DISPOSAL

Section 1. Collection. Tenant is responsible for their own designated metro garbage and recycling bins and agrees to keep them in the designated area on non-collection days. Tenant is solely responsible for delivering and retrieving trash receptacles to and from the curb or designated areas on collection days.

Section 2. Dumpsters. Tenant shall not be allowed a dumpster on the Leased Premises.

## ARTICLE XXII – MISCELLANEOUS

Section 1. Parking, Parking Lot and Improper Vehicles. Tenant is granted the use of three (3) "off street" parking spots at 1227 Logan Street, all other parking is first come first serve. Vehicles which the Landlord reasonably considers unsightly, noisy, dangerous, improperly insured, inoperable or unlicensed are not permitted on the property in which the Leased Premises are located, and such vehicles may be towed away at the Tenant's expense. Tenant acknowledges that snow removal from the Leased Premises is not the responsibility of the Landlord, and Tenant shall be solely responsible for the removal of snow and ice from the Leased Premises, including all walkways, driveways, and parking areas, at Tenant's own expense.

Section 2. Noise Compliance. The Tenant will not make (or allow to be made) any noise or nuisance, which, in the reasonable opinion of the Landlord, disturbs the comfort or convenience of other tenants.

Section 3. **Illegal Activity.** The Tenant will not engage in any illegal trade or activity on or about the Leased Premises.

Section 4. **Health and Safety.** The Tenant will comply with standards of health, sanitation, fire, housing, and safety as required by law.

Section 5. **Mailbox.** The Tenant shall share a common mailbox with the other tenants of the building. If Tenant wishes to have its own mailbox, it may, with the Landlord's prior consent, install a dedicated mailbox.

Section 6. **Invalidity of Particular Provision.** If any term or provision of this Lease or the application hereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

Section 7. **Captions and Definitions of Parties.** The captions of the Sections of this Lease are for convenience only and are not a part of this Lease and do not in any way limit or amplify the terms and provisions of this Lease. The word "Landlord" and the pronouns referring thereto, shall mean, where the context so admits or requires, the persons, firm or corporation named herein as Landlord or the mortgagee in possession at any time, of the land and building comprising the Leased Premises. If there is more than one Landlord, the covenants of Landlord shall be the joint and several obligations of each of them, and if Landlord is a partnership, the covenants of Landlord shall be the joint and several obligations of each of the partners and the obligations of the firm. Any pronoun shall be read in the singular or plural and in such gender as the context may require. Except as in this Lease otherwise provided, the terms and provisions of this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

Section 8. **Relation of Parties.** Nothing contained herein shall be deemed or constructed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership or of a joint venture between the parties hereto, it being understood and agreed that neither any provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Landlord and Tenant.

Section 9. **Brokerage.** No party has acted as, by or through a broker in the effectuation of this Agreement, except as set out hereinafter.

Section 10. **Entire Agreement.** This instrument contains the entire and only agreement between the parties, and no oral statements or representations or prior written matter not contained in this

instrument shall have any force and effect. This Lease shall not be modified in any way except by a writing executed by both parties.

Section 11. Governing Law. All matters pertaining to this agreement (including its interpretation, application, validity, performance and breach) in whatever jurisdiction action may be brought, shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Kentucky. The parties herein waive trial by jury and agree to submit to the personal jurisdiction and venue of a court of subject matter jurisdiction located in Jefferson County, Commonwealth of Kentucky.

Section 12. Surrender of Leased Premises. At the expiration of the Lease term, the Tenant will quit and surrender the Leased Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use and wear and damages by the elements excepted.

Section 13. Tenant agrees that Landlord can show the premises to prospective tenants or clients and Landlord agrees to give Tenant 24 hours' notice of entering premises for such event.

**Landlord and Tenant certify that he/she has read the entire contents of this Lease and acknowledges receipt of a copy. This document shall constitute the full breadth of this Lease between the Landlord and Tenant.**

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written or have caused this Lease to be executed by the respective officers thereunto duly authorized.

**LANDLORD:  
LOGAN STREET PROPERTIES LLC**

By: [Signature]

Name: BRYCE J. BIERZ  
(print)

Title: Manager

3/19/2025  
Date

**TENANT:  
LOUISVILLE TOOL LIBRARY**

By: [Signature]

Name: KATHERINE P. KSENEY

(print)  
Title: FOUNDER

Date: 3/19/2024

EXHIBIT "A" LEASED PREMISES DESCRIPTION

The following described real property, together with all improvements thereon:

**Enclosed commercial interior space occupying approximately four thousand (4000) square feet on the western portion of the building located at 1227 Logan Street, nearest to the intersection of Logan Street and Shelby Parkway. Entrances are located at double doors on southern facing exterior of building and two (2) man doors on Western facing exterior of building.**

Initials:  
LANDLORD B.S.B.  
TENANT KPK

**ADDENDUM #1**

**PERSONAL GUARANTEE AGREEMENT**

This Personal Guarantee Agreement, attached to, made part of, and incorporated fully within the Commercial Lease Agreement for Commercial Space at 1227 Logan Street, Louisville KY, 40204 dated 3/19/2025 (the "Commercial Lease Agreement"), between Logan Street Properties ("Landlord") and Louisville Tool Library, ("Tenant"), is made and entered into by and between Landlord and Katherine Paige Keeney ("Guarantor"). Landlord and Guarantor agree and covenant as follows:

**IN CONSIDERATION** of the execution of the foregoing Commercial Lease Agreement by Landlord and as a material inducement to Landlord to execute said Commercial Lease Agreement, Guarantor hereby unconditionally and irrevocably guarantees the prompt payment by Tenant of all rentals and all other sums payable by Tenant under said Commercial Lease Agreement and the faithful and prompt performance by Tenant of each and every one of the terms, conditions and covenants of said Commercial Lease Agreement to be kept and performed by Tenant.

It is specifically agreed and understood that the terms of the foregoing Commercial Lease Agreement may be altered, affected, modified or changed by agreement between Landlord and Tenant, or by a course of conduct and said Commercial Lease Agreement may be assigned by Landlord or any assignee of Landlord without consent or notice to Guarantor and that this Guaranty shall thereupon and thereafter guarantee the performance of said Commercial Lease Agreement as so changed, modified, altered or assigned.

This Guaranty shall not be released, modified or affected by failure or delay on the part of Landlord to enforce any of the rights or remedies of the Landlord under said Commercial Lease Agreement whether pursuant to the terms thereof or a law or in equity.

No notice of default need be given to Guarantor, it being specifically agreed and understood that the guarantee of the undersigned is a continuing guarantee under which Landlord may proceed forthwith and immediately against Tenant or against Guarantor following any breach or default by Tenant or for the enforcement of any rights which Landlord may have as against Tenant pursuant to or under the terms of the within Commercial Lease Agreement or at law or in equity.

Landlord shall have the right to proceed against Guarantor hereunder following any breach or default by Tenant without first proceeding against Tenant and without previous notice to or demand upon either Tenant or Guarantor.

Guarantor hereby waives (a) notice of acceptance of the Guaranty (b) demand of payment, presentation and protest, (c) all right to assert or plead any statute of limitations as to or relating to this Guaranty and the Commercial Lease Agreement, (d) any right to require the Landlord to proceed against the Tenant or any other Guarantor or any other person or entity

liable to Landlord, (e) any right to require Landlord to apply to any default and security deposit or other security it may hold under the Commercial Lease Agreement, (f) any right to require Landlord to proceed under any other remedy Landlord may have before proceeding against Guarantor, (g) any right of subrogation.

Guarantor does hereby subrogate all existing or future indebtedness of Tenant to Guarantor to the obligations owed to Landlord under the Lease and this Guaranty.

The term "Landlord" whenever hereinabove used, refers to and means the Landlord in the foregoing identified Commercial Lease Agreement specifically named and also any assignee of said Landlord, whether by outright assignment or by assignment for security, and also any successor to the interest of said Landlord or of any assignee in such Commercial Lease Agreement or any part thereof, whether by assignment or otherwise. So long as the Landlord's interest in or to the leased premises or the rents, issues and profits there from, or in, to or under said Commercial Lease Agreement are subject to any mortgage or deed of trust or assignment for security, no acquisition by Guarantor of the Landlord's interest in the leased premises or under said Commercial Lease Agreement shall affect the continuing obligation of Guarantor under this Guaranty which shall nevertheless continue in full force and effect for the benefit of the mortgagee, beneficiary, trustee or assignee under such mortgage, deed of trust or assignment of any purchase at sale by judicial foreclosure or under private power of sale, and of the successors and assigns of any such mortgagee, beneficiary, trustee, assignee or purchaser.

The term "Tenant" whenever hereinabove used refers to and means the Tenant in the foregoing Commercial Lease Agreement specifically named and also any assignee or sublessee of said Commercial Lease Agreement and also any successor to the interests of said Tenant, assignee, or sublessee of such Commercial Lease Agreement or any part thereof, whether by assignment, sublease or otherwise.

In the event any action be brought by said Landlord against Guarantor hereunder to enforce this obligation of Guarantor hereunder, then in addition to the amounts set forth above, Landlord shall also be entitled to recover from Guarantor all of the Landlord's reasonable attorney's fees, costs and expenses incurred in collecting, or attempting to collect the obligations herein guaranteed and in enforcing this Guaranty.

EXECUTED AND ENTERED INTO THIS 19 DAY OF March, ~~2021~~ 2025 <sup>KPK</sup>

GUARANTOR:

SIGNATURE: Katherine P. Keeney

PRINTED NAME: Katherine Paige Keeney

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Logan Street Properties, Revised 2/20/2025

Tenant Initials KPK

ADDRESS: 1318 RUFER AVENUE

LOUISVILLE KY 40204

PHONE NUMBER: 502 414 4383

E-MAIL ADDRESS: KATHERINE P KEENEY@GMAIL

# SUBLEASE AGREEMENT

## 1. PARTIES

This Sublease Agreement is agreed between **Katherine P. Keeney** ("Sublandlord") and **Louisville Tool Library** ("Subtenant").

## 2. ORIGINAL LEASE

This agreement is subject to the terms and conditions of the renewal Commercial Lease Agreement dated March 19th, 2025, between **Logan Street Properties LLC** ("Master Landlord") and **Louisville Tool Library**. Subtenant acknowledges they have read and agree to follow the terms of the original lease.

## 3. PREMISES

The subleased space is located at **1227 Logan Street, Louisville, KY 40204**, comprising approximately 4,000 square feet as described in Exhibit "A" of the original lease.

## 4. TERM

The term of this sublease shall commence on **May 1, 2025**, and terminate on **April 30, 2027**, unless otherwise extended or terminated according to the provisions of the original lease.

## 5. RENT

Rent for the premises followed a progression based on the addition of space. From March 2022 to May 2025, the monthly rent was **\$1,600.00**. Starting May 2025, rent increased to **\$1,700.00** per month with the addition of a back work repair room. Effective January 1, 2026, rent increased to **\$2,000.00** per month to include additional classroom space. Subtenant agrees to pay Sublandlord the current monthly base rent of **\$2,000.00**. Payment is due by the **fifth (5th) day** of each month. Late fees may be assessed as 10% of the base rent plus \$10 per day starting on the sixth day.

## 6. GOVERNING LAW

This agreement shall be governed by the laws of the **Commonwealth of Kentucky**.



Katherine P. Keeney  
"Sublandlord" & Louisville Tool Library Founder

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# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  <b>Louisville Tool Library Inc.</b>	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	<i>(Applies to accounts maintained outside the United States.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>1227 Logan Street</b>	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code <b>Louisville, KY 40204</b>	
	<b>7</b> List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b>  Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.  <b>Note:</b> If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="width: 25px; height: 25px; text-align: center;">8</td> <td style="width: 25px; height: 25px; text-align: center;">8</td> <td style="width: 25px; height: 25px; text-align: center;">-</td> <td style="width: 25px; height: 25px; text-align: center;">1</td> <td style="width: 25px; height: 25px; text-align: center;">4</td> <td style="width: 25px; height: 25px; text-align: center;">4</td> <td style="width: 25px; height: 25px; text-align: center;">2</td> <td style="width: 25px; height: 25px; text-align: center;">6</td> <td style="width: 25px; height: 25px; text-align: center;">3</td> <td style="width: 25px; height: 25px; text-align: center;">6</td> </tr> </table>	<b>Social security number</b>																				or										<b>Employer identification number</b>										8	8	-	1	4	4	2	6	3	6
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<b>Part II Certification</b>  Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.			
<b>Sign Here</b>	<table style="width: 100%;"> <tr> <td style="width: 60%;">           Signature of U.S. person  </td> <td style="width: 40%;">           Date <b>4/22/2024</b> </td> </tr> </table>	Signature of U.S. person	Date <b>4/22/2024</b>
Signature of U.S. person	Date <b>4/22/2024</b>		

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441-1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup>List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>3</sup>You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup>List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\*Note: The grantor must also provide a Form W-9 to the trustee of the trust.

\*\*For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



**Louisville Metro Government  
Office of Management and Budget**

**Neighborhood Development Fund Training Attestation**

Grantee Organization Name: Louisville Tool Library Inc.

Grantee Representative Name: Nick Garner

*I agree that I am an authorized representative and/or signatory of the organization named above and attest to having viewed the Neighborhood Development Fund training presentation. I understand the reporting requirements of the Neighborhood Development Fund grant. Additionally, after viewing the presentation, I have correctly answered the below questions.*


Please check:



I viewed the NDF training material on the website

Answer the following questions before signing (Circle or write in the correct answer).

1. The NDF funding your agency received is a gift from LMG? False
2. Name the three budget categories that require a detail list.  
Client Assistance, Community Events & Festivals and Other Expenses
3. If your agency charged gross pay to NDF, you are required to provide additional documentation to satisfy reporting requirements. True
4. Which four questions should your financial support documentation answer at all times?  
Who made the purchase, What was purchased?, When was the purchase made? and Where was the purchase made?
5. Your agency is considered noncompliant if you do not account for funds received and/or your financial report is missing support documentation? True
6. Canceled check, bank statement, invoice and receipt are considered proof of payment. True.

  
\_\_\_\_\_

Grantee Representative Signature

4/22/2026 \_\_\_\_\_

Date

**NOTE:** Please return to Roxanne Steele

E-mail address: [Roxanne.Steele@louisvilleky.gov](mailto:Roxanne.Steele@louisvilleky.gov)

Fax: 502-574-3219

Mailing Address: Louisville Metro Government  
ATTN: NDF Coordinator  
611 West Jefferson St.  
Louisville, KY 40202



**Kentucky Secretary of State**  
**Michael G. Adams**



## Louisville Tool Library Inc.

- [File Annual Report](#)
- [Change Address or Registered Agent](#)
- [File Certificate of Assumed Name \(DBA\)](#)
- [File Dissolution](#)
- [Upload a Filing](#)
- [File Registered Agent Resignation](#)
- [Subscribe to changes made to this entity](#)
- [Print & Mail – Request Certificates](#)

- [Business Entity Search](#)
- [File Annual Report](#)
- [File LLC](#)
- [Business Registration Portal](#)
- [Name Availability Search](#)
- [Business Forms Library](#)
- [Prepaid Account Status](#)
- [Current Representative Search](#)
- [Founding Representative Search](#)
- [Registered Agent Search](#)
- [Validate Certificate of Existence/Authorization](#)

### General Information

**Organization Number:** 1198940  
**Name:** Louisville Tool Library Inc.  
**Profit or Non-Profit:** N - Non-profit  
**Company Type:** KCO - Kentucky Corporation  
**Industry:** Educational Services  
**Number of Employees:** Small (0-19)  
**Primary County:** Jefferson  
**Status:** A - Active  
**Standing:** G - Good  
**State:** KY  
**Country:** USA  
**File Date:** 3/25/2022  
**Organization Date:** 3/25/2022  
**Last Annual Report:** 1/13/2025  
**Principal Office:** 1227 Logan St  
 Louisville, KY, 40204  
**Registered Agent:** KATHERINE KEENEY  
 1318 Rufer Ave  
 Louisville, KY, 40204