

Application Instructions and FAQ

TEFFI: SEED 3.0 Grant

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OVERVIEW

- **Purpose**
- **Grant Guidelines**
- **Timeline**
- **Eligibility Requirements**
- **Eligible Projects**
- **Application Components**

SEED Grant Purpose

The purpose of TEFFI: SEED grants is to support the economic revitalization of Kansas communities under 5,000 population through investments in quality-of-life initiatives.

TEFFI: SEED grants are funded under the Technology-Enabled Fiduciary Financial Institutions Development and Expansion Act ([KSA 09-2324](#)), which was enacted in 2021 to promote and facilitate the development and growth of trust banks in Kansas; regulate fiduciary financial activities and custodial services in Kansas; and to locate trust bank office space in economic growth zones in rural Kansas.

The TEFFI: SEED grant program is administered by the Kansas Department of Commerce.

SEED Grant Guidelines

Minimum Request: \$10,000

Maximum Award Amount: \$25,000

A match of 10% is required.

Matching funds can include but are not limited local fiscal recovery funds, Community Service Tax Credit Program funds, Community Development Block Grant (CDBG) funds, USDA program, and funds from a general operating account.



SEED Grant Timeline

- Applications will open **Monday, September 16th**
- Applicants will close **Monday, November 8th at 11:59pm.**
- Applications will be reviewed by the Department of Commerce for allowability. Awards will be announced in **December.**



SEED Grant Timeline

- Construction must begin within **4 months of a fully executed grant award document.**
- Construction must be completed by December 31st, 2025.

ELIGIBILITY REQUIREMENTS

Population of not more than 5,000 people located in:

Allen, Anderson, Barber, Bourbon, Brown, Chase, Chautauqua, Cherokee, Cheyenne, Clark, Clay, Cloud, Coffey, Comanche, Decatur, Doniphan, Edwards, Elk, Ellsworth, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jackson, Jewell, Kearny, Kingman, Kiowa, Labette, Lane, Lincoln, Linn, Logan, Marion, Marshall, Meade, Mitchell, Montgomery, Morris, Morton, Nemaha, Neosho, Ness, Norton, Osborne, Ottawa, Pawnee, Phillips, Pratt, Rawlins, Republic, Rice, Rooks, Rush, Russell, Scott, Sheridan, Sherman, Smith, Stafford, Stanton, Stevens, Sumner, Trego, Thomas, Wabaunsee, Wallace, Washington, Wichita, Wilson or Woodson

ELIGIBILITY REQUIREMENTS

Eligible entities:

- **County, City, or Municipal Governments**
- **Economic Development Organizations**
- **Local Chamber of Commerce**
- **Tribal Organizations**
- **501(c)(3) and 501(c)(6) Non-profit Organizations**

Previously awarded towns are NOT eligible for this round of funding.

ELIGIBILITY REQUIREMENTS

- **Projects must be completed within 12 months.**
- **Funds must be used for tangible projects. Funds cannot be used for strategic planning, consultant reviews, community conversations or related activities.**
- **The funding cannot be used to support one-time programming such as speaker fees, event fees or salaries.**
- **Funding cannot be used for consumable products – such as food, paper towels, cleaning supplies, etc.**

ELIGIBLE PROJECTS

Projects must fit into one of the following categories:

- Community Vibrancy
- Childcare & Senior Programming
- Libraries
- Food Retail

Each application may only include a maximum of three projects.

ELIGIBLE PROJECTS

Community Vibrancy - This category intends to refresh, re-energize and unlock the attractiveness of rural communities. Projects should be permanent and low maintenance.



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Projects may include but are not limited to:

- Permanent public art installations
- Public murals
- Community placemaking improvements such as downtown seating, equipment for main street sound systems or projectors for gathering places
- Park and recreation equipment improvements
- Signage for communities, including welcome signs, downtown light pole banners, and wayfinding signs (LED or electric signs are not eligible.)
- Downtown façade improvement or beautification of downtowns

ELIGIBLE PROJECTS

Childcare & Senior Programming - This category intends to support and enhance high-quality early childhood care and senior programming services for Kansas children, seniors, and families.



Childcare programming examples may include but are not limited to:



- Educational materials such as books, art supplies, developmental toys and learning activities
- Program supplies, including but not limited to, materials needed for safe sleep and nutrition
- Indoor and outdoor play and recreation items
- Culturally inclusive learning materials
- Developmental health screenings and materials
- Supports for breastfeeding (e.g. information, privacy room, refrigerator, etc.)
- Materials and support for family engagement and outreach
- Building improvements

ELIGIBLE PROJECTS

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Senior programming examples may include but are not limited to:

- Health, wellness and nutritional materials, equipment, and resources
- Indoor and outdoor recreational materials, equipment, and resources
- Art materials, equipment, and resources
- Technology
- Building improvements



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- Technology
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ELIGIBLE PROJECTS

Childcare & Senior Programming - This category intends to support and enhance high-quality early childhood care and senior programming services for Kansas children, seniors, and families.

Other considerations for this category:

- The funding cannot be used to support one-time programming such as speaker fees, event fees or salaries.
- All project funding for both childcare & senior programming and libraries must comply with the National Association for the Education of Young Children Program Accreditation Standards and the Standards for Kansas Public Libraries 2020-2024 specifically the following policies:
 - National Association for the Education of Young Children Program Accreditation Standards: “The classroom materials and equipment used to implement the curriculum (books, music, dolls, puzzles, toys, dramatic play props) should be representative of the lives of the enrolled children and their families. Curriculum materials should also represent the diverse languages, ages, abilities, and genders found in society as a whole. Include materials that accommodate children with special needs.”
 - Standards for Kansas Public Libraries 2020-2024: “As the basis of a youth services collection, the library provides a wide range of materials for use by and with youth. It serves current as well as anticipated needs and reflects a diverse and multicultural society.”



ELIGIBLE PROJECTS

Libraries - This category intends to support public libraries and empower them to continue to provide free and open access to a broad range of materials and services for people of all ages and backgrounds.



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Funding in this category will support the following uses:

- Purchase of books and related reading materials
- Laptops, tablets, Wi-Fi hot spots and other equipment to help patrons access reliable internet outside of library facilities and to help them connect to employment, education, general information, and essential telehealth services
- Physical improvements to library facilities including but not limited to carpet, roofs, entryways, or meeting rooms
- Purchase of furniture to benefit library patrons, such as new reading chairs, installation of coffee makers, tables and kiosks, etc.



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ELIGIBLE PROJECTS

Food Retail - This category intends to support local access to food retail establishments development, renovation and/or expansion. Eligible entities are those **selling food** including mobile markets and farmer markets.



ELIGIBLE PROJECTS

Food Retail - This category intends to support local food sourcing entities with development, renovation and/or expansion. Eligible entities are those selling food including mobile markets and farmer markets.

Food Retail examples may include but are not limited to:

- Coolers, appliances, display tables, containers or furniture
- Cash registers or similar equipment and technology
- Energy efficiency improvements
- Building rehabilitations

APPLICATION COMPONENTS

Eligible entities may submit multiple applications for different projects. However, only one project per county may be awarded funding.

An applicant may submit one application to use funds to support a project within each category, multiple projects in a category or another combination. Each application may only include a maximum of three projects.

- Applicant A may apply for \$5,000 for childcare and senior programming, \$10,000 for libraries and \$10,000 for community vibrancy. The total may not exceed \$25,000 per application.
- Applicant B may apply for \$25,000 for childcare and senior programming to provide materials to 4 childcare facilities and 1 senior center.

APPLICATION COMPONENTS

PROJECT INFORMATION

Community Population
Organization Name
Organization Type
County
Requested Grant Amount
Construction
Organization Contact Information

APPLICATION OVERVIEW

Project Category (pick up to 3)
What will this grant funding support and why?
(100 words)
Project Name – different name for each project
category
Project Address
“Explain how your project will support the “project
category” purpose: (500 words)

PROJECT DESCRIPTION AND SCOPE

1000-word limit
Historical Significance – check

Please give the project(s) name and explain how your project(s) will support the category's purpose in the sections below.

COMMUNITY VIBRANCY PROJECT NAME

Construction related projects - Historical Significance

Is your project(s) located in either a Registered Historic District or Registered Historic Building? (required)

- Yes
 No

If you are unsure, please refer to this database:
<https://www.kshs.org/p/register-database/14638>

If your project(s) IS located in either a Registered Historic District or Registered Historic Building, and is selected to receive funding through SEED, it will require review by the State Historic Preservation Office.
<https://www.kshs.org/shpo>

- Intended use of the funds
- Current condition or use of the property (if applicable)

Please indicate if this will be a sub-award to a business or non-profit that fits within the grant parameters listed above.



APPLICATION COMPONENTS

PROJECT BUDGET

Fill-in; make sure to include the amount of matching funds that are currently committed

PROJECT TIMELINE

Fill-in; make sure to include details of the scope of work, with goals & deadlines that match the project budget

PROJECT PHOTOS

Maximum of 10 photos

LETTER(S) OF SUPPORT

One Letter of Support is required; May submit up to three

Project Budget: *



	A
1	Project Name (please include project name below):
2	LIST YOUR PROJECT NAME HERE
3	December 2024 Scope of Work/Goal:
4	LIST SCOPE OF WORK BEING COMPLETED EACH MONTH IN SPACES BELOW
5	Jan 2025 Scope of Work/Goal:
6	
7	Feb 2025 Scope of Work/Goal:
8	
9	March 2025 Scope of Work/Goal:
10	

Building improvements	
Equipment	
Furniture/Seating	
Inventory	
Other	
Supplies	
Technology	
Total Expenses:	0

Include the amount of matching funds that are currently committed to this project on your budget document. This project requires a 10% funding match.



APPLICATION COMPONENTS – OPTIONAL

ARCHITECTURAL & ENGINEERING REPORTS

PROJECT BIDS & ESTIMATES

These are **highly encouraged** if your project(s) involve construction

OTHER DOCUMENTS RELEVANT TO PROJECT

ADDITIONAL SCORING COMPONENTS

Collaboration is strongly encouraged in each county. Typically, only one application per county is awarded funding.

Bonus points will be awarded if the county has not received HEAL, Rural Murals or SEED funding.

GREATER MATCH THAN 10%

ORGANIZATIONAL SUPPORT FROM AT LEAST ONE OTHER COMMUNITY PARTNER

Economic Development Organization, Chamber, City, County, Foundation, etc.

PROJECTS THAT ARE “SHOVEL READY” & CAN BE COMPLETED IN 12 MONTHS

Shovel ready means that the site/building is ready for construction/rehabilitation, has completed any needed environmental/historical inspections and infrastructure is in place at the site.

APPLICATION COMPONENTS – if Selected for Funding

W-9

Sexual Harassment Policy Acknowledgement Form

OPC FORM – “Procurement or Obtainment of certain equipment, services, or systems” Form –

- Federal law pertaining to Public Law 115-232, Section 889 of the John S. McCain National Defense Authorization Act of 2019, that prevents the use of public funds to purchase covered telecommunications equipment or services from certain companies or countries.

KANSASCOMMERCE.GOV/seedgrants

- FAQ Section
- Application Portal
- Contact Information:

SEED Grant
SEED@ks.gov



SEED Grants

Strategic Economic Expansion and Development

The purpose of SEED grants is to support the economic revitalization of Kansas **communities under 5,000 population** through investments in quality-of-life initiatives.

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The SEED grant program is administered by the [Kansas Department of Commerce](#).

SEED Grant Awardees



Questions?

**Join virtual office hours on
Friday, September 20th from
9:00 am – 11:00 am**

