SAMPLE APPLICATION

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Kansas
Department of Commerce

TEFFI
SEED
GRANTS
Strategic Economic Expansion and Development

APPLICATIONS
NOW OPEN

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 and Kansas; and to locate trust bank office space in economic growth zones in rural Kansas.

The partnerships with these financial organizations have generated funds that the SEED program will distribute to help these small rural communities prosper. The TEFFI: SEED grant program is administered by the Kansas Department of Commerce.

Additional scoring points will be awarded for the following:

- 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" and 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.)

Program Timing:

- Applications will open on Monday, August 29, 2022, and will close on Friday, September 30, 2022, at 11:59PM.
- All applications will be reviewed by the Department of Commerce for allowability and will be competitively scored. Awards are expected to be announced in October.
- Grant activities must begin within 4 months of a fully executed grant award document.
- All grant activities must be completed within one year of the award date.
- Expenses must be incurred AFTER execution of a grant agreement with the Department of Commerce to be eligible for funding under TEFFI: SEED grants.

ELIGIBILITY QUESTIONS

Has your project RECEIVED a BASE or HEAL grant? If your project has received a BASE or HEAL grant, the project is not eligible for SEED funding. *

○ Yes
○ No

Is your project taking place in a town that has a population of 5,000 or less? If population is greater than 5,000, you are not eligible to apply for this grant. *

○ Yes
○ No

If you unsure of your communities population, you can use the link below:

https://budget.kansas.gov/wp-content/uploads/2021_Kansas_Certified_Population-07.01.2022.pdf

Below is the list of eligible counties. Please choose what county your project will take place in. If your county is not listed, you are not eligible to apply for this grant. *

Select...   ⌄

Project Examples:

Organization Name: *

Limit: 50 characters

What is your organization type? *

Select... ⌄

Options include:
- County or municipal governments
- Economic Development Organizations
- Local Chambers of Commerce
- 501(c)(3) and 501(c)(6) non-profit organizations

Below is a list of eligible counties.

If your county is not listed, your project is not eligible for this grant.

County: *

Select... ⌄

Please choose what county this project will take place in from the eligible counties listed.

Communities with populations of not more than 5,000 people located in one of the following counties:

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

Requested Amount: *

$ [   ] USD

Minimum: $5,000 Maximum: $50,000

Have you previously submitted a BASE or HEAL grant application for $50,000 or less AND the project fits into a category below? *

○ No
○ Yes
○ Yes BUT would like to re-apply with changes through SEED

If you submitted a BASE or HEAL grant for less than $50,000 and would like to apply for more funds through SEED, please choose the "Yes BUT would like to re-apply with changes through SEED" option above.

If you chose the "yes BUT would like to re-apply" option above, please indicate which grant(s) you have previously applied for.

☐ BASE
☐ HEAL

If you have not previously submitted a BASE or HEAL grant and chose "no" above, please disregard this question and move on to organization address.

Organization Street Address: *

Country

Select... ⌄

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Enter the street number and name of the organization.

Organization Contact: *

First Name

Last Name

Enter the name of the point of contact for this project.

Organization Contact Phone: *

🇺🇸

Enter the phone number for the project contact.

Organization Contact Email: *

email@example.com

Enter the email address for the project contact.

An applicant may apply to use funds to support a project within each category, multiple projects in a category or another combination.

For example, applicant A may apply for $5,000 for childcare and senior programming, $20,000 for libraries and $25,000 for community vibrancy. The total may not exceed $50,000 per application. Furthermore, applicant B may apply for $50,000 for childcare and senior programming to provide materials to 4 childcare facilities and 1 senior center.

Project Category (you may choose more than one): *

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

Category Descriptions:

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

Enter the name of the project and the street address below.

If an address has not been developed, please enter the nearest cross street.

Community Vibrancy Project Name:

Project Address:

Country

Select...

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

This category intends to refresh, re-energize and unlock the attractiveness in each community. Projects should be permanent and low maintenance.

Projects may include but are not limited to:

- Permanent public art installations
- Community placemaking improvements such as downtown seating, equipment for main street sound systems or projectors for gathering places
- Park and recreation equipment additions or improvements
- Public murals
- 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

Explain how your project(s) will support the category's purpose:

Limit: 500 words

Enter the name of the project and the street address below.

If an address has not been developed, please enter the nearest cross street.

Childcare & Senior Programming Project Name:

Project Address:

Country

Select...

Address

Address Line 2 (optional)

[   ]

City

[   ]

State, Province, or Region   Zip or Postal Code

[   ]   [   ]

Childcare Examples:

Senior Programming Examples:

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.

The following items are examples of eligible use of these funds for *childcare programming*:

- 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
- Educational curriculum
- 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

The following items are examples of eligible use of these funds for *senior programming:*

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

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."

Explain how your project(s) will support the category's purpose:

Limit: 500 words

Enter the name of the project and the street address below.

If an address has not been developed, please enter the nearest cross street.

Library Project Name:

Project Address:

Country

Select...

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

<u>**Library Examples:**</u>

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.

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."

Explain how your project(s) will support the category's purpose:

Limit: 500 words

Enter the name of the project and the street address below.

If an address has not been developed, please enter the nearest cross street.

Food Retail Project Name:

Project Address:

Country

Select...

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Food Retail Examples:

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

The following projects are examples of eligible use of these funds:

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

The funding cannot be used to support salaries or to purchase inventory.

Explain how your project(s) will support the category's purpose:

Limit: 500 words

Project(s) Description and Scope: *

[text area]

Limit: 1000 words

Explain how the project(s) will support economic development and how it relates to community vibrancy, childcare & senior programming, supporting libraries, or supporting food retail or local food sourcing entities in your community.

Please include the following:
- Why the grant is being requested
- How the project(s) will be completed in the twelve-month timeline
- Other sources and amounts of funding that have been pursued and committed for this program(s)
- 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.

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

○ 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

BUDGET

Does this submission include multiple project budgets? *

○ Yes

○ No

If yes, multiple budget templates will appear. Please complete a project budget below for each project.

Budget Template Example:

Please list project name on the budget template below.

PROJECT NAME (PLEASE INCLUDE NAME OF PROJECT IN BOX BELOW):	
INSERT PROJECT NAME HERE	**INSERT SOURCE TOTALS BELOW**
SOURCES OF CAPITAL:	AMOUNT:
Foundation Grants/Loans	500
Owner's Investment	
Private Loans	
Public Grants	
Public Loans	1500
TEFFI SEED Grant	20000
Total Sources of Capital:	22000
EXEPENSES:	AMOUNT:
Advertising/Promotional Material	
Art/Signage	10000
Building Improvements	
Equipment	2000
Furniture/Seating	
Inventory	
Other	10000
Supplies	
Technology	
Total Expenses:	22000

Totals:

Project name:	Total Expenses:	Total Capital Sources:
Overall totals:	0	0

Please use totals from above to complete this table.

TIMELINE

Does this submission include multiple project timelines? *

○ Yes
○ No

If yes, multiple timeline templates will appear. Please complete a project timeline below for each project.

Timeline Template Example:

Please list project name on the budget template below.

Project Name (please include project name below):
INSERT PROJECT NAME HERE
October 2022
Scope of Work/Goal:
ADD SCOPE OF MONTH TO MONTH WORK, GOALS, AND DEADLINES TO MATCH YOUR PROJECT BUDGET HERE
November 2022
Scope of Work/Goal:

Project Timeline: *

Project Name (please include project name below):
October 2022
Scope of Work/Goal:
November 2022
Scope of Work/Goal:
December 2022
Scope of Work/Goal:

(continues through October 2023)

(construction must begin by month **4** and be completed by month **12**)

Please complete your project's timeline that details the full scope of work, with goals and deadlines that match your project budget.

Project Photos:

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please attach up to 10 photographs of your current project or examples of what you envision the end result of this project will be.

These can be emailed to SEED@ks.gov if you are unable to upload here.

Letter (s) of Support:

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf

You are required to provide at least 1 letter of support and allowed up to 3 letters of support when applying for this grant.

These can be emailed to SEED@ks.gov if you are unable to upload here.

Project Bids & Estimates (HIGHLY ENCOURAGED for construction related projects):

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Attach any bids or estimates you have received for your project. This section is not necessary but will provide more clarity on your project's needs.

Architectural & Engineering Reports: (optional)

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please attach any architectural or engineering reports that are relevant for your project.

Business & Marketing Plan: (optional)

Choose File

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload a business and/or marketing plan for your project.
You may also include any studies that show that this is a need in your community.

The forms below are required if your project is selected for funding:

Please upload a completed and signed W-9 form below:

<div style="border:1px dashed gray; padding:40px; text-align:center;">

Choose File

</div>

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

This can be emailed to SEED@ks.gov if you are unable to upload here.

Sexual Harassment Policy Acknowledgement Form will be routed to each recipient via DocuSign.

The organization contact will receive this via email if selected.

Statement of Assurances:

☐ By checking this box, you understand that only one application may be awarded per county. *

☐ I verify that by submitting this application for consideration of funding by the Kansas Department of Commerce under *
the TEFFI: SEED program, all information provided and presented is true and accurate. I understand that if the project
submitted under the TEFFI: SEED program is chosen to be awarded funding, I must provide proof of securing the
required match funding for the project upon application submission and complete necessary forms, contracts, and
financial information for the Kansas Department of Commerce to receive funding. Once funding has been awarded and
the project begins, I understand the project must be complete within 12 months of the start of the project. I also
understand that I will be required to submit progress reports, proof of approved expenditures, and other documents
including photos per the award agreement.

Save Draft   **Submit Form**

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Department of Commerce