

Towns Grant Application

Organization Name: (required)

What is your organization type? (required)

Select... ▼

- County or municipal government
- Community or Economic Development Organization
- Local Chambers of Commerce
- 501(c)(3) and 501(c)(6) Non-profit organization
- Community Foundation
- Tribal Nation or Organization

Requested Amount: (required)

\$ USD

Minimum: \$1,000 Maximum: \$10,000

Primary Project Contact Name: (required)

This is the point person who will be be the primary person that the Kansas Department of Commerce will communicate with throughout the grant project if awarded, and if we have questions regarding this application.

Primary Project Contact Phone: (required)



This is the phone number for the person that is the main point person for the projects listed in this application.

Primary Project Contact Email: (required)

Legal Organization Street Address: (required)

Country (required)

Address (required)

Address Line 2 (optional)

City (required)

State, Province, or Region (required) Zip or Postal Code (required)

Enter the street number and name of the organization. This is the address that would be listed in any legal documents such as a grant contract if awarded. This address must match the Organizations w-9, which will be requested if awarded.

Legal Organization Contact: (required)

First Name (required)

Last Name (required)

Enter the name of the point of contact for this project. This will be the person that is authorized to sign any legal contracts that will be issued if a grant is awarded.

Organization Contact Phone: (required)

Enter the phone number for the legal organization if we need to call regarding the contracting process.

Organization Contact Email: (required)

email@example.com

Enter the email address for the project contact. This is the contact where we will route docuSign materials to complete contracts if awarded.

APPLICATION OVERVIEW

This grant program was created to support small-scale quality of place projects that create quick, meaningful results in rural communities. Through the process, the program aims to increase capacity, grow community and youth engagement, mobilize volunteers, increase local investment in the community and businesses, and to increase the number of new communities applying for and winning Commerce grant awards.

An applicant may apply to use funds to support a single project or multiple projects. Keep in mind, no more than 3 projects can be requested within an application.

For example, applicant may apply for \$3,000 for downtown seating, \$3,000 for park equipment and \$4,000 for wayfinding signs. The total may not exceed \$10,000 per application and no more than 3 projects.

What is the problem you are trying to solve? How will this funding help?

Limit: 100 words

For this question, in 100 words or less, please provide an executive summary of what this funding will support in your community. This information will be what is listed on the Commerce website or other materials if awarded.

Does your project(s) include construction of any kind?(required)

Yes

No

These funds can not be used for building construction. However, storefront cleanup and basic repairs are eligible. If this work is being done on a historic building, or in a historic district, you will need to ensure you follow the State Historic Preservation Office requirements for these repairs, cleanup, or paint.

Project Examples:

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

Projects may include but are not limited to:

- Community placemaking improvements such as downtown seating, equipment for main street sound systems, gathering places, and park and recreation equipment.
- Signage for communities, including welcome signs, downtown light pole banners (including brackets and hardware), and wayfinding signs (wayfinding, not signage for businesses.)
- Benches, downtown seating, signage, beautification, pocket parks, or permanent public art or murals
- Trash receptacles, planters and plants, bike racks, etc.
- Vacant building window cleanup and paint, including cleaning supplies (paint, curtains, lighting, brooms, etc. to help clean storefronts of vacant properties or downtown cleanup)
- Small downtown infrastructure needs, such as sidewalks, curbs, accessibility improvements, or pedestrian lighting (not full streetscape but specific areas that might need to be addressed)

Ineligible Grant Project Expenses:

- The funding cannot be used to support one-time programming such as speaker fees, event fees, construction costs, LED or electric signs, programming, and salaries, etc.

Please give the project(s) name and explain how your project(s) will meet the goals of this grant in the sections below.

PROJECT #1 NAME

Enter the name of the project that clearly identifies what the project will do, and where it is.

Project Address:

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

If there is more than one location for Project #1, please list it here:

Project #1 - How will this project make the community more welcoming, attractive, or improve pride in the town?

Limit: 300 words

How will this grant make your community more welcoming, attractive, and improve the pride of the community for both residents and visitors? How will you keep this momentum going for the community in the long term if awarded?

Project #1 - How will this project encourage more engagement from the community as a whole to help the community prosper?

Limit: 300 words

How will this project increase community and youth engagement? Will you be mobilizing volunteers to help make this project happen? Are you bringing funding to this project from the local community and businesses that will help your town prosper and make these improvements more sustainable and long lasting?

PROJECT NAME #2

Enter the name of the project that clearly identifies what the project will do, and where it is.

Project #2 Address:

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

If there is more than one location for Project #2, please list it here:

Project #2 - How will this project make the community more welcoming, attractive, or improve pride in the town?

Limit: 300 words

How will this grant make your community more welcoming, attractive, and improve the pride of the community for both residents and visitors? How will you keep this momentum going for the community in the long term if awarded?

Project #2 - How will this project encourage more engagement from the community as a whole to help the community prosper?

Limit: 300 words

How will this project increase community and youth engagement? Will you be mobilizing volunteers to help make this project happen? Are you bringing funding to this project from the local community and businesses that will help your town prosper and make these improvements more sustainable and long lasting?

PROJECT NAME #3

Enter the name of the project that clearly identifies what the project will do, and where it is.

Project #3 Address:

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

If there is more than one location for Project #3, please list it here:

Project #3 - How will this project make the community more welcoming, attractive, or improve pride in the town?

Limit: 300 words

How will this grant make your community more welcoming, attractive, and improve the pride of the community for both residents and visitors? How will you keep this momentum going for the community in the long term if awarded?

Project #3 - How will this project encourage more engagement from the community as a whole to help the community prosper?

Limit: 300 words

How will this project increase community and youth engagement? Will you be mobilizing volunteers to help make this project happen? Are you bringing funding to this project from the local community and businesses that will help your town prosper and make these improvements more sustainable and long lasting?

Overall Project(s) Narrative

Each of the following questions builds the full project narrative. Rather than writing a long paragraph, use the following questions to show why this project that the town has identified will be impactful. How will this project be sustainable? Will it get the community excited to do more? Will it empower the town to try new initiatives to improve the community and make it a better place to live? These are the key things we are looking for when evaluating projects.

Why was this problem identified as a priority for the town? How will this funding help solve this problem? (required)

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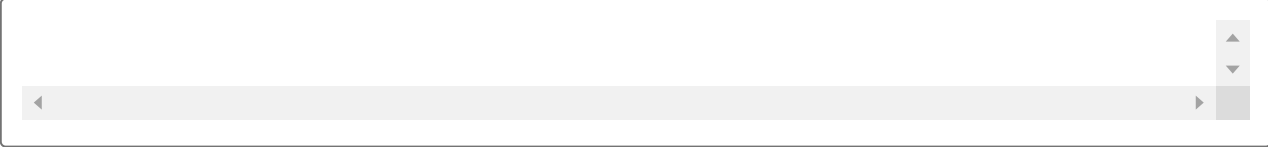

 

Limit: 300 words

How did the town/region/county etc. decide that the projects identified above will have a meaningful impact in the community? Tell us about your thought process and why the identified projects were selected.

Will these projects help the town engage donors or attract businesses to invest in the community? Describe how these projects can grow and be sustained in the future. (required)

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Limit: 300 words

Tell us more about how this application and the projects identified will support the town for future opportunities. is there now a better idea on how to fundraise, or did this process help to build a team in the town to help complete this application? The goal of this grant is not only to accomplish the project, but to help the town learn how to select a project, raise money for a project, and to apply for funding to support these projects.

What is the current condition of the area that this project will improve? What are the goals of the project, and how will it improve the town? (required)

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Limit: 300 words

What is the current condition of the area, project, or region that this funding will help to address? What are the goals for the project, and what will this funding make happen if awarded?

Downtown Revitalization Related Projects - Historical Significance

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

Yes

No

This grant cannot be used for building construction. The requirement for a State Historic Preservation Office review would potentially be required if doing a downtown revitalization project, such as vacant building window cleanup and painting or downtown signage and lighting in a historic district.

If you are unsure, please refer to this database:

<https://www.kshs.org/p/register-database/14638> (<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 Towns, it will require review by the State Historic Preservation Office.

<https://www.kshs.org/shpo> (<https://www.kshs.org/shpo>)


BUDGET

If your application includes more than one project, please complete a separate budget template for each project below. If your application includes just ONE project, disregard the additional budget templates.

Budget Template Example:

Please list project name on the budget template below.

Project Budget Example

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

	A	B
1	PROJECT NAME (PLEASE INCLUDE NAME OF PROJECT IN BOX BELOW):	
2	** Insert project name here**	
3	SOURCES OF CAPITAL:	AMOUNT:
4	Foundation Grants/Loans	500
5	Owner's Investment	
6	Private Loans	
7	Public Grants	1500
8	Public Loans	
9	Towns Grant	6000
10	Total Sources of Capital:	8000
11		
12	EXEPENSES:	AMOUNT:
13	Advertising/Promotional Material	
14	Art/Signage	
15	Building improvements	
16	Equipment	
17	Benches/Seating	
18	Inventory	
19	Other	
20	Supplies	
21	Placemaking Improvements	4000
22	Total Expenses:	8000

TOTAL OF ALL PROJECTS:



	A	B	C
1	Project name:	Total Expenses:	Total Capital Sources:
2			
3			
4			
5			
6			
7			
8	Overall totals:	0	0

Please use totals from above to complete this table. This will be the table the reviewers will use to evaluate all projects. Please be sure to double check that all project costs and any funding you have to cover these costs are summarized here. This includes your match and the grant request amounts as well.

TIMELINE

If your application includes more than one project, please complete a separate timeline template for each project below. If your application includes just ONE project, disregard the additional timeline templates.

Can these projects be completed in 12 months? (required)

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Limit: 300 words

Describe your plan to complete all of the identified projects in 2025, include goal dates for each project and any phasing you plan to do if you will be expanding on these projects in the future.

Use the table below to outline these goals, so we can better understand how each project has its own schedule for completion.

Timeline Template Example:

Please list project name on the budget template below.

Project Name (please include project name below):
LIST YOUR PROJECT NAME HERE
December 2023 Scope of Work/Goal: _____
LIST SCOPE OF WORK BENG COMPLETED EACH MONTH IN SPACES BELOW
Jan 2024 Scope of Work/Goal: _____
Feb 2024 Scope of Work/Goal: _____

Project Timeline for Project #1:



	A
1	Project Name (please include project name below):
2	
3	May Scope of Work/Goal:
4	
5	June Scope of Work/Goal:
6	
7	July Scope of Work/Goal:
8	
9	August Scope of Work/Goal:
10	

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

PLEASE BE SURE TO INCLUDE THE PROJECT NAME AT THE TOP OF THE TEMPLATE.

Project Timeline for Project #2:



	A
1	Project Name (please include project name below):
2	
3	May Scope of Work/Goal:
4	
5	June Scope of Work/Goal:
6	
7	July Scope of Work/Goal:
8	
9	August Scope of Work/Goal:
10	

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

LETTERS OF SUPPORT: (required)

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, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

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 MUST BE SIGNED in order to be eligible letters of support. Letters that are not signed will not count toward the required minimum.

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

Proof of matching funds (10% required if town population is 1000 or more) or letter outlining value of in-kind donations (if a town of 1000 population or less). (required)

Choose File

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

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

Applicants are required to demonstrate investment in the projects by providing a minimum match of 10%, which can be a combination or all in-kind if a community is less than 1000 population.

Match must come from private sources or non-state funded grants. Proof of funds can be bank statements, SIGNED letters from the funding organization guaranteeing the funds, donor letters or grant award letters, etc. In-Kind proof of match can be letters from organizations that are donating the time/labor/equipment, etc. SIGNED letters outlining volunteer support and labor hours anticipated, etc. can also be used to show proof of in-kind match.

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 Towns@ks.gov if you are unable to upload here.****

Project Estimates from contractors (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.

Select up to 5 files to attach. No files have been attached yet. You may add 5 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.

ANY OTHER APPLICABLE DOCUMENTS:

Choose File

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .aac, .aiff, .flac, .m4a, .mp3, .ogg, .wav, .wma, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

Please upload any documents, videos, images, or studies that clearly demonstrate the need for this project in your area.

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

You can begin to complete these in the meantime to ensure that your project can move forward quickly if awarded.

The following forms are required if selected for award.

The organization will receive an email requesting the following documents if the application meets all compliance review requirements. These documents can be ~~found~~

(https://sokansas-my.sharepoint.com/:f/g/personal/trisha_purdon_kdc_ks_gov/EjFXeDdwQq9EvZL936tOLusB1ZKZSljONeZUYO2HbuqfSA?e=sYzP4g) if you want to complete these documents after the application is submitted.

- Tax Clearance Form, (<https://www.kdor.ks.gov/apps/taxclearance/Start.aspx>)
- (<https://www.kdor.ks.gov/apps/taxclearance/Start.aspx>)
- ACH (form) or Voided Check
- Sexual Harassment Form
- W-9
- Covered Technologies Form

Statement of Assurances:

- The Kansas Department of Commerce requires that applicants are in good standing with the Kansas Secretary of State, Kansas Department of Revenue, and the Kansas Department of Commerce. By checking this box, you understand that you may be required to provide additional documentation.

(required)

- By checking this box, you understand that only one application may be awarded per community.

(required)

- I verify that by submitting this application for consideration of funding by the Kansas Department of Commerce under the Towns program, all information provided and presented is true and accurate. I understand that if the project submitted under the Towns 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.

(required)

Statement of Assurances:

Save Draft

Submit Form

Drafts may be visible to the administrators of this program.