

# Rural Champions Program

## APPLICANT INFORMATION

Please provide the following information about the applicant organization and primary project contact for the Rural Champions program grant.

This application form is for the Rural Champions program for projects taking place between October 2022 - December 2023. This organization will contract employment with the Champion for one year, October 2022 - October 2023.

### Applicant organization's legal name\*

This is the organization that will act as the legal applicant for the program and be the host organization to contract the selected Champion.

### PRIMARY CONTACT\*

First Name

Last Name

Enter the name of the person who will serve as the point of contact regarding the grant. This may be different from the person signing the contract.

Email\*

Enter the email for the primary contact.

Phone\*

Enter the email for the primary contact.

### Applicant organization's address\*

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Enter the address for the applicant organization.

### Applicant organization's legal structure\*

Choose the eligible structure which best describes the applicant organization.

### Applicant's county\*

Select the county in which the project is located. Eligible counties are those with population of 40,000 or less.

## PROJECT NARRATIVE

In the following section, describe the scope of the project. Explain why this project is needed for economic or community development in your area. Please be as concise and succinct as possible.

### **Project name\***

Enter a simple name that will act as an identifier for the project that can be easily referenced in grant documents.

### **Project category\***

Select which category best fits the topic of the proposed project and need.

### **Project description and scope summary\***

Fully explain your project in detail. How does it relate to the project category and what is the potential impact? Consider how the project fulfills the organization's mission and contributes to the community. Please describe how your community or team determined this project priority, and describe the community engagement or feedback you received to determine this priority

### **Project readiness\***

Describe work that has already been completed to support this project. What obstacles are you experiencing, or do you anticipate with this project? Have any previous programs been accessed for this project?

### **Benefit to the community\***

Describe how having a Champion will help the community make progress on the need.

### **Describe project and community partnerships\***

Describe community partners or others that will be involved in this project. How does the community support this project?

### **Goals and timeline\***

Describe the anticipated timeline for the project and goals that will be used to measure success and determine project completion.

### **Upload letters of support for the proposed project.**

Acceptable file types: .doc, .docx, .pdf

Upload letters from community, volunteers, leadership, etc., that support this project.

### **Project photos (if applicable)**

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

If the proposed project includes improvements to an existing facility, space, or area in the community, upload photos of the current state to supplement the project description and goals. Only if applicable.

## CHAMPION SELECTION

**Has the person who will serve as your "Champion" for this proposed project been selected? \***

Yes

No

Have you already selected the person who will act as your "Champion" for this proposed project? This person will contract with the host organization for one year, October 2022-October 2023. Communities that have identified their Champion in the application, have community support and matching salary support will receive additional points in the review process.

**If Yes-**

**Champion's experience and qualifications \***

Provide a brief description and information of the Champion, their work in the community, and how was the decision made.

Upload a letter of acceptance or resume from the Champion

**If No-**

**Champion selection process\***

If the Champion has not been selected, what is the organization's plan for selecting a Champion for the proposed project?

**Matching funds\***

A 25% match will be required of approximately \$5,000. Outline the matching funds (both cash and in-kind) for this project. In-kind match will include a workspace, provided computer and technology access, travel reimbursements, augmented pay, etc. Communities that have matching salary support will receive additional points in the review process. Matching funds will be reported on a quarterly basis, as will stipends.

Briefly provide plans for securing any matching funds not yet secured.

## **CERTIFICATION MATERIALS**

A completed and signed Federal W-9 Form and Sexual Harassment Policy Acknowledgement Form is required with this application. Additional required Commerce Fiscal Forms and Contracts will be routed to you via DocuSign if your project is selected for funding.

**Please upload the completed and signed copy of the Federal W-9 Form \***

Acceptable file types: .doc, .docx, .pdf

Upload a only the first page of the applicant organization's W-9 form. A blank form can be found on the Rural Champion webpage under the Program Resources button.

**Please upload a signed Sexual Harassment Policy Acknowledgement Form\***

Acceptable file types: .doc, .docx, .pdf

Upload a signed Sexual Harassment Policy Acknowledgement Form. A blank form can be found on the Rural Champion webpage under the Program Resources button.

## **ASSURANCE**

I hereby verify that all information provided and submitted as part of this application for consideration of funding under the Kansas Department of Commerce Champions program is true and accurate. I understand that I must provide proof of securing the required match funding for the project and complete necessary forms, contracts, and financial information requested by the Kansas Department of Commerce prior to the disbursement of any funding if this project is selected as a recipient under the Champions program. I understand the project must be completed within 12 months from the start of the project, to be completed by December 31, 2023. Projects that will require construction can be given additional time to complete, up to one year, as long as the start of construction begins before December 2023. I understand will be required to submit progress reports, proof of approved expenditures, and other documents, including photos, on a quarterly basis. I also understand that these do not solely encompass all the requirements that I may be obligated to perform if selected as a recipient under the Champions program and that the Kansas Department of Commerce reserves the right to rescind the selection and awarding of any funding under the Champions program should any information in this application and supporting documentation be inaccurate or by failing to provide the documentation required of Champions program recipients.

**Date\***

**Name & Title of Contract Signee\***

Enter the name and title of the person who will sign the grant agreement on behalf of the applicant organization.

**Contract Signee Email\***

Enter the email for the individual authorized to sign a grant agreement on behalf of the applicant organization. This is where the agreement and certification materials will be sent via DocuSign.

You will have the option to Save Draft or Submit Form