

Towns Grant Program

APPLICATION GUIDE

KANSAS

COMMERCE

Application Overview

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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 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.

Organization Information

The first section of the application asks for basic information about the primary applicant:

- **Organization Name**
- **Organization Type:** Select from the drop down
- **Requested Amount:** Total \$ requested for project(s)
- **Primary Project Contact:** Main point of contact for Commerce throughout the grant project if awarded, or if there are questions regarding the application

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.

Project Overview

This section should give a high-level overview of how the project and funding will support your community

More details can be provided later in the application

Project Overview: Construction

Project funds **can not be used for building construction**, however, storefront cleanup and basic repairs to buildings are eligible and would classify as construction

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.

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 Information

This section will request specific details about each of your projects, including:

- **Project Name:** Clearly describe the project's purpose and where it is (Ex: Art & Signage – Mural)
- **Project Address:** Specify the precise address or primary location

For multiple locations, list additional sites in the provided box



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?

Individual Project Narratives

These questions will help us understand how each project will:

- Enhance community engagement
- Create meaningful impact
- Address local needs

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.

Overall Project Narrative

The purpose of this section is to demonstrate the full project’s impact and selection

In this section, you will be asked to identify:

- Why this project was selected
- How community members were engaged to identify the project
- How this project will have meaningful, long-term impact
- How this project will engage donors and businesses to invest in the community

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>)

Historical Significance

Applicants are required to indicate if their project is in either a Registered Historic District or Registered Historic Building

If you are unsure, please refer to the Kansas Historical Society's register database at [kshs.org/register-database/14638](https://www.kshs.org/register-database/14638)

PROJECT NAME (PLEASE INCLUDE NAME OF PROJECT IN BOX BELOW):			
** Insert project name here**			
SOURCES OF CAPITAL:		AMOUNT:	
Foundation Grants/Loans		\$	500.00
Owner's Investment		\$	500.00
Private Loans			
Public Grants		\$	1,000.00
Public Loans			
Towns Grant		\$	2,000.00
Total Sources of Capital:		\$	4,000.00
EXPENSES:		AMOUNT:	
Advertising/Promotional Material			
Art/Signage			
Building improvements			
Equipment			
Benches/Seating			
Inventory			
Other			
Supplies			
Placemaking Improvements		\$	4,000.00
Total Expenses:		\$	4,000.00
PROJECT NAME (PLEASE INCLUDE NAME OF PROJECT IN BOX)			
** Insert project name here**			
SOURCES OF CAPITAL:		AMOUNT:	
Foundation Grants/Loans		\$	500.00
Owner's Investment			
Private Loans			
Public Grants		\$	1,500.00
Public Loans			
Towns Grant		\$	2,000.00
Total Sources of Capital:		\$	4,000.00
EXPENSES:		AMOUNT:	
Advertising/Promotional Material			
Art/Signage		\$	4,000.00
Building improvements			
Equipment			
Benches/Seating			
Inventory			
Other			
Supplies			
Placemaking Improvements			
Total Expenses:		\$	4,000.00
	Project name:	Total Expenses:	Total Capital Sources
#1	Placemaking Improvements	\$ 4,000	\$ 4,000
#2	Art / Signage	\$ 4,000	\$ 4,000
#3			
	Overall Totals	\$ 8,000	\$ 8,000

Budget

Applicants will be provided a budget template requesting:

- Sources of capital (Grants/Loans, Owner's Investments, Private Loans, Public Grants, Towns Grant requested amount)
- Expenses
- Totals of both

Applicants should include the amount of matching funds that are currently committed to the project in their budget

Applicants should complete one budget template per project

Timeline

Projects must be completed **within 12 months of the award**. Applicants are required to fill out a timeline template, detailing:

- Scope of work/goal for each month
- Goals and deadlines that match project budget

	A
1	Project Name (please include project name below):
2	Art & Signage - Mural
3	LIST SCOPE OF WORK BEING COMPLETED EACH MONTH IN SPACES BELOW
4	May Scope of Work/Goal:
5	Confirm with artist of award, finalize mural design, and set project dates.
6	June Scope of Work/Goal:
7	Prep building for mural, arrange for scaffolding, and order needed supplies
8	July Scope of Work/Goal:
9	Start Mural - Outline and begin painting.
10	August Scope of Work/Goal:
11	Mural complete. Hold ribbon cutting.
12	September Scope of Work/Goal:
13	Submit final receipts and paperwork to finalize grant award requirements.
14	October Scope of Work/Goal:

Letters of Support

Applicants are required to provide at least 1 letter of support. Letters of support should be heartfelt and unique, and come from individuals who will be truly impacted by the project. Letters **must be signed** to be eligible letters of support.

If you are unable to upload, letters can be mailed to **towns@ks.gov**

LETTERS OF SUPPORT: (required)

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, .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

Applicants are required to document investment in the projects by providing a minimum match of 10%. Proof of funds can be:

- Bank statements
- Donor letters
- Signed letters from the funding organization
- Grant award letters

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, .wpf, .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.

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

Supporting Materials

Project Photos: Provide up to 10 photos illustrating current conditions of your project site, and what you envision the result of the project to be

Project Estimates: Attach any bids or estimates you have received for the project

Applicants can also provide supplemental documentation in this section to demonstrate project need

Additional Support

OFFICE HOURS

Thursdays, 10:00 am – 11:00 am CST via Zoom

Beginning on December 19, except for December 26

ADDITIONAL RESOURCES

The following resources are available for use at kansascommerce.gov/towns:

- Application
- Application Guide Webinar Recording
- Community Self-Assessment Guide
- FAQs (*FAQs will be updated regularly throughout the grant application period*)
- Required Documentation Folder

Questions?

Questions?

Trisha Purdon
Director, Office of Rural Prosperity
towns@ks.gov



Let's Talk

www.kansascommerce.gov

KANSAS

COMMERCE