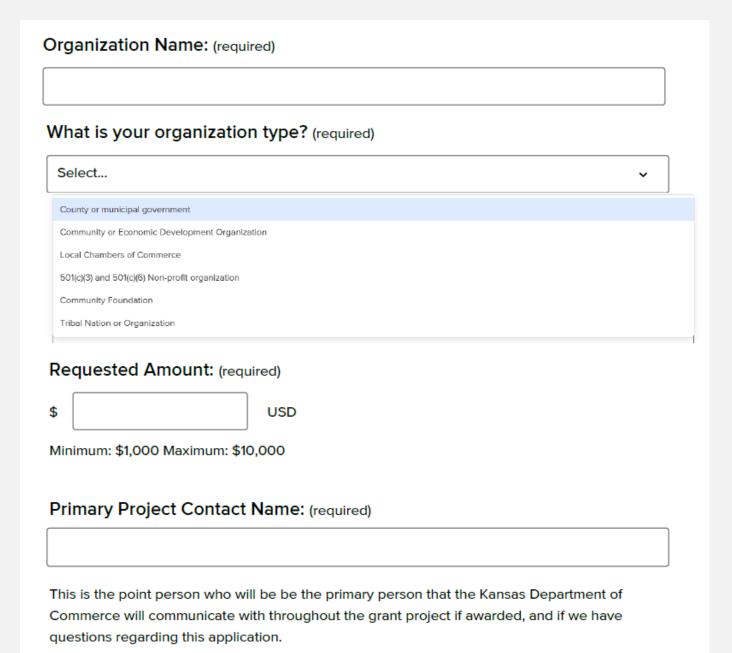


Application Overview

- Organization Information
- Project Overview
- Project Information
- Project Narratives
- Overall Project Narrative
- Historical Significance
- Budget Template
- Timeline Template
- Letters of Support
- Proof of Matching Funds
- Supporting Materials



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?(require	ed)
--	-----

() Yes

O 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 wars				
	Limit: 300 word 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:

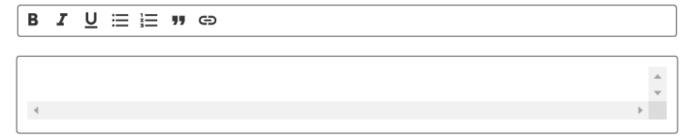
- Enhance community engagement
- Create meaningful impact
- Address local needs



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)



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

O 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



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	S	500.00
Private Loans		
Public Grants	\$	1,000.00
Public Loans		
Towns Grant	S	2,000.00
Total Sources of Capital:	\$	4,000.00

EXEPENSES:	AMOUNT:	
Advertising/Promotional Material	000000000000000000000000000000000000000	
Art/Signage		
Building improvements		
Equipment		
Benches/Seating		
Inventory		
Other		
Supplies		
Placemaking Improvements	S	4,000.00
Total Expenses:	\$	4,000.00

PROJECT NAME (PLEASE INCLUDE NAME OF PROJECT IN BOX

** Insert project	name here**	
SOURCES OF CAPITAL:	AMOL	JNT:
Foundation Grants/Loans	\$	500.00
Owner's Investment		
Private Loans		
Public Grants	\$	1,500.00
Public Loans		Significance
Towns Grant	\$	2,000.00
Total Sources of Capital:	\$	4,000.00
EXEPENSES:	AMOL	JNT:
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	s	4,000	\$	4,000
#2	Art / Signage	s	4,000	\$	4,000
#3					
	Overall Totals	\$	8,000	s	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

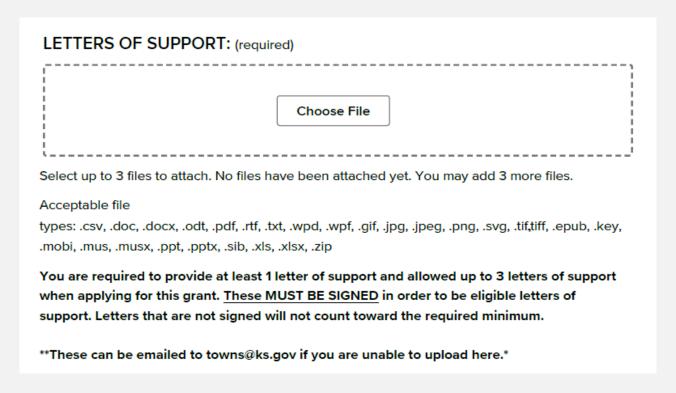
1	Project Name (please include project name below):
2	Art & Signage - Mural
3	LIST SCOPE OF WORK BEING COMPLETED EACH MONTH IN SPACES BELOW
4	May Scope of Work/Goal:
5	Confirm with artist of award, finalize mural design, and set project dates.
6	June Scope of Work/Goal:
7	Prep building for mural, arrange 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

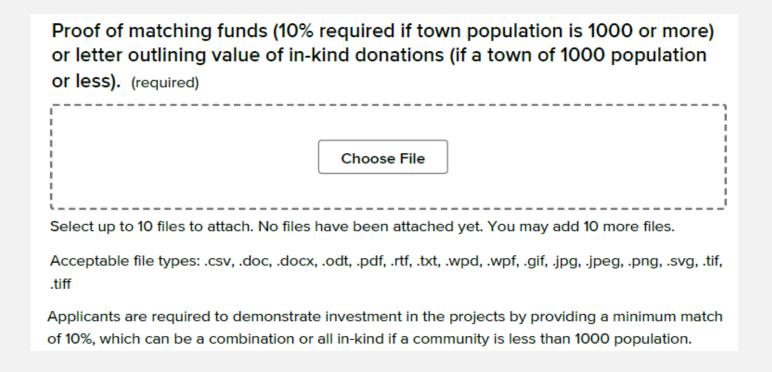




Proof of Matching Funds

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

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





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