

TEFFI SEED 5.0 Grant
SAMPLE APPLICATION
DO NOT SUBMIT!

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 17th, and will close on Monday, October 21st, at 5:00PM.
- All applications will be reviewed by the Department of Commerce for allowability and will be competitively scored. Awards are expected to be announced in December.
- 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.

Application



1. **Organization Name:**
2. **Organization Street Address:**
3. **What is your organization type:**
4. **County:**
5. **Requested Amount:**
6. **Does your project(s) include construction of any kind?**
7. **Account Address:**
 - a. Is the organization's legal address the same as the account billing address?:
 - b. Legal Billing Street:
 - c. Legal Billing City:
 - d. Legal Billing State:
 - e. Legal Billing Zip Code:
 - f. Legal Billing Country:
8. **Organization Contact**
 - a. First Name:
 - b. Last Name:
 - c. Contact Email:

CAPACITY ASSESSMENT

9. Has the applicant organization been established more than three years? : Yes/No
10. Has the applicant managed state or federal grant funds in the last four years? :
Yes/No

11. Have any of the funds been revoked, rescinded, or withheld due to grantee performance? Yes/No
12. Has the applicant had any financial audit findings within the past 5 years? : Yes/No
13. Explain any financial audit findings within the past 5 years? (3,000-Character Limit)
14. Does the applicant have written policies and procedures in place for the management and administration of grant funds? : Yes/No
15. Does the applicant have an experienced staff member or consultant to properly manage, comply with all requirements, and administer this grant? Yes/No

APPLICATION OVERVIEW

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

No more than 3 projects can be requested within an application.

For example, applicant A may apply for \$3,000 for childcare and senior programming, \$12,000 for a library and \$10,000 for community vibrancy. The total may not exceed \$25,000 per application and no more than 3 projects. Furthermore, applicant B may apply for \$25,000 for childcare and senior programming to provide materials to 2 childcare facilities and 1 senior center.

Project Examples:

COMMUNITY VIBRANCY

Community Vibrancy Examples:

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

CHILDCARE AND SENIOR PROGRAMMING

Childcare Examples:

- 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. Funding cannot be used for consumables, such as food, paper towels, cleaning supplies, etc.

LIBRARY PROJECTS

Funding in this category will support the following uses:

Library Examples:

- ☐ 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.”

FOOD RETAIL PROJECTS

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

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

16. Please enter the number of projects you want to add for each category.

Community Vibrancy Project Count:	
Childcare & Senior Programming Project Count:	
Libraries Project Count:	
Food Retail Project Count:	

Project 1:

17. Project Category (you may choose more than one):

Community Vibrancy:
Childcare & Senior Programming:
Libraries:
Food Retail:

18. Enter the name of the project and the street address below. If an address has not been developed, please enter the nearest cross street.

- a. Project Name:**
- b. Project Address: Address:**
- c. Address Line 2:**
- d. City:**
- e. County:**
- f. State, Province, or Region:**
- g. If there is more than one address for the above category project location, please list it here:**

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

20. What will this grant funding support and why?

Project 2:

21. Project Category (you may choose more than one):

Community Vibrancy:
Childcare & Senior Programming:
Libraries:
Food Retail:

22. Enter the name of the project and the street address below. If an address has not been developed, please enter the nearest cross street.

- a. Project Name:**
- b. Project Address: Address:**
- c. Address Line 2:**
- d. City:**
- e. County:**
- f. State, Province, or Region:**
- g. If there is more than one address for the above category project location, please list it here:**

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

24. What will this grant funding support and why?

Project 3:

25. Project Category (you may choose more than one):

Community Vibrancy:
Childcare & Senior Programming:
Libraries:
Food Retail:

26. Enter the name of the project and the street address below. If an address has not been developed, please enter the nearest cross street.

- a. Project Name:**
- b. Project Address: Address:**
- c. Address Line 2:**
- d. City:**
- e. County:**
- f. State, Province, or Region:**
- g. If there is more than one address for the above category project location, please list it here:**

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

28. What will this grant funding support and why?

Overall Project(s) Narrative

Project(s) Description and Scope:

29. 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:

- a. Why the grant is being requested
- b. How the project(s) will be completed in the twelve-month timeline
- c. Other sources and amounts of funding that have been pursued and committed for this program(s)
- d. Intended use of the funds
- e. 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.

Construction-related projects - Historical Significance

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

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 NAME	
SOURCES OF CAPITAL	AMOUNT
Foundation Grants/Loans	
Owner's Investment	
Private Loans	
Public Grants	
Public Loans	
TEFFI: SEED Grant	

Total Sources of Capital:

Total Sources of Capital Non SEED:	
EXPENSES	AMOUNT
Advertising/Promotional Material	
Art/Signage	
Building improvements	
Equipment	
Furniture/Seating	
Programming costs	
Supplies	
Technology	
Other	
Total Expenses:	
Revenue Minus Expenditures:	

MATCHING FUNDS:

This project requires a 10% funding match.

30. Include the amount of matching funds that are currently committed to this project on your budget document.

- a. TOTAL OF ALL PROJECTS:
- b. Overall Totals:
 - i. Total Capital Sources
 - ii. Total Capital Sources Non SEED
 - iii. Total Expenses

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.

Timeline Template Example:

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

*Project Name	
Jan 2027 Scope of Work/Goal:	
Feb 2027 Scope of Work/Goal:	
March 2027 Scope of Work/Goal:	
April 2027 Scope of Work/Goal:	
May 2027 Scope of Work/Goal:	
June 2027 Scope of Work/Goal:	
July 2027 Scope of Work/Goal:	
Aug 2027 Scope of Work/Goal:	
Sept 2027 Scope of Work/Goal:	
Oct 2027 Scope of Work/Goal:	
Nov 2027 Scope of Work/Goal:	
Dec 2027 Scope of Work/Goal:	

Project.Must.be.Completed.by.Dec.97?868

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

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.*

Attachments:

- 31.** Letters of Support (Multiple Uploads Allowed)
- 32.** W-9 of Organization that will be receiving the initial contract and payments from Commerce.
- 33.** OPC Form: <https://www.kansascommerce.gov/wp-content/uploads/2024/12/OPC-Policy-on-Covered-Technologies.pdf>
- 34.** Sexual Harassment Policy Acknowledgement Form: <https://www.kansascommerce.gov/wp-content/uploads/2021/11/Sexual-Harassment-Policy-Acknowledgment-Form-03.01.19.pdf>
- 35.** Project Photos: (Strongly encouraged!)
- 36.** Project Bids & Estimates (HIGHLY ENCOURAGED for construction related projects) (Multiple Upload Allowed)
- 37.** Architectural & Engineering Reports (Single Upload Allowed) If applicable
- 38.** Other Applicable Documents (Multiple Upload Allowed)
- 39.** Applicant in good standing with the Kansas Secretary of State (Screenshot) (**Single Upload Allowed**)

Instructions: A business or organization must be in a “Good Standing” status with the Secretary of State before being recommended for funding through Commerce. How to check the status of a business: Go to <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx> type the name of the business or organization and click Search. Screen shot the status and upload the proof of status with the application. Please

make sure each upload is named according to the upload requirement and has a unique name. This can include your application number appended to the end.

40. Tax Clearance Certificate (Single Upload Allowed)

- a. **Instructions:** A blank version of this form is available below. Please complete the form and upload with your application. Tax Clearance Certificate form:

<https://www.ksrevenue.gov/taxclearance.html>