

Grant Application Checklist

Below is a list of all Towns grant application materials to be turned into Salesforce.

Document	Complete	Contents
Application Narrative*	☐	Complete all application narrative questions within the Salesforce form.
Timeline(s)*	☐	Add a separate timeline for each project using the “New” option in the application.
Budget(s)*	☐	Add a separate budget for each project using the “New” option in the application.
Bid or Estimates*	☐	Provide bids &/or estimates for proposed project costs.
Proof of Matching Funds*	☐	Provide proof of a 10% match from private or non-state sources (in-kind allowed for communities 1,000 and under), such as a signed bank or grant award letter.
Letters of Support*	☐	Provide at least one letter of support; applicants may include up to three.
W-9 Form*	☐	Blank version available on the program webpage under Commerce Fiscal Forms.
Sexual Harassment Policy Form*	☐	Blank version available on the program webpage under Commerce Fiscal Forms.
Covered Technologies Form*	☐	Blank version available on the program webpage under Commerce Fiscal Forms.
Photos	☐	Before photos of project area or proposed updates.
Screenshot Submission of Kansas Secretary of State Good Standing Status	☐	Commerce requires that businesses and non-profit applicants be in good standing with the Kansas Secretary of State (SOS) at time of submission and throughout duration of the grant to receive funds. Please provide a screenshot of organization’s current status using the Business Entity Search linked here .
Submission of Tax Clearance Certificate	☐	All applicants, except hospitals, libraries and government entities must provide a Tax Clearance Certificate from the Kansas Department of Revenue (KDOR). Request Tax Clearance Certificate here . <i>*Note: It could take up to 48 hours to receive the certificate so plan ahead! Certificates are good for 90 days.</i>