

Historic Economic Asset Lifeline (HEAL)

Sample Application



Select Which Grant You Are Applying For*

Emergency HEAL

HEAL

Select only one grant option.

Emergency HEAL

Building is in danger of collapse.

Application open November 8-19, 2021.

Award decisions on Emergency HEAL will be made by November 23, 2021.

Construction must commence by February 1st, 2022 for Emergency HEAL projects and be completed in 12 months.

HEAL

Building is stable.

Application open November 8 - December 20, 2021.

Award decisions on HEAL will be made by January 10, 2022.

Construction must commence by December 31, 2022 and be completed in 12 months.

Name of Project:

Limit: 50 words

Project Address *

Include the physical address number and street, city, and county of the project.

Find program information and the application.
www.kansascommerce.gov/healprogram



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Building square footage *

Limit: 50 characters

Building Owner and Project Contact *

First Name

Last Name

If the Project Contact is different than the Building Owner, please contact the Kansas Department of Commerce. If there is more than one owner of the building, please list the primary project contact.

Eligible applicants are the building owners of underutilized, vacant or dilapidated downtown buildings.

Project Contact Phone*

Project Contact Email*

DUNS Number *

Please provide the DUNS for the building owner.

If you need a DUNS number, visit <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705-5711. Be aware that it can take several days to receive a DUNS number.

Employer Identification Number (EIN)

Please provide the Employer Identification Number for the building owner.

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Project Narrative

In the following section, describe the scope of the project, explain the historical or architectural significance of the building to the downtown district, and describe how the building will be revitalized and put to use. Please be as concise and succinct as possible.

Project Description and Scope*

Limit: 1000 words

Provide an overall description of the project, including the current condition of the building and use (if it is partially utilized) and scope of work for the project.

Explain the historical or architectural significance of the building to the downtown district*

Limit: 1000 words

Describe how the building will be revitalized and put to use*

Limit: 1000 words





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Describe the intended use for the building once it is revitalized and how it will contribute to the downtown district and local economy.

Limit: 1000 words

Project Funding Need*

Provide reasoning for why the HEAL grant is being requested and what other sources and amounts of funding will be pursued for the project.

Project Timeline

Explain the proposed timeline for the project. Keep in mind that the matching funds for the project must be secured by September 30, 2022. The project timeline should be based on receiving the proposed award.

Proposed Timeline *

Limit: 1000 words

Provide dates and project milestones in a list format. Be sure to correlate milestones and project tasks with your budget and narrative.

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Attachments



Please provide the following attachments that relate to this application. If specific attachments are not available, you must explain why they are not available.

Project Budget and Narrative*

Attach separate documents for the proposed line-item budget for the project showing the amount of investment and funds applied to specific expenses and a narrative to support the expenses. The budget should also show the total amount of the project.

Bids and Estimates

Architectural Drawings

Architectural drawings must show proposed changes. Proposed changes must be consistent with Main Street Design Guidelines ([LINK](#)) and local codes.

Current Photos of Project Site*

Please provide any images relevant to the project.

Business Plan

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Provide a business plan for the building reuse.

Commerce Required Fiscal Forms *

Find the required Commerce Fiscal Forms under “Resources” on the HEAL webpage, complete them, and then upload them here. The forms are required as part of the application and submitting them does not guarantee funding.

Letters of Nomination *

Building owners of underutilized, vacant or dilapidated downtown buildings are eligible to apply for the HEAL program.

The grant application must include a local nominating organization for the project. A letter describing how the project will meet the needs of the downtown district and how expertise and assistance will be provided to the building owner in developing the underutilized building into an economic asset should be submitted by the nominating organization. Statement of Assurances

I verify that by submitting this application for consideration of funding by the Kansas Department of Commerce under the HEAL program, all information provided and presented here in is true and accurate. I understand that if the project submitted under the HEAL program is chosen to be awarded for funding, I must provide proof of securing the required match funding for the project as submitted by September 30, 2022 and complete necessary forms, contracts, and financial information for the Kansas Department of Commerce in order 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.

