

APPLICATION ATTACHMENTS

KANSAS GOVERNOR'S GRANTS PROGRAM
GRANT WRITING TIPS

UPDATED 2022

Attachment Requirements

- Each grant program has a certain number of attachment requirements.
- If the required attachments are not uploaded with the submission, the application will be considered incomplete and will not be considered for a grant award.
- Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the attachments are required for all applying organizations and some may only be applicable to certain applying organizations.

Preparation

- Attachments must be prepared and saved on the user's desktop in PDF, Word document, or Excel spreadsheet format.
- File names must correspond to the attachment requirement, i.e. filename: Project Narrative.doc.
- Submit application documents in 12 pt. Times New Roman, **number the pages of the Project Narrative**, and **title each document filename as indicated in the next slide**.

Tips:

- ❖ Files with .xlsx or .docx extension will not upload successfully.
- ❖ Files that are 2 MB or larger will not upload successfully.

Attachments




If required attachments are:

- Project Narrative
- Federal Certifications
- Board of Directors Information






Then, please submit filenames like:

Type	Name	Date	Action
	Project Narrativ.doc	05/31/2013 10:07	Download
	Federal Certific.pdf	05/31/2013 10:07	Download
	Board of Directo.doc	05/31/2013 10:07	Download

NOT

Type	Name	Date	Action
	201305311654.pdf	05/31/2013 17:05	Download
	201305311608.pdf	05/31/2013 17:06	Download
	201305311557.pdf	05/31/2013 17:07	Download

OR

Type	Name	Date	Action
	2011audit.pdf	05/31/2013 16:36	Download
	boardlist2013.doc	05/31/2013 16:37	Download
	JAGcertlist.docx	05/31/2013 16:58	Download
	jagassurances20.docx	06/02/2013 21:52	Download
	JAG2013final.doc	06/03/2013 14:35	Download

Attachments

Attachment Files Typically Required:

- ❖ Project Narrative
- ❖ Agency Budgets
- ❖ Proof of 501(c)(3) Status
- ❖ Certificate of Good Standing
- ❖ Board of Directors Information
- ❖ Federal Certifications

Project Narrative

- Follow solicitation instructions for document requirements
- For instructions on the creation and submission, please see the corresponding guide on our website at www.grants.ks.gov

Current and Next Fiscal Year Agency Budgets

- Specify fiscal period represented
- Balanced
- Include income and expenses
- Include all sources of financial support and its status
- List all staff positions separately with respective salary/wage

Agency Budget

- If applicant program is under the umbrella of a larger entity, it is acceptable to submit program budget
- Must include two years of agency budget
- May be uploaded as one attachment or two
- Be sure to include balanced income AND expenses
- Be sure to identify the relevant budget period
- If the next year's budget has not been approved, simply footnote that fact on the document
- Ensure that the grant request items are easily identifiable under both the income and expenses
- List staff positions and respective salaries/wages separately
- Provide the current status of all income sources

Proof of 501 (c)(3) Status

Upload as an attachment proof of the applicant's exempt status as determined by the Internal Revenue Service.

Internal Revenue Service
District Director

Department of the Treasury

1100 COMMERCE STREET
DALLAS, TX 75242-0000

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Addendum Applies:

Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the

Certificate of Good Standing

Upload as an attachment a current (**less than one year old**) copy of the applicant's Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of April 27, 2021

A handwritten signature in cursive script that reads "Scott Schwab".

SCOTT SCHWAB
SECRETARY OF STATE

Board of Directors Information

Upload as an attachment a list of the organization's Board of Directors. The attachment must include each board member's name, profession, address, phone number, email address (if available), and the member's term of service.

May also include:

- “Updated on” date within the document
- Offices held
- County represented