



THE PROCESS

Submit your intake form at [kansashealthyfood.org](https://www.kansashealthyfood.org).

STEP 1: ELIGIBILITY REVIEW

[2 weeks]

To find out if your project is a good candidate for the Kansas Healthy Food Initiative, visit www.kansashealthyfood.org and complete an intake form. Once the intake form is submitted, KHFI staff will connect with you to schedule an intake call to learn more about your project. Eligibility review takes approximately two weeks.

Eligibility does not guarantee funding.

If eligible,

STEP 2: FINANCING

[at least 90 days]

a) Compile and submit your KHFI financial application:

- Network Kansas will connect the applicant to a local resource partner, such as a regional Certified Development Company (CDC).
- The resource partner will provide the applicant with the KHFI financial application and submit it to KHFI on behalf of the applicant.

b) Financial Review:

- Once the request is reviewed and underwritten, the financial package offer will be developed.
- The amount of time required to disburse funds depends on completeness of application, submission of all funding documents, and readiness of the project.
- Funding decisions are made by the KHFI Investment Committee.

Please note, this is an iterative process which requires some back and forth between the applicant and the lender.

Eligibility Criteria

Eligible projects are:

- Committed to healthy foods,
- Carried out in low-resource areas,
- Carried out in underserved areas,
- Led by experienced operators, AND
- Integrated with community needs.

Documents for Loan Applications

- ☐ Business plan
- ☐ 3-5 years of Operating Projections
- ☐ 3-5 years of Historical Financials

May be required, depending on the size and type of the project:

- ☐ Market Study
- ☐ 5% Equity Contribution
- ☐ Project Cost Estimate (3rd Party)
- ☐ Financial statements of any project sponsors or guarantors