

City of Basehor BUSINESS IMPROVEMENT GRANT

www.CityofBasehor.org

Business Improvement Grant

The City of Basehor is offering a Business Improvement Grant (BIG) to support local businesses in enhancing their operations, improving storefronts, and contributing to a vibrant local economy. This initiative aims to provide financial assistance for projects that improve the appearance, functionality, and sustainability of commercial properties.



ELIGIBILITY REQUIREMENTS

- Applications will be accepted starting on the opening date of the grant period.
- The grant is available to any property located within the Basehor city limits that holds a current business license with the City of Basehor.
- Applications may be submitted by business owners or property owners. All grant funds will be issued as reimbursements to the applicant.
- Applicants must be businesses in good standing with the Kansas Secretary of State, have no outstanding tax liabilities with the State of Kansas, no delinquent property taxes or special assessments, and no past-due balances on City utility accounts.
- Projects must comply with all applicable site plan review guidelines, zoning regulations, sign ordinances, and building codes.
- Only one grant will be awarded per applicant per grant cycle.
- A new application may only be submitted once any previous grant-funded project has been completed.
- Project values must reflect the full cost of materials and labor. The City may require multiple bids; reimbursement will be based on the lowest qualified bid, though applicants may choose any contractor.
- Grants will be awarded based on project scores until all available funds are allocated.
- Projects may not begin prior to grant approval. Costs incurred before approval are not eligible for reimbursement, and projects already underway will not be considered.
- Projects must be completed or substantially completed within six (6) months of approval. A deadline will be specified in the grant agreement. Only one deadline extension may be granted. Projects not completed on time may forfeit their award.
- For projects requiring building permits, a passing final inspection is required before any grant funds are disbursed.

APPLICATION PROCESS

- Contact Alex Van Dyke:
P: 913-724-1616 Email: avandyke@cityofbasehor.org
to schedule a pre-application meeting to discuss the project and determine the necessary permits and approvals.
- If all program requirements have been met, the City will reimburse the applicant for up to 50% of eligible project costs, not to exceed \$2,000 per project per year.
- Submit the grant application form, and “before” photos of the project.
- Depending on the project scope, additional documentation such as site plans, elevations, architectural renderings, and contractor bids may be required prior to project initiation.
- If the applicant does not own the property where the improvement will take place, an approval letter from the property owner is required.
- If your project is approved, all work must be completed by the deadline specified in the grant agreement.
- Upon project completion, submit all receipts, proof of payment, and ‘after’ photos for review.