



6090 Woodson Road
 Mission, KS 66202
 Phone: (913) 676-8360
 Fax: (913) 722-1415

Business Improvement Grant Application

Property Owner	Business Owner
Name	Name
Address	Address
City/ST/ZIP	Established
Telephone	Occupational License #
Contractor	
Company	
Licensee Name	
Address	License #
City/ST/ZIP	License Class
Phone:	
Fax:	
Project Description	
Projects must meet all applicable Design Guideline, Form Based Code, Zoning, Sign and Building Code requirements of the City.	
Project Valuation	Note: THE INTERNATIONAL MECHANICAL CODE 2006, THE INTERNATIONAL PLUMBING CODE 2006, THE NATIONAL ELECTRICAL CODE 2005, THE INTERNATIONAL RESIDENTIAL CODE 2006, AND THE INTERNATIONAL BUILDING CODE 2006 HAVE BEEN ADOPTED BY THE CITY OF MISSION.
Total Cost \$ _____	
I hereby acknowledge understanding of grant guidelines and agree to the stipulations of program	
X _____	
Signature (Owner)	Date
***** FOR OFFICE USE ONLY *****	
Grant Amount: \$	Planning Case File #:
Notes:	Building Permit #
	Approved by:
	Community Development Date

Mission Business Improvement Grant Grant Guidelines

BIG is open to any properties in the City of Mission with Commercial, Industrial, Main Street, Business Park, or Mixed Use District Zoning.

Grant applications must be submitted by the property owner. All grant monies will be issued to the property owner.

Property owners cannot claim exemption from city, state or federal taxes.

Business must have a valid occupational license from the City at the time of application and must have been a Mission business for at least two years.

Properties in the 100-year flood plain are excluded from the program.

Projects must meet all applicable Design Guideline, Form Based Code, Zoning, Sign and Building Code requirements. All projects must be pre-approved by the City.

Property owners will be reimbursed 50% of approved costs. The City's share will not to exceed \$10,000 per project, \$2,000 per sign, or \$35,000 per property over the life of the program. EV charging stations will be reimbursed 75% of approved costs up to \$3,000 and will not count towards the lifetime maximum.

Projects valued at over \$5,000 are required to submit three separate bids. Reported project valuations shall include total value of work, including materials and labor, for which the grant is being issued. The City will reimburse at the applicable rate of the lowest bid.

Applications are accepted from April 1 until July 31 at 5 PM at City Hall. Applications are reviewed on a first come first served basis from the time a complete submittal is received until all grant money is allocated.

Projects must be completed by December 31, 2010 unless a written request for an extension is submitted by the applicant and approved by the City.

Qualifying Improvements

Exterior improvements: building repairs and improvements, sidewalk improvements, signs.

Qualifying energy efficiency improvements*: interior and exterior lighting systems, building mechanical systems (heating, cooling, ventilation), Hot Water Systems, Building Envelope (including doors, windows, insulation, etc)

Plug-in electric vehicle charging stations: charging stations available to employees or the public.

* An energy audit conducted by a State or KCP&L certified auditor identifying the interior energy efficiency improvement is required to qualify. Businesses that participated in the City's Pilot Assessment Audit in the spring of 2009 are also eligible.

Application Process

Contact Community Development Staff for a pre-application meeting to discuss project and identify the necessary permits and approvals.

Submit completed grant application form, W-9, and "before" photos of project. Additional applications for building permits or planning commission review may also require site plans, elevations, other architectural renderings, and or fees.

If project valuation is greater than \$5,000, submit 3 separate bids.

Staff will review application and provide notice if approved.

Complete project by December 31, 2010.

Submit all receipts, proof of payment and "after" photos for City review. If all program requirements have been met, the City will issue grant money as a reimbursement for qualified and documented expenses.