

City of Olathe Downtown Revitalization Grant Program

Program Overview

The City of Olathe Downtown Revitalization Grant Program supports property owners and tenants in revitalizing downtown storefronts and retail spaces. The program fosters historic preservation, vibrant streetscapes, and small business growth and retention by providing matching grants for exterior and interior improvements.

The City will provide a 50% matching grant, **up to \$50,000**, for eligible improvements on the exterior or interior of the building.

Eligible Improvements

Exterior Improvements:

- Façade restoration, painting, and upgrades
- Public realm enhancements (such as awnings, planters, benches, etc).
- Exterior lighting and signage
- Accessibility and safety upgrades

Interior Improvements:

- Historic interior preservation
- Code/safety upgrades
- Mechanical system improvements
- Layout or structural modifications
- Energy efficiency improvements
- Design and engineering fees

Ineligible Improvements

- Routine maintenance
- New building construction
- Removable equipment/furniture that won't stay with building if business was to turnover
- Projects completed prior to application submission and approval
- Any work that is not in compliance with the City's municipal codes.

Eligibility Criteria

- Project must be located in Downtown Core or Transition area as defined in the [Envision Olathe Downtown Plan](#).
- Applicants must be the property owner or tenant (with the property owner's consent)
- Project must be for a retail space in Downtown Olathe open to the public (i.e. restaurant, store, service, experience). Private offices are not eligible for grant funds.
- Project may only receive one grant in a three-year period (i.e. a tenant and property owner cannot separately apply for the same space/business).
- Applicants must comply with all zoning, building codes, and historic preservation guidelines.
- Property must be current on property taxes and free of active code violations.
- City employees and city elected officials are ineligible for the program.
- Grants are awarded on a first come, first served basis subject to the availability of funds for the fiscal year.
- The grant review committee reserves the right to make exceptions to the requirements of this grant program based on the proposed project's alignment with the City's goals and vision for Downtown Olathe.

Application Process

1. Pre-Application Meeting

The applicant should reach out to Jason Leib at the Olathe Chamber of Commerce at (913) 744-4373 to schedule a pre-application meeting. The applicant should come prepared to this meeting to discuss proposed plans, timeline, and budget.

2. Application Submission

The applicant should submit a completed grant application that includes the project description, project timeline, renderings/photos, and detailed cost estimates. The application should be submitted on the City's website at www.olatheks.gov/residents/community-resources/downtown-olathe/downtown-storefront-improvement-grant-application.

3. Application Review

The application will be reviewed within 15 business days. The review committee will review the application based on the following criteria:

- Historic preservation and design quality
- Economic impact
- Community activation
- Readiness and feasibility
- Alignment with the Olathe 2040 Strategic Plan, Economic Development Strategic Plan, Elevate Olathe Comprehensive Plan, Envision Olathe Downtown Plan, and the Unified Development Ordinance.

4. Application Approval

The applicant will receive a pre-approval grant award letter or notice of why the grant application as denied or revisions needed within 15 business days of submitting the application from the Olathe Chamber of Commerce. The grant will be contingent on the following:

- The applicant must obtain all required permits, meet all zoning and unified development ordinance requirements, and complete the project within 12 months.
- The project must receive a certificate of occupancy or certificate of completion from the City of Olathe prior to any expenses being reimbursed.
- The improvements must be maintained for a minimum of 5 years or the property owner will be responsible for reimbursing the City for the total amount of the grant awarded.

5. Reimbursement Process

Upon completion of the project, the applicant must submit a listing of all transactions for which they are seeking reimbursement with a copy of the invoice and proof of payment for each transaction. The applicant must also submit before and after photos. The City will not reimburse more than 50% of the total project costs, up to the total agreed upon amount outlined in the Grant Award Letter. No expenses will be reimbursed until the project is completed, all invoices have been paid, and the City has issued the Certificate of Occupancy or Certificate of Completion.

The reimbursement request should be sent to Emily Carillo with the City of Olathe at ecarillo@olatheks.gov. The City will respond to all reimbursement requests within 10 business days with an update on whether the reimbursement has been processed or additional information is needed.

Downtown Revitalization Grant Program Checklists

Application Checklist:

- Pre-application meeting schedule and completed (schedule with Chamber of Commerce)
- Completed grant application
- A narrative explaining the proposed project with renderings and/or photos
- A detailed budget with matching funds identified
- Project timeline

Reimbursement Request Checklist:

- A listing of each transaction that includes vendor, amount, description of charge, and date paid
- A copy of all invoices and proof of payment for each transaction
- A copy of the approved building permit (if required)
- Before and after photos
- A copy of the certificate of occupancy, certificate of completion, or some other proof of project completion if no building permit was required.