**Middleville Downtown Development Authority**

**Façade Grant Program**

**Current Business**

**GRANT REQUIREMENTS**

The Middleville Downtown Development Authority (DDA) was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA District. Our grant program provides funding to owners of businesses within the Village DDA District who wish to make improvements to their existing buildings' façades. A maximum of $5,000.00 will be awarded to businesses that meet the following criteria:

**ELIGIBILITY**

• Owners or tenants of property located within the Village of Middleville DDA District.

• Tenants must apply jointly with property owners.

**CONDITIONS OF ELIGIBILITY**

 • The property owner must be current on all Village, County and State property and income taxes and all other Village accounts.

• Project components must be composed of high-quality materials. This grant is designed to offset the cost of lesser quality materials to assist with higher quality facades within the DDA districts.

 • All work must be completed within six (6) months from the date the grant is awarded.

 • Maximum grant funding given to one business cannot exceed $5,000.00. New applicants will be given priority over applicants that have previously received grants from the DDA.

• This is a competitive grant process and projects with a higher ratio of private to public investment will be given preference.

• Grant recipients must provide the DDA with photographs of aesthetic improvements before and after the completion of work. Photographs must be taken from the same vantage point. These photographs will be used by the DDA for marketing purposes.

• Grants will not be awarded for physical improvements and work completed prior to grant application date.

• All work must comply with all applicable laws, ordinances, building codes, and zoning ordinances. Contractor or owner must secure proper permits prior to commencement of work.

• Once a grant is awarded, grant recipients must display the DDA Grant Award Signage in the window on the pedestrian side, in plain view of the public. Signage must remain in place for 6 months.



 • Projects will be funded to the extent that budgeted funding is available. Please note that new businesses are given priority over existing businesses or businesses who have received DDA grant funding in the past.

**EXAMPLES OF ELIGIBLE COSTS**

• Masonry restoration

• Conversion of storefront to architecturally contextual/historic storefront

• New outdoor café seating / patios

• Restoration of exterior historical elements

• Removal of historically unsuitable (modern) facade treatments

• Professional design fees (Architectural, interior design or landscaping)

• Additions

• Blighted storefronts for new businesses moving to the district.

• All materials and labor for work performed in association with above-mentioned improvements.

• Exterior painting (non-maintenance)

• Awnings (Historic in appearance reflecting character of the DDA District)

• Exterior Lighting

• Repair or replacement of windows, doors, walls, or other appropriate architectural elements. Roofs may be considered provided the repairs to the roof are integral to the stability of the facades.

**EXAMPLES OF INELIGIBLE COSTS**

• Appraiser or attorney fees

• Expenses incurred prior to application date

• Loan fees

• Wages paid to applicant, relative, friend, for work associated with the façade improvements

• Property acquisition, mortgage, land contract financing or loan fees

• Building permit fees

• Interior or exterior signage of any kind

• Permit fees

• Replacement or maintenance items: Roofs, canopies, building systems, parking lots, doors, windows, electrical or mechanical work or any other items that should be maintained by property owner on a regular basis.

• Furnishings, trade fixtures, display cases, counters, computers, equipment or other items taxed as personal property.

*Please note that the aforementioned examples of eligible and ineligible costs are not all inclusive and final determination of eligibility requirements are governed by the DDA Board.*

**PROJECT PRIORITIES**

Grants are competitive, meaning that the most viable projects will be selected for grant funding. The more documentation (photographs, renderings, sketches, estimates) you are able to provide about your project will increase your chances of receiving grant funding. Applications containing the following characteristics will have priority in the appropriation of DDA funding:

• Projects containing a high ratio of private to public dollars

• Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, unsightly storefronts, etc.)

• Projects that are on corner lots.

• Projects designed to restore the historic condition of the building facade

• Projects that will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades

**GRANT FUNDING TIMELINE**

Please note that if the grant application deadline falls on a weekend or a holiday, the deadline for the grant shall be the following regular workday.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deadline  | Cycle 1  | Cycle 2 | Cycle 3 | Cycle 4 |
| Application due | January 2nd | April 2nd | July 2nd | October 2nd  |
| Review by Implementation Committee  | Prior to end of January  | Prior to end of April | Prior to end of July | Prior to end of October |
| Final Approval by DDA board | 3rd week of February | 3rd week of May | 3rd week of August  | 3rd week of November |
| Project Completion and Reimbursement Request to DDA office | 6 Months from date of award letter  | 6 Months from date of award letter | 6 Months from date of award letter | 6 Months from date of award letter |

**GRANT PAYMENTS**

• DDA grants are awarded to recipients as reimbursements.

• All work must be in compliance with the aforementioned requirements and original receipts for work performed must be provided in order to receive reimbursement.

• In order to receive grant reimbursement, the establishment must be open for regular business.

**GENERAL APPLICATION INFORMATION**

Application Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Owner Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Owner Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Owner Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Owner Fax Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Fax Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this business currently located within the DDA Development District? Yes No (Circle One)

Is this business expanding? Yes No (Circle One)

Estimated start date of project\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Estimated completion date of project\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Cost of project $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant Date

By signing above, the applicant affirms that: The information submitted herein is true and accurate to the best of my (our) knowledge. I (we) understand that if this application is approved, any changes, alterations or modifications to the approved façade improvements must be authorized in writing by the Implementation Committee of the DDA. If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.

**MANDATORY GRANT INFORMATION CHECKLIST**

o Attach a narrative describing in detail how this project will benefit the DDA District and a description of your project.

o Attach architectural plans, renderings, sketches or illustrations depicting the work to be performed.

o Attached estimates of cost of work for all elements of the project signed by contractor(s).

o Attach a breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting.

ALL DECISIONS CONCERNING ASPECTS OF THE GRANT APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR GRANTS ARE WITHIN THE SOLE DISCRETION OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD AND FINAL.

\* Please return grant application and supporting documentation to:

The Village of Middleville DDA Director Gretchen James, 100 E Main Street, Middleville, Michigan 49333 or P.O. box 69. Please contact gretchen@middlevilledda.org or 269-241-1170 for questions. For more information about the DDA please visit our website at middlevilledda.org

PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS. PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY, AS INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.