**Middleville Downtown Development Authority**

**Sign Grant Program**

**Objectives**

This program seeks to bridge the gap in cost between unattractive signage and highly functional, attractive signs that complement and create a more attractive DDA District. The Sign Grant Program will provide a matching grant of up to 50% of the total cost of an approved sign to a maximum of $2,000 per applicant. Sign incentive awards must be approved by the DDA Board prior to sign purchase or installation. The Design Committee and DDA Board will review and may reject any or all applications and reserves the right to award incentives for signs which are deemed to be in the best interests of the DDA District. Any business located within the DDA District may apply for this incentive. Any business that receives a sign grant from the Middleville DDA is not eligible for another sign grant for a period of 5 years.

**Eligible Signs**

To receive a sign grant, the applicant must submit a sign design that meets the Sign Design Guidelines of the provision of the Village’s Zoning Ordinance and the program objectives. Non-conforming signs must be brought into compliance or replaced in a manner approved by Village zoning. Because awnings were historically important to traditional storefronts, awning signs will be considered for grant awards. Standard corporate franchise signs are not eligible.

1. Applicants may obtain a printed copy of grant packets from the Middleville DDA office, at 100 E. Main St., Middleville 49333 (269-241-1170), Village Hall or the DDA or print this version.
2. Current sign zoning ordinances are available on the Village website, [www.villageofmiddleville.org](http://www.villageofmiddleville.org). If you have questions, contact the planning and zoning administrator at powersd@villageofmiddleville.org
3. Applicants should submit Sign Grant Application to the Middleville DDA in Village Hall. Sign Permit Applications (available at www.villageofmiddleville.org) must be submitted to the Planning and Zoning Department in Village Hall at the time of applying for a sign grant. Permit fees are not eligible for reimbursement.
4. Applicants leasing their space must provide a letter providing permission from the building owner to apply for the incentive. The letter must indicate an awareness of the rules and requirements of the program.
5. 5. The Implementation Committee will review the completed sign grant application and approved Village sign permit with the proposed design. If the sign design is deemed inappropriate or incompatible with the Design Guidelines, program objectives, and Zoning Ordinance’s sign provisions, the Façade Committee may provide a letter to the applicant suggesting changes to the design. If the applicant submits a new sign design based upon Façade Committee recommendations, the application may be reviewed a second time. The Façade Committee will recommend that the DDA Board approve applications that it deems most compatible with the Sign Design Guidelines and objectives of this program.
6. Any deviations from an approved application must be approved by the DDA Board prior to the purchase or installation of the sign. Installed signs that do not conform to the approved application may not be eligible for the sign incentive reimbursement.
7. An approved applicant must submit a copy of their paid invoice from their sign company indicating the total cost of the sign before an incentive check may be issued. Please allow up to 30 days for the incentive check to be issued

**SIGN GRANT 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.

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| --- | --- | --- | --- | --- |
| 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 |

**SIGN GRANT 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicable if the applicant is not the owner of the building or space requesting funds)

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

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

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

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

Sign company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign company address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign company phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total estimate of sign cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of materials $\_\_\_\_\_\_\_

Cost of Design $\_\_\_\_\_\_\_\_\_

Cost of Installation $\_\_\_\_\_\_\_\_\_

CHECKLIST

• Sign Grant Program Application

• Sign Permit Application from Village of Middleville

• Written permission from building owner (if applicant is leasing)

• Sign design, drawn to scale, including dimensions and colors

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 sign design 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.

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.