



Downtown Development Authority
989-883-2150 Fax 989-883-9367
222 North Center Street Sebewaing MI 48759

Village of Sebewaing DDA Façade Grant Application

Due one week prior to January or April DDA Quarterly Meeting

Applicant: _____ **Date:** _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Owner (If different than applicant): _____

Address: _____

Telephone: _____ **Email:** _____

Subject Property Address: _____

Subject Property ID # 3239-_____ **Current Zoning:** _____

Type of Improvement (Attach drawings / additional pages if needed) _____

Total cost of improvement \$ _____

Supplies \$ _____ **Labor \$** _____

Requested grant funds \$ _____

Estimated Completion Date _____

Zoning Permits may be required by the Village of Sebewaing

Façade Grant Agreement

The undersigned affirms the information provided in this application is true and complete to the best of their knowledge. Furthermore, the applicant understands the requirements of the Façade Grant Program and agrees to abide by the terms and conditions.

Applicant Signature _____ **Date:** _____

Owner Signature: _____ **Date:** _____

DDA Approval Date: _____ **Completion Date:** _____

In order to be eligible to receive grant funds, all property taxes, real and personal, and utilities owed on the property, that is the subject of the application, must be current at the time the application is submitted. Any property on which there is past due balance for such taxes or utilities will be removed from consideration.

Purpose

The purpose of the Façade Improvement Grant Program is to promote revitalization of properties in the Downtown Development Authority (DDA) District by providing financial assistance to building owners for improvement and maintenance to existing commercial and residential buildings to aid in economic growth. These grants will be used to further develop improvement projects in the DDA district. Outdoor, visual improvement projects that have a noticeable impact will be favored. Examples of eligible projects: Repair to exterior facades, masonry repair or cleaning, restoration of windows, doors or other architectural elements, awnings, landscaping, enhanced lighting, and exterior painting. Financial assistance is made available to provide a visual impact on the exterior, thus improving the marketability of the overall area. The intent of this program is for building owners to take full advantage of assistance available and comply with full renovation programs. **THE ENHANCEMENT OF THE REAR PUBLIC VIEWED BUILDING IS ALSO ENCOURAGED.**

Criteria for DDA Improvement Grant

1. An application must be for a tax paying property in the DDA district, within the Village of Sebewaing.
2. A drawing or plan of the improvement must accompany the application. **Current photo** of property (before improvement) is required.
3. The total dollars for the improvement along with the requested grant amount should be listed. An estimate of the project and materials must be included.
4. The grant-financed work cannot start until the grant is approved and the grant awarded project must be completed by one year from approval date.
5. Deadline submission will be determined by the Village of Sebewaing DDA and the grantee will be notified.
6. Grant funds will be paid as a reimbursement at conclusion of project, with receipts provided. Amount awarded will be identified upon review of application.
- 7. The completed improvement must remain unchanged for 5 years unless the committee gives approval.**
8. Applicants that commit to a larger-scale project or have some urgency to their application, such as important operating repairs, will also be given greater consideration towards being awarded the grant.
9. The grant recipient shall, at the request of DDA, repay to the DDA the whole or any portion of the grant if the recipient has knowingly provided false information on the application or if the use of the funds is for purposes other than those detailed in the application.

Eligibility

Owners of the buildings in the DDA District are eligible for financial assistance from the Village of Sebawaing DDA. The grant funds can be used to upgrade and rehabilitate the exterior façade of their buildings. Tenants may apply for assistance with the consent of the property owners. Only projects, which have not begun prior to being awarded, are eligible. All work must take place after the DDA board approved the award. Proof of payment must be shown, in order to receive a reimbursement. This is a reimbursement grant, therefore, only after a project is paid for, will the grant money be dispersed.

Exterior Improvements to the façade, including but not limited to, the following: changing exterior wall covering, landscaping, lighting, signs, canopies or awnings, screening of unsightly utilities and to a limited extent, paving of parking areas.

Exterior Maintenance measures improving the overall looks of the façade and ensure the sustainability of exterior surfaces, such as cleaning, painting, removing and replacing mortar, repairing, power washing, sand blasting, acid washing, window glazing, and caulking.

Complete the Application

When writing your proposal, please keep in mind it will be reviewed by people who may not be familiar with your project or your agency, so be sure your application fully explains your program and what you hope to accomplish. Please be as clear, complete, and concise as possible. In addition to required elements, you may attach additional documents if it will help make your case clearer.

Make sure to include all documents listed on the application form.

- Grant application form / Façade Grant Agreement.
- Proof of property ownership and/or lease, up to date paid property taxes and utilities.
- Detailed written summary of proposed façade improvements.
- Full set of before photos of the proposed project.
- Sketch/drawing of proposed improvements

Award Process

Upon receiving application, the Downtown Development Authority (DDA) Board will review all submissions. The Façade Grant Program is ongoing. Grants will be awarded on a first come first serve basis until all available funds have been given. Village of Sebawaing DDA has put aside \$ _____ for the Façade Grant Program.