



## Façade Improvement Grant Program

### **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. 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.

### **Eligibility**

Owners of the buildings in the DDA District are eligible for financial assistance from the St. Charles DDA, 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. This is a reimbursement grant, therefore, only after a project is paid for, will the grant money be given. All work must take place after the DDA board approved the award. Proof of payment must be shown, in order to receive a reimbursement. Financial assistance will only be available to those projects meeting eligibility requirements and preference will be given to projects that can be completed in a timely manner and make the most visual impact to the downtown area.

Eligible items may include:

- **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 that improve the overall looks of the façade and insure the sustainability of exterior surfaces, such as cleaning, painting, tuck pointing, repairing, power washing, sand blasting, acid washing, window glazing, and caulking.

### **Scoring Criteria**

- The level of private investment utilized for the renovation. Applicants providing more than a 50% match will receive higher priority

- The potential impact the project will have on the surrounding area (visual prominence/significance)
- Whether the proposed improvements restore the historical character of the building
- The building's level of blight
- Whether the building is abandoned
- Improvements must be adjacent to a public space; however, priority is given to projects renovating multiple facades
- Whether the applicant has been awarded façade grants in the recent past

### **Funding**

The DDA has allocated \$10,000 for this program. All projects must be reviewed and approved by the DDA Board. Participants must expend private funds and then will be reimbursed for qualified expenditures up to, but not exceeding, 50 percent of eligible expenditures. There is no minimum or maximum amount. The award will be based on eligible spending and available funds.

The Façade Grant Program is ongoing from April 2024 to April 2025. Grants will be awarded at a first come first serve basis until all available funds have been given.

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## **How to Submit an Application**

### **Contact Our Staff**

You must contact our program staff with a phone call or email before submitting your application.

Contact: Hartmann Aue

Phone Number: (989) 865-8287

Email: haue@stcmi.com

The proposed project must be reviewed in order to determine if it is eligible. This requirement is meant as a service to applicants in order to avoid unnecessary spending to create documents for ineligible projects. If your program deems appropriate you may proceed with a formal application.

### **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 necessary documents listed under the application form.**

### **Put the Application Together**

If emailing the application please include all material in one email if possible. It may contain multiple attachments if needed.

If mailing or dropping off, please do not staple individual sections of your application. Binding is not necessary. Using a clip or one staple to keep the application together is most preferred.

### **Turn in Proposal**

It is preferred that applications are emailed, however, they may be mailed or personally dropped off during office hours throughout the entirety of the grant.

Address: 110 W. Spruce St.

St. Charles, MI 48655

Attn: Hartmann Aue

Phone Number: (989) 865-8287

Email: haue@stcmi.com

Office Hours: M-F 8:00 AM to 5:00 PM

### **Award Process**

- Upon receiving applications, the Downtown Development Authority (DDA) staff will review all submissions. The Façade Grant Program is ongoing from April 1, 2024 to April 1, 2025. Grants will be awarded on a first come first serve basis until all available funds have been given.
  - Additional information may be requested at this time, such as:
    - Complete set of scaled design drawings
    - Color rendering of proposed improvements to all facades
    - Proof of non-delinquent status for all city accounts, including taxes, water bills, special assessments, and loans
    - Detailed cost estimate for all eligible project costs and a signed non-collusion clause
- Any changes to the approved renovation design must be approved by the DDA prior to construction.
- Once plans are finalized a grant agreement between the DDA and applicant will be signed.
- The applicant has 60 days to commence the project.
- The grant money is awarded to the contractor once the work is complete and paid.

# Program Application Form

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Building Type:  Residential  Commercial  Mixed-Use

Relationship to building:  Owner  Tenant

Project Address: \_\_\_\_\_

Tax Parcel #(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

Grant Funds Requested: \$ \_\_\_\_\_ Match percentage: \_\_\_\_\_%

Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

Business(es) Currently Housed in Building: \_\_\_\_\_

Will tenants be displaced during construction:  YES  NO  UNKNOWN

Contact Person:  Applicant  Contractor  Other: \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Please Include the Following Submission Requirements

- Grant application form
- Proof of property ownership and/or lease hold interest
- Detailed written summary of proposed façade improvements
- Project Budget
- Full set of before photos of the proposed project
- Sketch of proposed improvements
- Façade Improvement Agreement

# Project Budget

Itemize all project costs (expenses) and funding sources (revenue), including matching funds, to the best of your knowledge.

## Revenue

Sources of funding	Amount	Status	
		Confirmed	Pending
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	<b>\$ _____</b>		

## Expenses

Item (materials/supplies, equipment, labor)	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	<b>\$ _____</b>

# Façade Improvement 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.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For additional information, please contact Hartmann Aue at (989) 865-8287 or email at [haue@stcmi.com](mailto:haue@stcmi.com)**