



Downtown Development Authority

Exterior Building Improvement Grant Application & Guidelines

GRANT REQUIREMENTS

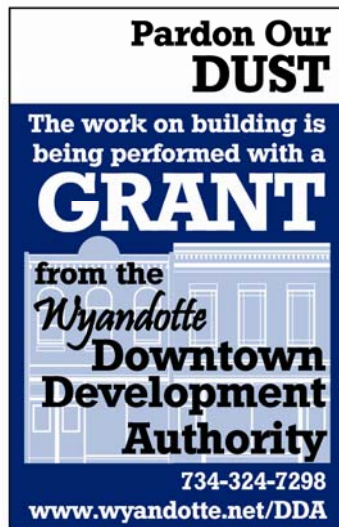
The Wyandotte Downtown Development Authority (DDA) was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA District. Our grant program provides funding to owners of businesses within the city's DDA 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 City of Wyandotte DDA District. Tenants must apply jointly with property owners.

CONDITIONS OF ELIGIBILITY

- The property owner must be current on all City, County and State property and income taxes and all other City accounts.
- Project components must have a useable life of at least 10 years.
- All work must be completed within six (6) months from the date the grant is awarded.
- You may apply for one or more grants, but maximum grant funding given to one business cannot exceed \$5,000.00 in one (1) calendar year or \$15,000.00 over the course of five (5) years. New applicants will be given priority over applicants that have previously received grants from the DDA.
- Grants are awarded on a dollar to dollar match, not to exceed \$5,000.00. 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 work completed prior to grant application date.
- All work must comply with all applicable laws, ordinances, building codes, and zoning ordinances and 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 a minimum of 60 days after the completion of funded project.



- Projects will be funded to the extent that budgeted funding is available.

EXAMPLES OF ELIGIBLE COSTS

- Repair or replacement of windows, doors, walls, or other appropriate architectural elements.
- Exterior painting
- Awnings or exterior canopies
- Decorative exterior Lighting
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- New outdoor café seating
- Restoration of exterior historical elements
- Removal of historically unsuitable (modern) facade treatments
- Professional design fees (Architectural, interior design or landscape)
- All materials and labor for work performed in association with above-mentioned improvements

EXAMPLES OF INELIGIBLE COSTS

- Appraiser or attorney fees
- Expenses incurred prior to application date
- Property acquisition, mortgage, land contract financing or loan fees
- Building permit fees
- Maintenance items: Roofs, building systems, parking lots, electrical or mechanical work
- 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

DDA 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 enhance pedestrian movement from the rear to the front of buildings
- 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 weekday.

| Deadline | Grant Cycle 1 | Grant Cycle 2 | Grant Cycle 3 | Grant Cycle 4 |
|--|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Grant applications due | January 2nd | April 2nd | July 2nd | October 2nd |
| Reviewed by Grant Subcommittee | Prior to the end of January | Prior to the end of April | Prior to the end of July | Prior to the end of October |
| Final Approval by Board of Directors | 2 nd week of February | 2 nd week of May | 2 nd week of August | 2 nd week of November |
| Project Completion & Reimbursement request to DDA Office | Six months from date of Award Letter | Six months from date of Award Letter | Six months from date of Award Letter | Six 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_____

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____/____/____

SUPPLEMENTARY GRANT INFORMATION CHECKLIST

- Attach a narrative describing in detail how this project will benefit the DDA District and a description of your project.
- Attach architectural plans, renderings, sketches or illustrations depicting the work to be performed.
- 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 City of Wyandotte
Downtown Development Authority
Natalie Rankine, RA - Director
2624 Biddle Avenue
Wyandotte, Michigan 48192

Please contact nrankine@wyan.org or 734-324-7298 for questions. For more information about the DDA please visit our website at www.wyandotte.net/dda.

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.

Grant guidelines adopted 08/09/2011