

## **Downtown New Baltimore Building Façade Grant Program**

The Building Façade Grant Program was designed to encourage investment and revitalization to the commercial buildings in the Downtown Development Authority District in Downtown New Baltimore. The Grant Program targets low cost, physical improvements to buildings by upgrading awnings, windows, paint, or other improvements/repairs to the building structure.

### **Program Guidelines**

1. Grants may be awarded for up to 50 percent of the total cost of a qualified façade, with a maximum grant award of up to \$2,500.00 per project.
2. The applicant must match the grant with documented matching funds. Labor provided by the applicant, owner, or any other laborer will not be considered.
3. A property address may not apply for a grant more than twice for the same store front unless a change in business ownership occurs.
4. The DDA cannot accept applications for previously completed improvements, design or permit fees, or for roof repair.
5. New construction is not eligible for the Façade Grant Program.
6. All grant awards are subject to available funding and submitting an application does not guarantee funding.

### **Eligible Repairs**

- All exterior walls of building, with priority given to major street-facing facades.
- Exterior renovations, restorations, or reconstruction including but not limited to the following:
  - Carpentry and/or painting;
  - Masonry cleaning;
  - Removal of historically inappropriate materials from façade, if applicable;
  - Window replacement or restoration;
  - Doors and/or entryways;
  - Awnings and/or canopies;
  - Tuck-pointing, if applicable;
  - Restoration of original architectural features, if applicable;
  - Exterior improvements must also meet with the approval of the New Baltimore Historic District Commission, if applicable

### **Eligible Participants**

Building owners and tenants (with permission from the building owner) of commercial or mixed-use property located in the Downtown Development Authority District of Downtown New Baltimore are eligible to participate in the Façade Improvement Grant Program. Tenants must have at least a two-year lease at the location to qualify. Only structurally sound buildings with safely functioning mechanical/plumbing/electrical systems will be considered for this grant. Improvements must comply with all city building codes, permitting, and sign standards. In addition, building owners must show evidence of insurance on the property.

Outstanding Façade Improvement Grant funds may be carried into the next fiscal year at the discretion of the New Baltimore Downtown Development Authority. Grants shall be administered at the full discretion of the New Baltimore Downtown Development Authority.

If a commercial building under single ownership is a multi-tenant building, each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible to receive a Façade Improvement Grant however, grant funds shall not exceed \$2,500 per unit.

**INSTRUCTIONS:**

- Fill in blanks and check boxes on this form. If some items do not apply, write N/A.
- Attach additional pages, with your signature, if more space is needed.
- Submit application and documents to the New Baltimore Downtown Development Authority. Once all materials have been submitted, the applicant will be scheduled to appear at a DDA Board meeting.

**I. APPLICANT INFORMATION:**

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

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

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**II. BUILDING OWNER INFORMATION:**

Name (if different): \_\_\_\_\_

Address (if different): \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**III. PROPERTY/BUILDING INFORMATION:**

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

Parcel ID#: \_\_\_\_\_

Date Building was Constructed: \_\_\_\_\_

Historical Building Use(s): \_\_\_\_\_

Current Building Use: \_\_\_\_\_

Is the property/building listed on the State Historic Register or the National Register of Historic Places? \_\_\_\_\_

**IV. SUBMIT APPLICATION TO:**

New Baltimore Downtown DDA  
 36535 Green Street  
 New Baltimore, MI 48047

**V. PROPOSED IMPROVEMENTS:**

Please attach official quotes, proposals and the estimates for the indicated improvements.

- Front façade restoration/renovation  Awning replacement/restoration/installation
- Storefront restoration/renovation  Exterior painting
- Windows
- Door/entryway  Other (specify below): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Project Start-up Date: \_\_\_\_\_

Estimated Project Completion Date: \_\_\_\_\_

**VI. PROJECT FINANCIAL DESCRIPTION:**

Please attach a copy of the construction estimates or proposals.

Please attach additional information about project funding source(s) if needed.

Estimated Project Budget: \_\_\_\_\_

Project Funding Source(s): \_\_\_\_\_

Lender \_\_\_\_\_

Loan Amount \_\_\_\_\_ Purpose \_\_\_\_\_

Lender \_\_\_\_\_

Loan Amount \_\_\_\_\_ Purpose \_\_\_\_\_

**Applicant is required to submit with this form the following information: a) Proof of project funding sources; b) Copies of project proposals, bids and/or fee estimates; c) Copies of design plans or construction drawings; d) Floor plans, renderings, elevations and other materials to fully explain the proposed new design; e) Proof of insurance.**

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_