



Building façades play an important role in the character and success of Downtowns.

Accordingly, the Grandville Downtown Development Authority (DDA) has determined that a portion of their revenue should be used to enhance building façades within the district.



## The City of Grandville façade improvements grant

is to encourage improvements to primarily commercial facades. Grants are intended to provide financial incentives for quality façade development that goes above and beyond regular maintenance and upkeep.

By improving its physical appearance, the DDA district will have a much greater potential for attracting and retaining business, thereby fostering long-term economic viability and health.

## Eligibility:

- Owners of real property within the DDA district.
- Owners of business establishments within the DDA district. Tenants need written approval from the property owner.

## Conditions:

- Property taxes and all city accounts must be current.
- Project components should have a useful life of at least 10 years.
- Projects will be evaluated based on merit and funded to the extent that budgeted DDA façade improvement funds are available. All funding is at the discretion of the DDA board.

REMEMBER TO SAVE THE DOCUMENT



WHEN YOU ARE FINISHED  
FILLING OUT THE FORM



# Project Priorities:

## Applications containing the following characteristics will have priority funding appropriation:

- Projects from first time applicants
- Projects with significant impact
- Projects that promote retail, recreation and entertainment business
- Projects identified on a strategic corner lot
- Projects which are owner-occupied
- Projects that preserve community institutions
- Projects designed to resolve deteriorated/inappropriate/unsightly conditions that have existed for many years
- Projects designed to restore the historic condition of a building façade including removal of unsuitable façade treatments, unsightly signs and dated lighting
- Projects that will complete the improvements on a block or portion of a block

## Eligible Costs

- Engineering and architectural fees
- Repair or replacement of windows, doors, walls or other appropriate architectural elements
- Exterior lighting
- Masonry restoration
- Restoration of historical elements
- Patios and other hard scape improvements
- Landscaping and other soft scape improvements
- Materials and labor for work performed in association with the above-mentioned improvements
- Existing sign structures
- Mural art

## Ineligible Costs

- Expense incurred prior to DDA approval
- Property acquisition
- Mortgage or land contract financing
- Loan fees
- Site plan and permit fees
- Appraiser, attorney, interior decorator, architectural and engineering fees
- Wages paid to applicant, relatives or friends for work associated with the façade improvement
- Furnishings, trade fixtures, display cases, counters or other internal items
- Reusable or portable items
- Any portion of expenses for which the applicant pays contractor in merchandise or in-kind services
- Fencing and screening
- New signage

## Grant Amounts

- Front Façades - \$10,000 (corner buildings may have two front façades)
- Rear Façade - \$5000
- Side Façade- \$2500
- Other - \$2500
- The DDA has discretion to increase or decrease the amount of funds allocated to an applicant
- A property can be the subject of a grant every three years

## Additional Information

- Façades that face public parking lot and strategic corridors qualify as a front façade.
- Façade grants apply to external improvements only.
- Façade grants will be made on a 50%-50% ratio. The applicant must invest at least 50% of the total project cost to receive the remaining amount up to 50%, as granted by the DDA.
- All work performed in association with the façade grant application shall be performed by licensed contractors.

# Grant Processing

- A façade improvement grant application can be obtained at City Hall, located at 3195 Wilson Ave. SW or online at [www.cityofgrandville.com](http://www.cityofgrandville.com). Please call 616-531-3030 with any questions.
- The application must be completed by the property owner or tenant of the building with the owner's written consent and returned to city staff along with all requested documents – a written plan of the project, a detailed estimated project cost breakdown, a photo of the existing façade and a visual rendering of the new project design.
- If the applicant is notified that the project has been approved, they will then need to submit all necessary permits including a site plan review from the city's zoning administrator, proof of insurance and proof of contractor insurance and bonding.
- Once all forms are in place, project construction may commence.
- If the plan is inconsistent with the program's goals the application will be denied. The DDA board may approve the application with reasonable conditions or return the application with a request for modification.
- Façade improvement projects exceeding the 50%-50% capped grant limit may construct in phases. Each phase will be considered a separate project requiring a separate application.
- Properties are again eligible for a façade grant every three years.
- Grant funds will be awarded at the sole discretion of the DDA Board and based on available funding.

## Post Approval Procedures

- Execute a Façade Grant Agreement with the DDA Board.
- Any changes in the scope of work must be approved by the DDA prior to construction or installation.
- All approved changes in work verification shall be dated and attached to the original site plan in the form of an addendum.
- Staff may conduct periodic inspections to ensure compliance with the site plan and approved eligible activity. Any questions or concerns will be directed to the applicant.
- Projects must be completed within two years of notification of project approval by the DDA. Under extenuating circumstances, a single six-month extension may be granted by the DDA.
- Upon project completion, the applicant will provide the DDA a lien waiver to ensure all contractors and subcontractors have been paid.
- After final project inspection, the DDA Board will review and approve the project and the applicant will be reimbursed for the approved grant amount.
- The DDA Board reserves the right to approve grant awards it deems to be in the best interest of the City of Grandville, the DDA district and the façade grant program. The DDA board reserves the right to nullify grant awards that are found to be noncompliant with the conditions of this program or nullify the award if the property changes hands. Noncompliant applications may not re-apply for a period of one year following the DDA's decision. The DDA Board reserves the right to revise or end these programs at any time and in no way guarantees availability of funding for any specific project at any given time.





# Façade Improvement Grant Guidelines

- Fill out an application available at Grandville City Hall (3195 Wilson Ave SW) or online at [www.cityofgrandville.com](http://www.cityofgrandville.com) and submit it along with...
  - a. a written plan of the project
  - b. a detailed estimated project cost breakdown
  - c. a photo of the existing façade and a visual rendering of the new project design
- If/once notified that your project has been approved, submit...
  - a. Proof of all necessary permits
  - b. Proof of project insurance
  - c. Proof of contractor insurance and bonding
- The property/business owner shall indemnify and hold the DDA and the City of Grandville harmless for any injury and/or faulty work that is associated with the façade grant.
- Funds will be paid at the completion of the project.
- Property/business owners who receive a grant must wait a minimum of three years before they are eligible to re-apply for the same property.
- All projects must be located within the DDA district.
- Multi-year grant payments are not guaranteed. Should the property become vacant for more than six months or should the property change ownership, the DDA may discontinue payment.
- Any façade work that requires any additional reviews shall demonstrate successful compliance to the DDA prior to work beginning. Additional reviews that may be required include:
  - EGLE Compliance
  - Mechanical / Electric Permit
  - Building Permit
  - Zoning Compliance
  - Site Plan Review

**By signing, I certify that I have read and understand the above guidelines.**

(Typing on a signature line inside this document will count as a legally binding e-signature.)

--	--

Owner's Signature

Date



# Façade Improvement Grant Application

Business name			
Contact person			
Mailing address			
Is the business located within the Downtown Development boundaries			
Project address (if different)			
Phone number		Email address	
Building owner's name (if different)			
Building owner's address (if different)			
Owner's phone number and email address			
Proposed start date		Estimated completion date	
How will the project be financed			
Façade included (front, rear, side)		Will the project involve a new sign	

**By signing below, the applicant affirms that:**

1. The Information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understood the conditions of the Grandville DDA Façade Grant Program and agree to abide by its conditions and guidelines.
3. I (we) understand that if this application is approved, any changes, alterations or modifications to the approved façade design must be approved by the DDA. If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.
4. I (we) understand that if this project is not completed with the 2 year timetable, the DDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of the application.

**Once the application is complete, email this along with the following documents to [meenderingt@cityofgrandville.com](mailto:meenderingt@cityofgrandville.com)**

a. a written plan of the project	c. a photo of the existing façade
b. a detailed estimated project cost breakdown	d. a visual rendering of the new project design

(Typing on a signature line inside this document will count as a legally binding e-signature.)

--	--

Applicant's signature

Date

REMEMBER TO SAVE THE DOCUMENT



WHEN YOU ARE FINISHED

FILLING OUT THE FORM

