

Roscommon Downtown Development Authority
Façade Grant Program-(Revised-July, 2023)

Purpose of Program: The Downtown Development Authority (DDA) developed this program to partner with downtown property owners in order to enhance and maintain the beauty and charm of the downtown area.

Basic Program: Matching funds are available for façade improvements for commercial properties in the Roscommon DDA district. Commercial tenants or property owners may receive reimbursement of 50% not to exceed \$5,000 of the cost of an approved storefront renovation. Only one application can be approved per commercial property per calendar year, except for an additional tenant application may be approved up to \$500 for building signage only.

Eligible Projects: Eligible projects will visibly improve the unique historic character of the storefront. Examples include but are not limited to appropriate signage; awnings; exterior painting; and window, door, and storefront restoration. Items such as landscaping, normal maintenance and upkeep are excluded. These funds are available for exterior improvements only and may be applied to a front, side, or rear façade, provided the façade faces a public street or parking area. The DDA must approve projects BEFORE construction begins. The DDA reserves the right to reject any proposal.

What needs to be done to receive the grant:

- Determine if the project will require a building permit or any other permit and obtain the necessary permits. Information is available at the Village Hall.
- Complete a façade grant application with written estimates and turn it into the Village office. If you are a tenant, include a letter of permission from the property owner.
- Applications shall be received by the Village no later than one week prior to the scheduled DDA monthly meetings. (the third Monday of each month) The applications will be reviewed and the applicant will be notified the day of the DDA meeting. Additional information may be required.
- Start and complete façade improvement work within 6 months of approval of your application.
- After the completion of façade improvement work, turn in all appropriate receipts, invoices and cancelled checks.
- The Roscommon DDA will review these items and the completed project and then disburse the grant money.

Restrictions: It is the intent of the DDA to allocate funds to this program on an annual basis. Therefore, limited funds are available. The DDA reserves the right to reject any projects that it determines inappropriate or does little to achieve the purpose of this program. Properties with existing violations of zoning, sign ordinances, or other ordinances are not eligible. Properties with any past due property taxes or Village utilities are also not eligible for this program.

Criteria for Grant Approval

- Historic or architectural significance of the building.
- Building must be located in Roscommon DDA and used for commercial purposes.
- Potential impact of the project on the Downtown streetscape in general and on the building in particular.
- Location of the building – visually prominent.
- Overall cost of the project.
- Quality of the proposal and adherence to grant procedures.
- Need of applicant and willingness to implement entire rehabilitation design.
- Availability of funds.

Large Projects: In the case of a project that exceeds the grant thresholds, the DDA will work with the property owner to obtain possible State financed grants/loans through the MEDC and/or MSHDA programs.

The Roscommon DDA is proud to play an important role in the economic development of the downtown Village of Roscommon. Our goals include the promotion of new business, trade, commerce, industry and employment opportunities.



ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY
FACADE GRANT APPLICATION (Revised-July, 2023)

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| 1. Applicant Name, Address, Phone Number & Fax Number: | 2. Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Renter/Tenant (complete #3) <input type="checkbox"/> Other |
| 3. Property Owner Name, Address, Phone Number & Fax Number: If applicant is not the property owner, please have the owner complete the attached affidavit and return it with this application package: | |
| 4. Email Address of Applicant: | |
| 5. Property Address where project will occur: | |
| 6. Parcel Code of property where project will occur: | |
| 7. Façade Improvement Grant Applicants: Please attach a detailed description of the improvements that are proposed. Attach supporting materials, such as drawings, which will assist in the review and understanding of your project. Applicants must attach a detailed "line-item" budget and a project schedule. Make sure that all attachments are clearly labeled. | |
| <p style="margin-left: 40px;">a) Amount of Funding Requested: (This can be no more than the lesser of 50% of (b) below or \$5,000)</p> <p style="margin-left: 40px;">b) Total Cost of Improvements:</p> | |
| I understand that my submission of an application does not constitute a guarantee for funding under the Façade Grant Program. I certify that all information is true and accurate to the best of my knowledge. 8. Applicant/Owner Signature | 9. Date: |

Please attach the following Items:

- 1) Copy of Registered Deed
- 2) Letter of Permission, if required (Sample Attached)
- 3) Narrative of Project description & drawings including paint samples
- 4) Detailed Line-Item Budget from a licensed contractor or architect
- 5) Project Schedule
- 6) Affidavit for Building Façade Improvement (Attached)



- Note:**
- 1) If facade improvements begin before funding approval, you will not be eligible for the grant.
 - 2) All property taxes must be current and utility fees to the Village must be current prior to submission of the grant request.
 - 3) Applicant is responsible for obtaining all permits prior to beginning the project.
 - 4) Grant Application Package must be submitted to the Village office.

AFFIDAVIT FOR BUILDING FACADE IMPROVEMENT



We the undersigned hereby state there is no pending litigation against the Village of Roscommon by me, my company or any other instance in which I am directly involved.

In addition, I understand I am responsible for obtaining all necessary permits prior to starting this project, if applicable. I also certify that all property taxes related to the project property have been paid to date and all Village of Roscommon utility fees are current.

WITNESS

Signature of Applicant

Address

Date

WITNESS

Signature of Property Owner
(if other than applicant)

Address

Date

SAMPLE LETTER OF PERMISSION

(Property owner must recreate this letter)

Date:

Roscommon Downtown Development Authority
PO Box 236
Roscommon, MI 48653

RE: Application for Façade Grant

I hereby grant my permission to (APPLICANT NAME) to make application under the Roscommon Downtown Development Authority Façade Grant Program. I further grant my permission to (APPLICANT NAME) to complete the proposed improvements according to the Applicant for Grant Funding. Furthermore, I certify that I have received a copy of the Application for Funding from the applicant and am fully aware of what is being proposed. I also certify that I am the legal owner of record and that I have the authority to grant this permission to (APPLICANT NAME).

Sincerely,

Signature (Type Name Below Signature)