



FAÇADE GRANT PROGRAM APPLICATION PACKET

Adopted: December 16, 2009

Packet Includes

- | | |
|-----------------------------------|-------------|
| 1) Program Details | Pages 1 – 5 |
| 2) Application Form | Page 6 |
| 3) Budget Worksheet | Page 7 |
| 4) Sample Award Letter | Page 8 |
| 5) Request for Reimbursement Form | Page 9 |

If you do not have a copy of the most recent Design Guidelines, one will be provided for you upon request.

Required Application Attachment Checklist

- ✓ Budget Worksheet
- ✓ Quotes
- ✓ Current Photo
- ✓ Project Drawing
- ✓ Property Tax Receipt
- ✓ Proof of Ownership

See page 3 for deadlines

Deliver Completed Application and All Required Attachment to:

**Niles Main Street Office
210 East Main
Niles, MI 49120**

Façade Grant Program Details

Overview

The Façade Grant Program is a project of Niles DDA Main Street (Main Street) and is administered by the Design Committee in coordination with the Niles DDA Main Street Board of Directors.

The program provides funding to owners of property within the city's Downtown Development Authority district who wish to make improvements to their existing buildings' facade (street-facing exterior) in order to bring the facade into conformity with the *Design Guidelines* (available on website, www.nilesmainstreet.org). Paper copies of the *Design Guidelines* are available at the Main Street office. All applicants are advised to read the Design Guidelines before they begin the application process.

Applicants may apply for 50% of costs for the first \$10,000 spent on a facade improvement project. The maximum award is \$5,000.

Applicant Eligibility

Grant applicants must be the legal owner a commercial building within the Downtown Development Authority district, as defined by the City of Niles. Grants are not available to applicants who have, within the previous three years, been awarded a grant for the same property (as determined by property tax parcel identification number).

Award Criteria

Grants are awarded based on the project's compliance with the *Design Guidelines* and value to the downtown community. Applicants must use a design professional in developing an attractive and appropriate façade improvement project.

Grant Funding Cycle

There are four grant funding cycles annually which are shown on the following page. Applicants should contact the Main Street office to find out the exact dates of Design Committee and Board of Directors meetings.

Deadline*	Funding Cycle 1	Funding Cycle 2	Funding Cycle 3	Funding Cycle 4
Letter of Intent at Main Street Office	January 3	April 3	July 3	October 3
Completed Application and Required Attachments at Main Street Office	January 31	April 30	July 30	October 31
Recommendation of Design Committee submitted to Board of Directors	February 28	May 31	August 31	November 30
Final Approval by Board of Directors	March 31	June 30	September 30	December 31
Project Completion and Request for Reimbursement to Main Street 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

**Note: If date listed occurs on a Saturday, Sunday or a legal holiday the deadline will be moved to 5:00pm on the following business day. The Design Committee reserves the right to postpone deadlines without notice.*

Application Process

For assistance with the application process, contact the Main Street office. The following items are required for a complete application.

1. Letter of Intent

A letter indicating that the applicant intends to submit a grant application in the coming funding cycle. This does not obligate the applicant in any way. It is intended to allow the Design Committee to plan for the grant application process. The letter may be addressed to Niles Main Street or the Niles DDA.

2. Application

The purpose of the application and required attachments is to provide the Design Committee with all relevant information needed to make an appropriate recommendation to the Board of Directors concerning funding.

The application form is included in this document. The required attachments include:

- ✓ Completed Budget Worksheet
- ✓ A minimum of two quotes from appropriately licensed and insured contractors or vendors for each and all aspects of the work to be done. (The Board reserves the right to require additional quotes.)
- ✓ A current photo of the building's facade.
- ✓ A drawing showing what the facade will look like after the proposed improvements are made.
- ✓ Proof of payment for all applicable property taxes

- ✓ Proof of ownership

In addition, applicants need to provide color swatches, material samples, and catalog photos etc. in order to illustrate the proposed work

3. *Design Committee Recommendation*

Generally, the Design Committee will consider applications submitted prior to the deadline at the next meeting of the committee following the deadline. Applicants are encouraged to attend the Design Committee meeting when the application will be considered.

The Design Committee will make a recommendation to the Board of Directors to award or decline the application or other further action to be taken.

4. *Board of Directors*

The Board of Directors has full fiscal authority for all funds of the Niles DDA Main Street and therefore makes all final decision regarding fund expenditures related to the Facade Grant Program. Decisions of Board of Directors regarding funding for Facade Grant Program applications are final.

5. *Award Letter*

If an application is approved, the Board of Directors will provide the applicant with an Award Letter (see Appendix A). The Award Letter will include a *maximum* dollar amount which will be reimbursed. Actual reimbursement will be 50% of actual costs up to the maximum amount in the Award Letter. No construction or demolition work may be done prior to both parties signing the Award Letter. If work is begun prior to the final approval, no funds will be released.

6. *Project Work*

Once an officer of the Board of Directors and the applicant have signed the Award Letter, work on the project may begin. All work outlined in the grant application should be completed no later than six months following the date of the Award Letter.

If, at any time during the course of carrying out the project work, the applicant finds he/she is unable to substantially adhere to the work as described in the application, work should be halted as soon as is reasonable and the Design Committee should be informed immediately. Work should not be resumed until the Design Committee has provided written approval of the revised project.

A request for an extension of the project completion deadline may be made to the Design Committee in writing. This request should be made no later than four weeks prior to the deadline.

Reimbursement Process

A Request for Reimbursement (see Appendix B) must be delivered to the Main Street office no later than six months following the date of the Award Letter unless the applicant has received an extension of the deadline for project work completion. This form **must** be accompanied by the following attachments.

- Copy of receipt or paid invoice for all items for which reimbursement is requested
- Picture of completed work
- Copy of any deadline extensions or project revisions from the Design Committee

- Copy of all work permits issued for project work
- Copy of certificate(s) from building inspector issued for project work
- Copy of all contractors license and certificate of insurance as appropriate
- Proof of payment for all applicable property taxes

All documents will be reviewed by the Design Committee at the next meeting following receiving the documents at the Main Street office.

No funds will be dispersed without a completed Request for Reimbursement and all required attachments. No funds will be dispersed if completed work does not accurately reflect the work outlined in the grant application. No funds will be dispersed if the completed project includes work which requires permits which were not issued. No funds will be dispersed if the completed project does not meet all applicable code. Applicants should file only one Request for Reimbursement at the completion of all work; no interim payments will be dispersed.

Eligible Expenses

Your project's budget should include all costs associated with the project, even those in excess of \$10,000. Although only 50% of the first \$10,000 is reimbursable, the Design Committee will consider the owners additional funding contribution to the project in determining the value of the project to the downtown community. Eligible expenses which may be included in the grant application:

- Design and architecture expenses
- Labor costs and contractor fees
- Cost of materials
- Cost of required permits

Ineligible Expenses

Sweat equity

Under no circumstances will reimbursement will be made for work performed by an owner(s) or his/her spouse. No reimbursement will be made for work performed by a sibling of the owner(s) or his/her spouse, or daughter or son of the owner(s) or his/her spouse, unless this work is done as an agent of a company which has provided a quote included in the original application.

Maintenance

The cost of regular required maintenance work should not be included in the facade grant application and is not reimbursable, unless it is an essential part of a larger project. Examples of this include:

- Painting of trim
- Cleaning of exterior
- Replacement of window panes
- Tuck pointing

Unrelated Expenditures

Expenses not directly related to the improvement of the street-facing exterior of a building, including (but not limited to): heating and air conditioning, plumbing, electrical work other than that required for exterior lighting signage.

1. APPLICANT NAME: _____
2. APPLICANT MAILING ADDRESS: _____
3. APPLICANT TELEPHONE NUMBER: _____
EMAIL: _____ FAX#: _____
4. BUILDING ADDRESS WHERE FACADE IMPROVEMENT WILL BE COMPLETED:

6. NAMES OF ALL OWNERS ON TITLE OF PROPERTY: (all owners must sign application)

7. PROPERTY TAX PARCEL ID NUMBER : _____
8. ESTIMATED PROJECT COST (line 13 from Project Budget Worksheet): _____
9. PROPOSED PROJECT START DATE: _____
10. PROPOSED PROJECT COMPLETION DATE: _____
11. BUSINESS(ES) CURRENTLY HOUSED IN BUILDING:

12. ON A SEPARATE PIECE OF PAPER, BRIEFLY EXPLAIN HOW YOUR PROJECT BRINGS YOUR PROPERTY INTO CONFORMITY WITH THE *DESIGN GUIDELINES* ESTABLISHED BY MAIN STREET. (DO NOT EXCEED 250 WORDS)

THE UNDERSIGNED APPLICANT AFFIRMS THAT INFORMATION PROVIDED WITHIN THIS APPLICATION FORM IS TRUE AND COMPLETE TO THE BEST OF THE APPLICANT'S KNOWLEDGE. THE APPLICANT FURTHER AFFIRMS AN UNDERSTANDING OF THE FACADE GRANT PROGRAM AND AGREES TO ABIDE BY ITS TERMS AND CONDITIONS AS OUTLINED IN THE APPLICATION PACKET.

SIGNATURE OF APPLICANT (MUST BE A PROPERTY OWNER):

DATE: _____

PLEASE NOTE: THIS APPLICATION FORM MUST BE FULLY COMPLETED *WITH THE REQUESTED ATTACHMENTS*. INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.

SIGNATURE OF ADDITIONAL OWNER(S):

DATE: _____

DATE: _____

PLEASE NOTE: ALL OTHER FORMS AND DOCUMENTS FOR THIS GRANT PROJECT MAY BE SIGNED BY THE APPLICANT AND WILL NOT REQUIRE ADDITIONAL OWNERS' SIGNATURE(S)

FAÇADE GRANT PROGRAM BUDGET WORKSHEET

*This is a required attachment for the Façade Grant Program Application
Attach additional sheets as needed*

Description of Work and/or Material Please Reference Appropriate Quote	Category (check one)	Dollar Amount (Round to dollar)	
SAMPLE: Lumber and supplies per sales ad from Lowe's	Materials Labor Other	\$538.00	
	Materials Labor Other		Line 1
	Materials Labor Other		Line 2
	Materials Labor Other		Line 3
	Materials Labor Other		Line 4
	Materials Labor Other		Line 5
	Materials Labor Other		Line 6
	Materials Labor Other		Line 7
	Materials Labor Other		Line 8
	Materials Labor Other		Line 9
Total lines 1 through 9			Line 10
Multiply Line 10 Times .05			Line 11
		\$5000.00	Line 12
Enter lesser of Line 11 and Line 12			Line 13

FAÇADE GRANT PROGRAM SAMPLE AWARD LETTER

<DATE OF AWARD LETTER>

Dear Facade Grant Applicant,

This letter is to inform you that the Board of Directors of Niles DDA Main Street have approved your application for funding for your facade improvement project.

Niles DDA Main Street Façade Grant Program will provide \$XXXX or 50% of actual receipts submitted for reimbursement, whichever is less.

In order to receive these funds you will need to complete the project as described in your application and submit all required materials for Request for Reimbursement, as detailed in the application packet.

Name of Niles DDA Main Street officer

Signature of Applicant, Date

Signature on this letter indicates the applicant's understanding of and intention to adhere to the requirements of the Façade Grant Program as outlined in the application packet.

Name of Applicant

Signature of Applicant, Date

FAÇADE GRANT PROGRAM REQUEST FOR REIMBURSEMENT FORM

1. APPLICANT NAME: _____
 2. APPLICANT MAILING ADDRESS: _____
 3. APPLICANT TELEPHONE NUMBER: _____
- EMAIL: _____ FAX#: _____

Column 1 Vendor and/or Description of Material <i>Include receipt for each item listed below</i>	Column 2 ACTUAL AMOUNT From receipt or paid invoice	Column 3 REQUEST AMOUNT Multiply Column 2 times .25	
Sample: Purchase of lumber and supplies at Lowe's on 6-6-2006	\$538.00	\$134.50	
			Line 1
			Line 2
			Line 3
			Line 4
			Line 5
			Line 6
			Line 7
			Line 8
			Line 9
			Line 10
			Line 11
Total of Columns			Line 12
		Maximum Amount from Award Letter	Line 13
		Enter the lesser of Line 12 and Line 13	Line 14

Required Attachments

- Copy of receipt or paid invoice for all items for which reimbursement is requested
- Picture of completed work
- Copy of any deadline extensions or project revisions from the Design Committee
- Copy of all work permits issued for project work
- Copy of certificate(s) from building inspector issued for project work
- Copy of all contractors license and certificate of insurance as appropriate
- Proof of payment for all applicable property taxes

I, _____, request reimbursement in the amount of \$_____.

(Applicant Name) (line 14)

(Signature) (Date)