



mount clemens  
DOWNTOWN  
DEVELOPMENT  
AUTHORITY

## Façade Grant Program Guidelines & Application

### Program Overview

The program offers grants to property owners and tenants in the downtown development authority (DDA) district to renovate and rehabilitate building facades. This program is designed to leverage private improvements that contribute to the overall aesthetics and viability of the district. **The program also offers limited funding for new signage on an annual basis.**

For building façade improvements (*non-signage*), the program offers a reimbursable dollar-for-dollar matching grant for the cost of eligible improvements. The grant amount shall not exceed \$10,000. This grant will be offered on an ongoing basis as funding permits. The award amount is based on available funds, applicants and other variables. The DDA may also provide up to \$1,000 (no dollar for dollar match required) for professional architectural and design assistance for façade construction. This must be from a professional firm not associated with the contractor performing the work.

### Funding Availability

The DDA reserves the right to discontinue or modify the program at any time; however, all approved grants will be fulfilled per DDA board approval.

### Eligible Improvements (*Non-Signage*)

The program is for properties located within the DDA district – See attached map. Applicants can be property owners or tenants. A tenant application must have the property owner's signature on the application.

The following are the types of projects that may eligible for funding:

- Removal of materials that cover original architectural details
- Repair, restoration or replacement of original architectural details
- Exterior lighting
- Repainting and/or repair of façade, including brick, masonry and wood, depending on the level of impact
- Glazing and exterior door replacement
- Improvements that meet building and sign code requirements
- Other improvements at the discretion of the DDA board

### Ineligible Improvements

- Any improvements made prior to grant approval
- Interior improvements or decorations
- Removal of architecturally important features
- New construction and additions
- Inventory and equipment
- Sweat equity or applicant's own personal labor
- Plantings or landscaping
- General or routine maintenance and cleaning

- Residential properties, unless it is part of a mixed-use building
- Properties that have taxes or special assessments in arrears.
- Properties that do not have property taxes included as part of the Tax Increment Finance capture

## Evaluation Criteria (*Non-Signage*)

Applications are scored on a 0-10 point scale, with a score of 10 points being a project most worthy of approval. The scoring is based on Impact, Permanence and Community Contribution.

- **Impact (0-5 points)** \_\_\_\_\_
  - Overall impact of the project on the downtown development authority district.
  - Are inappropriate design elements or aesthetic liabilities being removed?
  - Does the project seek to restore the historical or architectural significance of the building?
  - Does the project raise the visual appeal of the district
- **Permanence (0-2 points)** \_\_\_\_\_
  - How permanent are the improvements?
  - Is there a maintenance plan for improvements?
  - Does the business own the building? If not, how much time remains on the lease?
- **Community Contribution (0-3 points)** \_\_\_\_\_
  - Does the applicant demonstrate a “good neighbor” policy towards others in the district?
  - Is the applicant a positive presence in the community?
  - Is the area around the business kept clean and free of debris on a consistent basis?
  - Does the business participate in organized promotions or other community based activities?
  - Does the applicant actively promote the DDA and their own business?

## Signage Requests

Each fiscal year the program also offers up to three (3) dollar-for-dollar grant awards for signage, each not to exceed \$1,000. The DDA Board reserves the right to reject any and all signage application due to aesthetic reasons. If multiple estimates are provided the DDA Board reserves the right to select which signage contractor/rendering it determines will have the most positive aesthetic impact on the DDA district.

## Grant Process

1. Contact DDA staff prior to submitting an application for a free, pre-application consultation.
2. Complete grant application in full and submit to DDA staff, along with an application fee of \$50.00. Applications can be submitted/emailed to:

Mount Clemens Downtown Development Authority  
 1 Crocker Boulevard  
 Mount Clemens, MI 48043  
[btingley@mountclemens.gov](mailto:btingley@mountclemens.gov)

3. DDA staff will review the application for completeness and score the application
4. At its next available meeting DDA staff will present a recommendation to the DDA board for approval, partial approval or denial.
5. If approved, applicant commences work after receiving any necessary city permits, which must be completed within 4 months of the date of approval. A 2-month extension may be granted by the DDA executive director.
6. Once the project is complete the applicant must submit photos, cost documentation (invoices, etc.) along with copies of all cleared checks to DDA staff, which will review for accuracy and authorize reimbursement.



**DDA Use Only**

Impact: \_\_\_\_\_  
Permanence: \_\_\_\_\_  
Community Contribution: \_\_\_\_\_  
Total: \_\_\_\_\_

**DDA Façade Grant Application**

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

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

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

Applicant (if other than owner): \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

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

**Project description:**

**Include the following with the application:**

- Two professional contractor estimates for the cost of the proposed improvements (if over \$2,500)
- Digital photos of the existing building façade
- Color design sketch or rendering of proposed improvements

**Estimated Project Cost:** \_\_\_\_\_

**Property Owner Authorization/Certification**

I have read accompanying guidelines and attest that the information included in this application is accurate to the best of my knowledge. I understand that grants are not guaranteed and are up to the sole determination of the Downtown Development Authority.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature (if other than owner)

\_\_\_\_\_  
Date