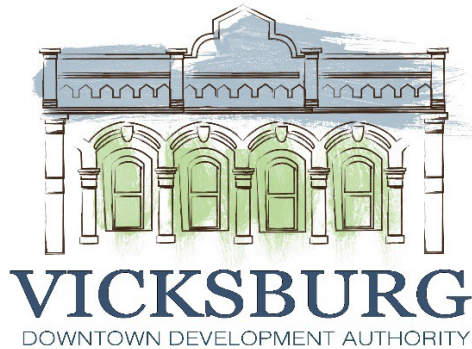


# Façade Grant Program And Application 2018



**March 9, 2018**

## About the Façade Grant Program

With the support of the Vicksburg Foundation, the Vicksburg Downtown Development Authority (DDA) has created a \$24,000 Façade Grant program for business and commercial property owners interested in renovating the façade of their buildings. The objective of the Façade Grant program is to assist businesses and commercial property owners with improving building appearance, while adhering to the Vicksburg DDA Design Guidelines and historic color selections. The guidelines are available at <http://www.vicksburgdda.com/resources>. This program provides 80% reimbursement to commercial or industrial businesses with a maximum grant funding request not to exceed \$2,500. For example, if an applicant is approved for the program and undertakes \$3,000 of improvements, the amount of assistance made available would be \$2,400.

The grant will be provided in the form of a reimbursement of eligible costs incurred and paid utilizing a construction draw process, once the improvements have been completed, inspected, and approved. The approved applicant shall submit all paid invoices to the Vicksburg Downtown Development Authority (DDA) before any reimbursement can be provided. Approved reimbursements will only be made to the building owner or lessee. Selected eligible applicants must complete the façade improvement project within a four-month period following grant approval and date of the notification letter. All applications should be postmarked or taken to the Village of Vicksburg office at 126 N. Kalamazoo Ave., Vicksburg, MI, 49097 no later than April 15, 2018.

Applications will be selected by the Façade Grant Committee, comprised of representatives from the Vicksburg DDA, and must be based on meeting the objectives of the program.

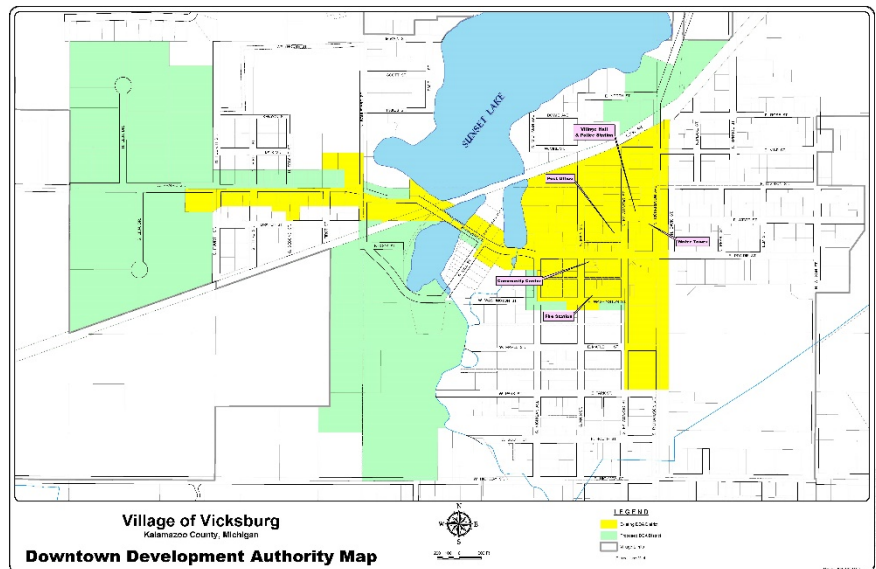
### Who Can Apply For Funding?

Any property/building owner, or business owner/tenant with written authorization from the property owner can apply for funding assistance. The project site must be in the DDA district.

### What Improvements Are Eligible For Funding?

Improvements must be on the façade of the building facing the primary street orientation or the rear of the building or if on a corner lot, the facades facing the two streets of primary orientation. Examples of eligible improvements include:

- Replacement or repairing brickwork, plaster, or wood siding, including painting, cleaning and repainting.
- Replacing, repairing, or relocating storefronts, doors, windows, parapets or cornices, including the removal of extraneous elements or inappropriate or incompatible exterior finishes and materials.
- Replacement, repair or installation of porches, decks, and balconies.
- Façade design services that result in construction estimates and must conform to Downtown Design Guidelines.
- Changes of exterior lighting and additional exterior lighting.
- Repairs, addition, or installation of awnings.
- Installation or improvement of permanently installed signage. Also, signage must be a permanent installed feature of the façade and may not be portable or removable.



All proposed projects must follow the current Village of Vicksburg codes, including but not limited to: building codes, property maintenance codes, historical codes, DDA Downtown Design Guidelines, and any applicable zoning codes. No project will be considered that **does not** have the approved permits and/or variances.

### **What Are The Application Requirements?**

The improvement application must include:

- Application completed and signed.
- An informal sketch or architectural rendering of the proposed improvement(s).
- Any proposed paint, awning, samples, etc.
- Pictures of existing façade and proposed improvement areas.
- A current price quote for the proposed project from either an architect or licensed contractor/vendor.

Any costs incurred by the applicant in obtaining the drawing and quote shall be the sole responsibility of the applicant. If the applicant meets all building code requirements, he/she may perform the work themselves. Those applicants wishing to make the façade improvements themselves, the grant will cover ONLY the cost of building materials necessary for the approved façade improvement project. The applicant shall be responsible for submitting actual/original receipts of materials purchased prior to grant funds being released.

The Vicksburg DDA reserves the right to revoke the improvement grant if an improvement is awarded and the completed project does not meet the adopted Downtown Design Guidelines or codes.

Any grant awarded improvements completed under this program shall become permanent fixtures of the building. Improvements shall not be removed by the building owner or lessee in the event of closing or sale of the business or sale of the building without express consent of the DDA. This provision shall not apply if future façade improvements are made to the building for further renovation that will enhance the redevelopment of the Downtown Development Authority District.

This program is on a first come, first service basis. Interested applicants should respond promptly to ensure approval. The Village of Vicksburg Office will date stamp the applications when submitted.

### **FAÇADE GRANT PROGRAM SCHEDULE**

<b>ACTIVITY</b>	<b>DEADLINE</b>
<b>Façade Grant Release</b>	March 9, 2018
<b>Applicant Submittal Deadline</b>	April 15, 2018
<b>Application Approvals</b>	May 16, 2018
<b>Recipient Notices Sent</b>	May 18, 2018
<b>Deadline to Submit Extension Request</b>	September 7, 2018
<b>Project Completion</b>	September 21, 2018
<b>Project Extensions Completions</b>	November 23, 2018
<b>Grant payments and Program Ends</b>	November 30, 2018

**Façade Grant Program  
Application**

**Name of Applicant:** \_\_\_\_\_

**Applicant**

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

\_\_\_\_\_

**Applicant Phone Number:** \_\_\_\_\_

**Name of Business (If Applicable):** \_\_\_\_\_

**Business/Property Location**

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

\_\_\_\_\_

**Total Cost of the Façade Project (Include expense quotes where applicable):**

**\$** \_\_\_\_\_

**Amount of Façade Grant Funding Request \$** \_\_\_\_\_

**Details of Façade Project (Provide a detailed scope of the façade project):**

Committee Use Only

Date Received: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Approved/Not Approved (Circle)

Comments:

Date Approved: \_\_\_\_\_

Please attach any documentation including, but not limited to, written descriptions and drawings, photographs, contractor estimates and other graphic information necessary to completely describe the project.

**Please Read The Following:**

The commitment of grant money and an awarded project expires four months from the approval date as noted on the application. For reasonable project delays, the expiration date may be extended by the Façade Grant Committee for an additional two-month period. Any extension must be submitted by the applicant, in writing, to the Façade Committee expressing the reasons(s) for an extension. Requests for extensions may only be approved by the Façade Grant Committee on a showing of good cause by the applicant. Applications are accepted through April 15, 2018.

This is to certify that the proposed project described above meets the requirements necessary for application for a façade grant.

**Name of Applicant (Print):**

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**Signature of Applicant:**

**Date:**

If the applicant does not own the property, the application requires the name and signature of the property owner of record authorizing the façade improvements.

**Name of Property Owner of Record (Print):**

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**Signature of Property Owner of Record:**

**Date:**

Please return the completed Façade Grant application electronically to [info@vicksburgdda.com](mailto:info@vicksburgdda.com) or to the following address:

**Vicksburg Downtown Development Authority  
Attn: Façade Grant Program Application  
Village of Vicksburg Office  
126 N. Kalamazoo Ave.  
Vicksburg, Mi, 49097**

For questions or more information, please email [info@vicksburgdda.com](mailto:info@vicksburgdda.com)