

# Milan Main Street DDA

## Downtown Sign, Improvements, and Façade Grant

### Application and Guidelines

Milan Main Street was created to promote and enhance the commercial core of the community, to manage investment of public-private funds, and to improve the viability of businesses within the DDA District. Our grant program provides funding to owners of new or existing businesses and buildings in the DDA District. Grant funding can be used for new signage, improvements to existing buildings, or building facades. This program is offered by Milan Main Street to leverage private investments that contribute to the overall aesthetics of the district. This grant will be offered on an ongoing basis as funding permits until terminated by Milan Main Street. Matches as detailed in this document will be awarded to businesses that meet the following criteria:

#### ELIGIBILITY

- Owners or commercial tenants of property located within the Milan Main Street District
- New tenants that are moving to the Milan Main Street District
- Commercial tenants must apply jointly with property owners

#### CONDITIONS OF ELIGIBILITY

- Project components must have a useable life of at least 10 years
- All work must be completed within six (6) months from the date the grant is awarded
- New applicants will be given priority over applicants that have previously received grants from the DDA
- Grants will not be awarded for work done prior to grant application date
- The property owner must be current on all City, County and State property and income taxes and all other City accounts
- When a grant for signage is requested, any non-conforming signage on that building must be brought into compliance with the current sign ordinance (or approved as non-conforming by the ZBA)
- All work must comply with all applicable laws, ordinances, building codes, and zoning ordinances and contractor or owner must secure proper permits prior to commencement of work

#### ELIGIBLE COSTS

*Painting, Signage, and Awnings (1:1 [50%]) Main Street match to private dollars to a \$500 grant maximum)*

- Exterior painting (though not on previously unpainted brick)
- Awnings or exterior canopies (including repair or restoration of existing awnings)
- Exterior signage (projecting signs only)
- Exterior lighting near signage

*Façade Repairs or Restoration (1:3 [25%]) Main Street match to private dollars to a \$2000 grant maximum)*

- Repair or replacement of exterior windows, doors, walls, or other appropriate architectural elements.
- Masonry restoration, repair, cleaning or paint removal
- Conversion of storefront to architecturally contextual/historic storefront

- Restoration of exterior historic elements
- Removal of historically unsuitable (modern) facade treatments
- Professional design fees (architectural, provided those services cannot be provided by MMS)
- All materials and contracted labor for work performed in association with above-mentioned improvements

## **INELIGIBLE COSTS**

- Appraiser or attorney fees
- Expenses incurred prior to application date
- Property acquisition, mortgage, land contract financing or loan fees
- Building permit fees
- Maintenance items: Roofs, building systems, parking lots, electrical or mechanical work, etc.
- Interior renovation; interior work of any kind (except as essential for approved exterior work)
- Signage other than signs described above in Eligible Costs; corporate franchise signs
- Inventory and trade equipment
- Most new construction (except as otherwise approved by the Board)
- Residential property
- Items ordered removed for blight or safety reasons
- Moving expenses
- Sweat equity (for instance, payments for applicant's own labor)
- General or routine maintenance and cleaning
- Outdoor café seating
- Exterior landscaping
- General business operations expenses

**Please note that the aforementioned examples of eligible and ineligible costs are not all-inclusive and final determination of eligibility requirements are governed by the Milan Main Street Board.**

## **GRANT PAYMENTS**

- DDA grants are awarded to recipients as reimbursements
- All work must be in compliance with the aforementioned requirements and original receipts for work performed must be provided in order to receive reimbursement
- In order to receive grant reimbursement, the establishment must be open to the public for regular business at least forty hours a week over at least five days a week.

## **PROJECT PRIORITIES**

DDA Grants are competitive, meaning that the some viable projects may not be possible to fund.. Documentation (photographs, renderings, sketches, estimates) provided with the application will increase likelihood of grant funding.

Applications containing the following characteristics will have priority in the appropriation of DDA funding:

- Projects containing a high ratio of private to public dollars
- Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years (covered-over windows, unsightly storefronts, etc.)

- Projects that enhance pedestrian movement from the rear to the front of buildings
- Projects designed to restore the historic condition of the building façade
- Work that will be helpful to future owner and tenants of the property
- Costs and construction schedules that are reasonable and feasible
- Projects that will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades)
- Applicants who are a positive presence in the community and a good neighbor in the business district

**Projects which contain the following types of businesses will be given priority over others for grant award consideration as established by the adopted DDA Strategic Plan:**

- Various types of restaurants and entertainment establishments
- Clothing/shoes/jewelry merchants
- Kitchen supplies and utensils
- General food/grocer/Wine/craft beer/cheese
- Upscale second hand/boutique/antique/vintage store
- Specialty merchant stores/gift shops
- Book/record/music store
- Eclectic retail businesses that cross promote and offer locally made products

## **GRANT FUNDING TIMELINE**

Grant applications are accepted, reviewed and awarded on an ongoing basis depending on position within the Fiscal Year and availability of remaining funds.

The Milan Main Street Board may assign “wait list” status to projects that qualify for selection, but are not selected for the current funding period.

## **EXPECTATIONS OF GRANT RECIPIENTS**

- Grant recipients must provide the DDA with photographs taken from the same vantage point of aesthetic improvements before and after the completion of work. These photographs will be used by the DDA for marketing purposes.
- Once a grant is awarded, grant recipients must display the DDA Grant Award Signage in the window on the pedestrian side, in plain view of the public. Signage must remain in place a minimum of 60 days after the completion of funded project.
- Applicants are invited to attend the DDA Meeting at which their grant is brought to the DDA Board.

## **DESIGN ASSISTANCE**

For certain types of projects, design assistance can be provided to potential applicants to guide them in the planning effort. See the Milan Main Street Director for further information.

**GENERAL APPLICATION INFORMATION**

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Application for:                      Sign Grant (\$500 maximum)                      Façade Grant (\$2000 maximum)

Business Name\_\_\_\_\_

Property Address\_\_\_\_\_

Business Owner\_\_\_\_\_

Business Owner Address\_\_\_\_\_

Business Owner\_\_\_\_\_

Business Owner Phone\_\_\_\_\_ Business Owner Email\_\_\_\_\_

Business Owner Fax Number\_\_\_\_\_

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

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

Property Owner Phone\_\_\_\_\_ Property Owner Email\_\_\_\_\_

Property Owner Fax Number\_\_\_\_\_

Is this business currently located within the Main Main Street District?    Yes    No    (Circle One)

Is this an existing or a new business?    New    Existing    (Circle One)

Estimated start date of project\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Estimated completion date of project\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Cost of project \$\_\_\_\_\_ Amount requested \$\_\_\_\_\_

I agree to the terms of this program and assert that the information above and attached is accurate.

- I have included the required attachments (see following page).

Signature of Applicant	Date	Signature of Building Owner	Date
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**Office Use Only**

Date Approved_____	Work to Be Completed by_____	Date Grant Payment Made_____
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## **MANDATORY GRANT INFORMATION CHECKLIST**

- Attach a narrative describing in detail how this project will benefit the DDA District and a description of your project.
- Attach architectural plans, renderings, sketches or illustrations depicting the work to be performed.
- Attach a breakdown of the costs (estimates) associated with your project. Please include the entire project cost and the amount you are requesting.

**ALL DECISIONS CONCERNING ASPECTS OF THE GRANT APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR GRANTS ARE WITHIN THE SOLE DISCRETION OF THE MILAN MAIN STREET DDA BOARD AND FINAL.**

Please return grant application and supporting documentation to:

Milan Main Street  
Jill Tewsley -- Director  
PO Box 284  
Or deliver personally to City Hall  
147 Wabash Street  
Milan, MI 48160

Please contact Jill Tewsley at 734-395-3880 with questions. For more information on Milan Main Street, please visit our website at \_\_\_\_.

**PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS. PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY, AS INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**

*Grant guidelines established 03/19/2018*