



**CITY OF CHEBOYGAN MAIN STREET DOWNTOWN DEVELOPMENT AUTHORITY
FAÇADE UPDATE GRANT PROGRAM**

Approved by the DDA Board – September 6, 2005

Amended by the DDA Board – February 1, 2011

Amended by the Main Street DDA Board – May 4, 2021

Program Purpose:

The grant program is to encourage private investment through the rehabilitation and improvement of facades within the Cheboygan Main Street Downtown Development Authority (DDA) district, to encourage good design that will serve as quality examples, and to preserve the architectural character that is distinctive to downtown Cheboygan. By improving the appearance of the building facades, the program serves to improve the economic viability of the downtown.

Program Description:

The Cheboygan Main Street DDA is offering a grant program for **reimbursement** of costs associated with front, side and rear façade improvements in the City of Cheboygan Downtown District.

The Cheboygan Main Street DDA shall reimburse up to one thousand dollars (\$1,000) toward costs associated with updating the front, side and rear façade of buildings approved by the Downtown Development Authority in conjunction with Design Guidelines, which have been adopted by the Main Street DDA (copies of the Design Guidelines are available online and from the Main Street DDA office).

The Cheboygan Main Street DDA will allocate five thousand dollars (\$5,000) in each budget year (July 1 through June 30) toward this grant program and funding shall be allocated on a first-come first-serve basis.

The Cheboygan Main Street DDA Director shall be empowered to approve and disburse the reimbursement upon determination of completion of the improvement by the applicant for a project as approved by the Main Street DDA and upon providing evidence of façade improvements up to one thousand dollars (\$1,000).

Program Target Area:

The target area for the Cheboygan Main Street DDA Façade Grant Program is the Downtown Development Authority District.

Eligible Applicants:

Property owners or leaseholders of all commercial or mixed-use buildings within the Main Street DDA district area are eligible to apply for grant funds. In the case a leaseholder applies they must submit a signed letter of permission from the property owner with their application. Preference will be given to new applicants who have not received grant funding from the program.

Eligible Improvements:

All grant-funded improvements must be permanent and must meet all State, County and Local code requirements. Eligible items include, but may not be limited to:

- Removal of siding that was used to cover original building materials
- Exterior brick or wall surface repair
- Pointing of brick/mortar joint repair
- Window and/or door replacement/repair
- Any architectural details in need of repair and/or replacement
- Ineligible expenses include reimbursement for work that has already been completed

Funding Guidelines:

Façade improvements must commence within 90 days of Main Street DDA board approval and must be completed within one year.

Application Process:

1. Meet with the Main Street DDA Executive Director and a Main Street DDA board member to explain scope of project. Please note, due to COVID-19 meetings may be scheduled virtually.
2. Complete a grant application (available following meeting outlined in 1.) and submit to the Main Street DDA office no later than the 20th of the month to be added to the Main Street DDA Regular Meeting agenda for the first Tuesday of the following month. All applications must include design plans, inspiration photos, and paint samples as applicable, as well as estimates for the proposed work. Architectural drawings are encouraged but not required. A detailed description of the work to be completed along with building photos showing the areas where the work will be done.
3. Applicant is required to attend the Main Street DDA meeting where their grant request will be discussed, to present their request and be available to answer any questions.
4. The final grant decision will be made by the Cheboygan Main Street DDA Board.
5. When the project is completed and “Before” and “After” pictures are submitted, Main Street DDA staff will verify work has been completed as specified in the grant application.
6. Upon completion of project, furnish digital photographs of the work completed and copies of all paid invoices, to receive a single payment reimbursement of the approved funding. The grant is awarded on a reimbursement basis.
7. Incomplete applications will not be accepted.

Program Amendments

The Main Street Downtown Development Authority reserves the right to amend or discontinue this program subject to formal approval of the Cheboygan Main Street DDA Board.

Contact Information: For questions or to apply for the Façade Grant Program, contact the Cheboygan Main Street DDA office at pschneider@cheboygan.org or 231-627-9931. An application will be made available to interested parties after a meeting with Main Street DDA representatives.



CITY OF CHEBOYGAN MAIN STREET DOWNTOWN DEVELOPMENT AUTHORITY
FAÇADE UPDATE GRANT PROGRAM APPLICATION
 403 North Huron, P.O. Box 39, Cheboygan, MI 49721
 Phone: (231) 627-9931 • Fax: (231) 627-6351

Business Name: _____

Address: _____

Applicant Primary Point of Contact Name: _____

Applicant Primary Point of Contact Email: _____

Applicant Primary Point of Contact Phone: _____

Written description of planned improvement: _____

Date project is to be initiated: _____ Date of expected completion: _____

Project Budget

Please provide a detailed list of all items and cost of the work to be performed or the items to be purchased that will utilize the Main Street DDA Façade Grant dollars. Use additional sheet if necessary.

| Item | Cost |
|-------------|------|
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| | |
| | |
| Total Cost: | |

Applicant Checklist

Please initial all boxes

| | |
|--------------------------|---|
| <input type="checkbox"/> | I have included before photos |
| <input type="checkbox"/> | I have included design plans, inspiration photos, and paint samples as applicable, as well as estimates for the proposed work |
| <input type="checkbox"/> | I understand that work must commence within 90 days of approval |
| <input type="checkbox"/> | I understand that the project must be completed within one year of grant approval |
| <input type="checkbox"/> | I understand that I must attend the Main Street DDA meeting where my Façade Grant request will be discussed |
| <input type="checkbox"/> | I understand that grant funding is awarded on a reimbursement basis only |

Applicant Signature: _____ Date: _____