



Grosse Ile Township Downtown Development Authority
Grant Program

New Development Grant / Improvement Grant
Process & Application

The Grosse Ile Township Downtown Development Authority (DDA) was created to grow, strengthen & promote the economic health and vitality of our downtown business district on Macomb Street, while generating a greater connection with our residents and island guests. The purpose of the DDA is to attract people and businesses to Macomb Street.

Our Grant program provides funding to owners of new businesses moving to the DDA District or existing businesses that expand or improve their current presence within the district.

A maximum of \$5,000.00 will be awarded to Grant Recipients.

The Grant process is open. Grant applications will be accepted, reviewed and awarded on an ongoing basis depending on timing within the current Fiscal Year, availability of award funds, and at the discretion of the Grant Review Committee.

The source of funds for this Grant program is the Grosse Ile Downtown Development Authority (DDA) Tax Increment Revenue. Funding will be determined each fiscal year based on capital improvement project plans for that year, as approved by the Grosse Ile Township Board.

DETERMINATION OF ELIGIBILITY:

- 1) Must be current owners or new tenants that are moving to the Macomb Street Business District as defined by the DDA plan.
- 2) Must be owners or tenants of property currently located within the Macomb Street Business District as defined by the DDA plan, and are interested in expanding, adding physical improvement, changing signage and/or beautification of the current space as defined by “ELIGIBLE COSTS”.
- 3) Tenants must provide proof of property owner compliance and joint application.

PROVISIONS:

- Owner of the property must be current on all Township, County and State property and income taxes and all other Township accounts.
- All proposed work and improvements awarded by the Grant must be completed within six (6) months from the date the grant is awarded.
- Maximum grant funding awarded to one business cannot exceed \$5,000 in one fiscal year. New applicants will be given priority over previously awarded applicants.
- Grants will not be awarded for physical improvement and work completed prior to grant application date.
- All work must comply with applicable laws, ordinances, building codes and zoning ordinances. Contractor or Owner must secure proper permits prior to the start of work.
- Projects will be awarded funding while budgeted funding is available, not to exceed \$20,000.00 per fiscal year.
- Grant Applicants are expected to supply the following with application: 1) current copy of business plan, 2) sketch/rendering of the building showing the proposed improvement if necessary for the project 3) Minimum of two estimates of the costs of the proposed improvements, 4) samples of the proposed paint, awnings, materials, etc. to be installed 5) a detailed summary of the project and how the project will benefit your business and the DDA District as a whole.

GENERAL PROGRAM RULES:

- Applications shall be reviewed by a committee composed of the Downtown Development Authority (DDA) Director, Township Finance Director and a Member to be appointed by the Township Supervisor, with consent of the DDA Board. A recommendation will then be forwarded to the DDA Board for review and action as determined by the DDA Board.
- During construction and for a period of 30 days after completion, all Grant award projects must place a sign on the property alerting the public that the improvements are funded by the DDA grant program. The signage will be paid for by the DDA.
- All DDA Grants are awarded to recipients in the form of a reimbursement. Once the work is completed, the DDA will reimburse the award amount.
- All work must be in compliance and original receipts/invoices for work performed must be provided to receive the Grant award amount.
- Grant award monies must NOT be used toward the following costs:
 - Appraiser fees
 - Architectural services
 - Site plan reviews, building or permit fees

- Property acquisition, mortgage, land contract financing or loan fees
- Failure to complete the improvements, as awarded, by the required completion date may, at the DDA Board's discretion, result in the forfeiture of all of the grant or that portion of the grant commitment representing the value of the work outstanding at the completion date.
- Extensions to the work completion date may be considered and granted by the DDA Board where extenuating circumstances exist.
- Grant applicants may only be rewarded one grant per fiscal year. Priority will be given to new applicants over those that have received a Grant award previously.

ELIGIBLE COSTS:

New Business Projects may use the Grant program to cover a portion of their build-out costs. Business owners that come with a business plan that are deemed appealing business concepts that cross-promote and are proven to bolster Business District activity may be given priority over others for Grant award consideration. Some of these concepts may include (but are not limited to):

- Wine/craft beer/cheese retail or sampling
- Various restaurants – specialty or uniquely appealing
- Art or Culturally significant concepts (i.e. music, art, theater, books, etc.)
- Upscale consignment shop or antiques/vintage boutique
- Fitness facility
- Family-oriented, kid oriented centers (candy, frozen yogurt, games, activities)
- Hobby-related workshops with regular business hours

Existing Business Projects must include concepts that will improve the activity and/or accessibility of their location or exterior/interior appearance. Such projects may include (but not limited to):

- Façade improvements
- Addition of space (expansion)
- Addition of outdoor café seating (or improvement to existing outdoor café space)
- Paint
- Flooring
- Canvas awnings
- New Windows, Doors, Roof
- Visible structural repairs
- Improved Light fixtures, or Decorative Light Fixtures
- New signage or rehabilitation of signage
- Landscaping

All decisions and considerations during the Grant Application Process are at the sole discretion of the Downtown Development Authority (DDA) Board and are Final.

Please submit for application along with accompanying documentation to:

Grosse Ile Township Downtown Development Authority

Attention: Angela Sukockas, DDA Director

9601 Groh Road

Grosse Ile, MI 48138

Contact angelas@grosseile.com or 734.676.4422, ext. 253 for questions about the process or to request additional information.

OFFICE USE ONLY

Date received _____ Received by _____

Date reviewed _____ Reviewed by _____

Additional documentation needed? YES NO (circle one)

Grant Awarded? YES NO (circle one) ***Follow-up letter attached* _____

If Grant Awarded:

Grant Approval Date ___/___/___

Work Start Date ___/___/___

Work Completion Date ___/___/___

Invoices Received ___/___/___

Grant Paid out ___/___/___

Additional Notes:

www.grosseile.com

www.facebook.com/@macombstreet

Document created: June 22, 2017 / Last Updated: June 29, 2017

Grosse Ile Township Downtown Development Authority
Grant Application – 2017/2018 Fiscal Year

Application Date: _____

Business Name _____

Property Address _____

Business Owner _____ Phone _____

Business Owner Address _____

Business Owner Email _____

Property Owner _____ Phone _____

Property Owner Email _____

Property Owner's Consent: I declare under penalty of perjury that I am the owner of the property involved in this application. I certify that the information furnished and in the attached exhibits is true and correct to the best of my knowledge and belief. Property owner letter in lieu of signature below is acceptable as well.

Signature: _____ Date: _____

Current Business in District or New Business (circle one)

Brief description of proposed project:

(please attach detailed description as outlined in General Program Rules)

Estimated start date of project: _____

Estimated completion date of project: _____

Estimated Total Cost of project: \$_____

Request Amount of Grant Monies: \$_____

Brief description of other funding sources: _____

Signature of applicant: _____ Date: _____

Don't forget to include: evidence of ownership compliance, sketch/rendering of the project, samples, project estimates, project summary and up-to-date business plans

THANK YOU FOR INVESTING IN GROSSE ILE!

