



## **Boyne City Main Street / DDA Façade Grant Program Guidelines**

### **Background**

The Boyne City Façade Grant Program is a program of Boyne City Main Street.

### **Program Purpose**

The grant program is to encourage private investment through the rehabilitation and improvement of facades within the Boyne City Main Street District, to encourage good design that will serve as quality examples, and to preserve the architectural character that is distinctive to Boyne City. By improving the appearance of the building facades, the program serves to improve the economic viability of the downtown.

### **Program Description**

This program provides a matching grant for façade improvements within the Main Street District. It is a competitive grant program. For every dollar awarded the applicant must spend an equal amount. Individual grant amounts will be up to 50 percent of project cost. A total of \$20,000 is allocated to be awarded during the current budget year. The façade grant program is funded by the Boyne City Main Street Program with funds raised through Boyne Thunder. Recommendations for funding grant applications will be made by the Main Street Design Committee to the Main Street Board which will make all final grant-funding decisions. There is no set minimum or maximum number of projects per year.

### **Program Target Area**

The target area for the Boyne City Main Street Façade Grant Program is the Downtown Development District with a special emphasis on properties within the core downtown district.

### **Eligible Applicants**

Property owners or leaseholders of all commercial or mixed use buildings within the Main Street district area are eligible to apply for grant funds. In the case a leaseholder applies they must submit a notarized 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. **Improvements must also follow the Boyne City Main Street Design Guidelines.** (Copies are available from the Main Street office) Applications for projects must be reviewed and approved by the Design Committee and Main Street / DDA Board. 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
- Priority will be given to historic buildings

BC Main Street Façade Grant Policy

- Ineligible expenses include paint, signage, awnings, and reimbursement for work that has already been completed

### **Funding Guidelines**

Projects must be completed within one year of the date the grant is awarded. If requested, extensions of grant funds may be considered.

Improvements made through the Façade Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of five years, according to the Historic Preservation Easement that must be executed following the approval of a grant award.

All applicants must be in good standing with the City of Boyne City which includes being current with all fees, permits and taxes.

No grant will be awarded until the project is 100% complete and all City approval processes completed (i.e., final inspection on all building permits and final inspection of grant work). For example, if the services of an architect are needed, reimbursement to applicant for architectural expenses will be paid to the applicant at the end of the project as part of the total grant award. The grant is awarded on a reimbursement basis.

### **Application Process**

1. Meet with the Main Street program manager and Design Committee representative to explain scope of project.
- 2. Complete a grant application and submit to the Main Street office by Noon on Thursday, April 30, 2020. All applications must include design plans and estimates for the proposed work. A detailed description of the work to be completed along with building photos showing the areas where the work will be done must be submitted.**
3. Applications will be reviewed by the Main Street Design Committee, which serves as the grant review committee. The final grant decision will be made by the Boyne City Main Street/DDA Board.
4. All grantees will be required to sign a Historic Preservation Easement which guarantees the maintenance and preservation of the improvements for a period of five years.
5. When the project is completed and “Before” and “After” pictures are submitted, Main Street staff will verify work has been completed as specified in the grant application.
6. When completed the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to the Boyne City Main Street for one payout. After receipt and verification of the information, the Boyne City Main Street will release the grant money to the applicant. The grant is awarded on a reimbursement basis.
7. Incomplete applications will not be accepted.

### **Program Amendments**

The details of the Boyne City Main Street Façade Grant Program may be amended subject to the formal approval of the Boyne City Main Street Board.

### **Contact Information**

For questions or to apply for the Façade Grant Program, contact the Boyne City Main Street Office at [mainstreet@boynecity.com](mailto:mainstreet@boynecity.com) or 231-582-9009. **An application will be made available to interested parties after an in-person meeting with Main Street representatives.**