

**Allendale Charter Township  
Downtown Development Authority  
Building Enhancement Grant Program**

**Purpose:** Allendale Charter Township and its Downtown Development Authority (DDA) have determined that a portion of the tax revenues collected by the DDA should be utilized for the enhancement of the business community in the business district through the use of a Building Enhancement Grant Program. The purpose of this program is to encourage the physical improvements to the exteriors of existing retail properties, primarily for rehabilitation, within the Allendale DDA business district.

The appearance of the exterior of buildings, the surrounding landscaping and signs establishes the visual character of the business district and plays a major role in the marketing success of the overall area as well as strengthen the economic viability of the Allendale community. The public perception of the business district has a great deal of influence on its economic success. By improving its physical appearance, the business district will have a much greater potential for attracting and retaining business, as well as creating an image of strong economic health and vitality.

- Retail (According to the Standard Industrial Classification manual, Division G, Retail Trade) This division includes establishments engaged in selling merchandise for personal or household consumption and rendering services incidental to the sale of the goods.

**Eligibility:**

- Owners of real property and tenants in the Allendale Charter Township's DDA Area (see map below) used for retail business (profit or not for profit). Tenants must have the written approval from the property owner.

**Conditions for Eligibility:**

- The applicant must be in good standing with Allendale Charter Township in terms of the payment of taxes and utility bills
- The proposed improvement plans must be approved by the Allendale Charter Township's Planning & Development Department - be consistent with Township plans, building codes and zoning ordinances
- Proposed improvements must have a useful life of at least 10 years
- Only the improvements that are identified in the application will be eligible for reimbursement
- Major landscaping improvements must be approved by the planning commission.

**Eligible Costs: (Only Visible Exterior Enhancements)**

- Repair or replacement of windows, doors, walls or other appropriate architectural elements that will enhance the exterior of the building
- The purchase and installation of new awnings and framework
- Exterior lighting for design enhancement
- Replacement of outdated siding to more attractive brick or wood siding as to visually enhance the facade
- New roofs (not typical maintenance, but assistance with deteriorated roofs)
- Masonry repair or cleaning to the exterior of the building
- New landscaping
- New wall mounted or freestanding signage
- Painting the exterior of the building
- Resurfacing deteriorated parking lots
- Major landscaping rehabilitation

**Ineligible Costs:**

- Expenses incurred prior to the approval of the application
- Property acquisition
- Mortgage or land contract financing
- Loan fees
- Site plan, building permit or utility connection fees
- Professional (Appraiser, Attorney, Realtor, Interior Decorator, Landscaper and Architect) fees
- Wages paid to the applicant and their relatives for work associated with the enhancements or in-kind labor
- Furnishings, fixtures, display cases, counters, machinery & equipment or other personal property inside the building
- Reusable or removable items and structures
- Any portion of expenses for which applicant pays contractor in merchandise or in-kind services
- General or periodic maintenance (i.e. replacement of canvas awnings on existing frames)
- Flat roofs and roof repairs
- Operational expenses such as rent, utilities and insurance
- Costs related to existing projects
- Direct financial support to provide start-up or operational capital to the business
- Grant will not be awarded if warranty or workmanship issues are present
- Repairs or improvements that will not last 10 years.

**Project Priorities:**

- Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years
- Projects that encourage meaningful exterior improvements to properties and promote economic development in the business district
- Projects that positively impact the business district streetscape in general and the building in particular
- Projects that improve the entire property

**Grant Amounts and Conditions:**

- Maximum Grant Amount: up to \$20,000
- Minimum Grant Amount: \$500
- Percentage of grant allowance determined by rating committee
- Parking Lots, Signage and Roofs projects are eligible for only a maximum of \$5,000

Applicants may submit only one application per year. Building Enhancement Grants will be awarded on a matching basis. The applicant must provide other funds in an amount at least equal to the amount of the grant. Over matching is highly encouraged. The maximum grant amount is up to \$20,000 per applicant per year. The award of grant funds is subject to the availability of program funds.

Grant awards will be nullified if recipients are found to be noncompliant with the terms and conditions set forth in the program guidelines. Non-compliant awardees will be required to repay any spent grant funds and not be allowed to re-apply for a grant for a period of two (2) years following the incident.

### **Application Review Procedure**

- Application must be completed in its entirety before subcommittee will review.
- When an application is received, subcommittee will review, discuss, and rate application. The applicant is encouraged to attend this meeting in order to answer any questions that may arise.
- If subcommittee finds the application to be valid, a non-refundable tiered application fee will be due at this time before application can be recommended to the DDA. Fee shall be made payable to Allendale Township for administrative duties.

Please submit your application fee accordingly:

Grant Amount of \$12,501 - \$20,000 = \$500 Application Fee

Grant Amount of \$5,001 - \$12,500 = \$250 Application Fee

Grant Amount of \$ 5,000 and below = \$100 Application Fee

- The subcommittee will present their recommendation and rating to the DDA.
- The DDA will discuss and vote on the application.

### **Financial Reimbursement Procedures:**

- After a fully executed grant agreement and completion of the project with documentation and examination of the project, the grantee may be reimbursed for the entire grant amount awarded.
- Please be aware that grant award funds will be made available from Allendale Charter Township. To ensure a timely award, please notify Jerry Alkema, Township Supervisor of the completion of your project with a letter of completion along with copies of paid invoices for reimbursement.

The project must be initiated within three (3) months of the award date and completed in its entirety within eighteen (18) months of the award date.

Applications are reviewed by a committee and approvals are made by the Allendale Charter Township DDA Board at their regularly scheduled meetings.

(Add in here: paragraph about Allendale DDA acknowledges some projects exceed grant amount. Applicant may apply for funds directly from the DDA for costs for deteriorated buildings beyond rehabilitation.

**Allendale Charter Township  
Downtown Development Authority  
Building Enhancement Grant Program Application Form for 2015**

***General Information***

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

Name of Property Owner(s) if different than above: \_\_\_\_\_ (Please attach a signed & dated letter from the property owner approving the proposed improvement project.)

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

Project (Building) Address: \_\_\_\_\_

Mailing Address: (Applicant): \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

How long has the business been located in Allendale's business district? \_\_\_\_\_ Years \_\_\_\_\_ Months

What is the age of the building to be improved? \_\_\_\_\_ Years

### ***Project Information***

Please provide the following information: *It is important for the detail portion be included to successfully review your application.*

Proposed Improvements: (Please write a detailed description of the work your project will involve as well as attach any plans, drawings or photographs which will show the proposed improvements. **Take into careful consideration the Project Priorities noted on page two of the application when addressing the written description of the scope of your project.**) Please note that the proposed improvements may require the approval of Allendale Charter Township's Planning & Development Department. For more information on the Township's ordinances, please call 895-6295, Extension 1. If needed, please continue the description on separate sheets and attach.

[illegible]

### **Cost Information**

- Estimated Total Project Cost        \$ \_\_\_\_\_
- Grant Amount Requested            \$ \_\_\_\_\_
- Amount of Applicant's Cash Match \$ \_\_\_\_\_
  - Letters identifying the source and amount of cash match are required and must accompany this application.
  - The Building Enhancement Grant Budget Sheet (the last page of this document) must accompany this application providing a breakdown of total costs and items requesting grant funds.

### **Project Timetable**

- Proposed Starting Date: \_\_\_\_\_
- Proposed Completion Date: \_\_\_\_\_

### **Job Creation**

How many new jobs will be created in your business by the end of the project?  
\_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Does Not Apply

### **Application Fee**

- A non-refundable tiered application fee will be due at this time before application can be recommended to the DDA. Fee shall be made payable to Allendale Township for administrative duties.

Please submit your application fee accordingly:

Grant Amount of \$12,501 - \$20,000	= \$500 Application Fee
Grant Amount of \$5,001 - \$12,500	= \$250 Application Fee
Grant Amount of \$ 5,000 and below	= \$100 Application Fee

## ***Terms & Conditions***

By signing this Application form, the Applicant agrees to all of the terms and conditions set forth below:

1. The information submitted is true and accurate to the best of my knowledge.
2. The property to which this application pertains is located within the Allendale Charter Township DDA business district.
3. I have read guidelines and understand all of the conditions of the Building Enhancement Grant Program.
4. I understand that all improvements will be undertaken and consistent with all applicable building codes and ordinances of Allendale Charter Township.
5. If I do not implement the proposed improvements on this application, per the executed grant agreement, I will not be eligible for reimbursements with grant funds of any costs associated with said improvements.
6. I understand that if I am found to be non-compliant with the conditions of this program, the awarded grant may be nullified and any received grant funds received must be repaid. Further, I may not re-apply for assistance under this program for a period of two (2) years and may lose the privilege to apply for a grant in the future.
7. The project must be started within three (3) months of the grant award date and be completed within eighteen (18) months of approval of the application. There will be no extension of the term.
8. The Applicant understands that he/she is responsible for the construction management for the entire project.
9. The awarded grant money will be provided in keeping with the Program Guidelines and shall not exceed the maximum amount.
10. It is expressly understood and agreed that the applicant is responsible for compliance with all federal, state, county and local laws, regulations, building codes, ordinances and other applicable governmental restrictions.
11. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless Allendale Charter Township, the DDA and their employees, Trustees and Board members from all claims, damages, lawsuits, costs, and expenses for any property damage, personal injury or other loss relating in any way to the Building Enhancement Grant Program.
12. Allendale Charter Township and the DDA reserve the right to change the program guidelines & application at any time without prior notification.

## ***Certifications***

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

The Property Owner has received and reviewed a copy of the Applicant's complete application prior to its submittal.

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form (by mail, or in person) to:

Allendale Charter Township  
C/) Jerry Alkema, Township Supervisor  
PO Box 539



**BUILDING ENHANCEMENT GRANT PROGRAM BUDGET:**

*Note: Grant funds cannot be used to reimburse any costs incurred before the grant is approved. Please take this into account when developing your budget and timeline.*

A. BUDGET CATEGORY	B. GRANT FUNDS REQUESTED	C. Business Match CONTRIBUTION	D. TOTAL (B+ C)
1. Repair or replacement of windows, doors, walls or other appropriate architectural elements that will enhance the exterior of the building	\$	\$	\$ \$ \$ Total
2. Purchase & installation of new awnings and framework	\$	\$	\$ \$ \$ Total
3. Exterior lighting for design enhancement	\$	\$	\$ \$ \$ Total
4. Replacement, repair, painting &/or cleaning of siding, brick or other exterior facade in order to visually enhance appearance	\$	\$	\$ \$ \$ Total
S. New roofs (not typical maintenance)	\$	\$	\$ \$ \$ Total
6. New landscaping	\$	\$	\$ \$ \$ Total
7. Parking lot resurfacing & deteriorated repairs	\$	\$	\$ \$ \$ Total
7. New wall mounted or free standing signage <i>*maximum up to \$5,000</i>	\$	\$	\$ \$ \$ Total
8. TOTALS	\$	\$	\$

ELIGIBLE COSTS (please see the itemized list included in your application)

- Only costs directly related to materials and installation of improvements will be allowable charges to the grant. All costs must be properly supported with back-up data and documentation.
- Grantee must provide a dollar-for-dollar match.

## **Building Enhancement Grant Project Rating Form**

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Amount being requested: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Enhancement Grant will be based on the average percentage of all reviewers scores. That percentage will then be multiplied by the amount being requested to determine the amount that will be awarded to the applicant.

*Refer to Grant Application for eligibility, eligible costs, ineligible costs and project priorities.*

### **Project Priorities Rating:**

(Rate on a scale from 1-10, with 1 being lowest & 10 being highest)

\_\_\_\_\_ Projects designed to resolve visibly deteriorated, inappropriate or unsightly conditions that have existed for many years

\_\_\_\_\_ Projects that encourage meaningful exterior improvements to properties and promote economic development in the business district.

\_\_\_\_\_ Projects that positively impact the business district streetscape in general and the building in particular

\_\_\_\_\_ Projects that improve the entire property.

\_\_\_\_\_ **Total Point Rating out of 40**

\_\_\_\_\_ **Percentage**

Reviewer's Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

Date \_\_\_\_\_