



# **Downtown Development Authority**

## **New or Expanding Business Grant Application & Guidelines**

### **GRANT REQUIREMENTS**

- The Wyandotte Downtown Development Authority (DDA) was created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDA District. Our grant program provides funding to owners of new businesses moving to the DDA District or existing businesses that expand within the district. Expansion is defined as: Adding square footage to an existing building, acquisition of neighboring property, addition of outdoor seating or service areas that thereby add taxable value to the property or moving to a larger facility within the district. A maximum of \$5,000.00 will be awarded to businesses that meet the following criteria:

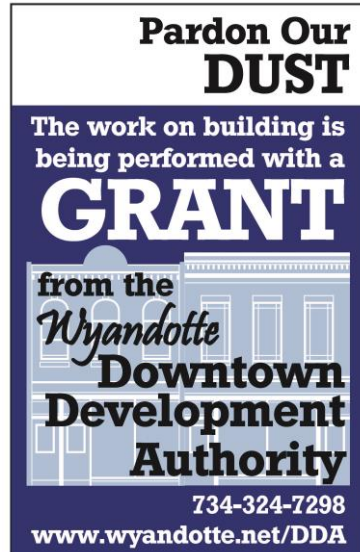
### **ELIGIBILITY**

- Owners or new tenants that are moving to (not within) the DDA District.
- Owners or tenants of property currently located within the City of Wyandotte DDA District and are expanding.
- Tenants must apply jointly with property owners.

### **CONDITIONS OF ELIGIBILITY**

- The property owner must be current on all City, County and State property and income taxes and all other City accounts.
- 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.
- Maximum grant funding given to one business cannot exceed \$5,000.00. New applicants will be given priority over applicants that have previously received grants from the DDA.
- This is a competitive grant process and projects with a higher ratio of private to public investment will be given preference.
- Grant recipients must provide the DDA with photographs of aesthetic improvements before and after the completion of work. Photographs must be taken from the same vantage point. These photographs will be used by the DDA for marketing purposes.
- Grants will not be awarded for physical improvements and work completed prior to grant application date.

- 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.
- 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.



- Projects will be funded to the extent that budgeted funding is available.
- Applicants must submit a current copy of business plan and be available to attend a DDA grant sub-committee meeting. Applicants are also invited to attend the DDA Meeting at which their grant is brought to the DDA Board. The DDA Director will contact you regarding an appointment times. For resources relative to business plan development, you may visit [www.michiganbusiness.org](http://www.michiganbusiness.org)

#### **ELIGIBLE COSTS**

- Repair or replacement or addition of windows, doors, walls, or other appropriate architectural elements.
- Exterior or interior painting
- Awnings or exterior canopies
- Exterior or interior Lighting
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- New outdoor café seating
- Restoration of historic elements (both interior and exterior)
- Removal of historically unsuitable (modern) facade treatments
- Professional design fees (Architectural, interior design or landscape)
- Exterior landscaping, outdoor cafés or seating areas
- Construction or installation of interior partition walls, flooring and ceiling systems
- All materials and labor for work performed in association with above-mentioned improvements
- Moving expenses
- New construction

## **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 or work that is not associated with expansion
- Interior or exterior signage of any kind
- Furnishings, trade fixtures, display cases, counters, computers, equipment or other items taxed as personal property

**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 DDA 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 for regular business
- Grant payments must be personally guaranteed by the business owner through signing the provided personal guarantee agreement. If the business does not remain open for 24 consecutive months after grant payment, the grant funding must be re-paid to the Downtown Development Authority.

## **PROJECT PRIORITIES**

DDA Grants are competitive, meaning that the most viable projects will be selected for grant funding. The more documentation (photographs, renderings, sketches, estimates) you are able to provide about your project will increase your chances of receiving 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 (boarded windows, deteriorated electrical fixtures, 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 facade
- 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)

**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 merchants
- Jewelry Stores
- Kitchen supplies and utensil
- Wine/craft beer/cheese
- General food/grocer
- Upscale second hand store/boutique
- Specialty merchant stores
- Boutique Hotel
- Upscale antique/vintage store
- Book/record/music store
- Breweries
- Shoe store

**GRANT FUNDING TIMELINE**

Please note that if the grant application deadline falls on a weekend or a holiday, the deadline for the grant shall be the following weekday.

<b>Deadline</b>	<b>Grant Cycle 1</b>	<b>Grant Cycle Cycle 2</b>	<b>Funding Cycle 3</b>	<b>Funding Cycle 4</b>
Grant applications due	January 2nd	April 2nd	July 2nd	October 2nd
Reviewed by Grant Subcommittee	Prior to the end of January	Prior to the end of April	Prior to the end of July	Prior to the end of October
Final Approval by Board of Directors	2 <sup>nd</sup> week of February	2 <sup>nd</sup> week of May	2 <sup>nd</sup> week of August	2 <sup>nd</sup> week of November
Project Completion & Reimbursement request to DDA Office	Six months from date of Award Letter	Six months from date of Award Letter	Six months from date of Award Letter	Six months from date of Award Letter

**GENERAL APPLICATION INFORMATION**

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

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 DDA District? Yes No (Circle One)

Is this business expanding? Yes No (Circle One)

Amount of square footage to be added to building\_\_\_\_\_

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

If this business is relocating, when was this business established?\_\_\_\_\_

If this business is relocating, please list current address\_\_\_\_\_

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

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

Cost of project \$\_\_\_\_\_Amount requested \$\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

By signing this grant application, I understand that grant payment must be personally guaranteed. If my business does not remain open for 24 consecutive months after grant payment, the grant funding must be re-paid to the Downtown Development Authority.

## **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 associated (estimates) with your project. Please include the entire project cost and the amount you are requesting.
- Attach a copy of your company's business plan.

## **ALL DECISIONS CONCERNING ASPECTS OF THE GRANT APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR GRANTS ARE WITHIN THE SOLE DISCRETION OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD AND FINAL.**

Please return grant application and supporting documentation to:

The City of Wyandotte  
Downtown Development Authority  
Joseph Keller Gruber, MCD – Director  
3200 Biddle Avenue, Suite 300  
Wyandotte, Michigan 48192.

Please contact [jgruber@wyan.org](mailto:jgruber@wyan.org) or 734-324-7298 for questions. For more information on the DDA please visit our website at [www.wyandotte.net/dda](http://www.wyandotte.net/dda).

**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 revised 1/26/2016*