



Boyne City Main Street Façade Grant Guidelines

PURPOSE:

This program is designed to encourage private investment for the rehabilitation and improvement of facades within the Boyne City Main Street District. We hope to encourage good design that will serve as quality examples for others and to preserve the architectural character that is distinctive to Boyne City.

DESCRIPTION:

This is a competitive grant program that provides for the reimbursement of funds for façade improvements within the Main Street District, totaling \$20,000 in any one-grant period. For every dollar awarded, the applicant must spend an equal amount. Individual grant amounts will be up to 50 percent of project cost. There is no set minimum or maximum number of projects per year.

Boyne City Main Street funds this program. The Design Committee will initially review all applications before sending to the Main Street Board, which will make all final grant-funding decisions.

ELIGIBLE APPLICANTS/AREA:

Property owners or leaseholders of all commercial or mixed-use buildings within the Downtown Development Authority Area are eligible to apply. In the case where a leaseholder applies, they must submit a notarized letter of permission from the property owner with their application. New applicants may be given preference and priority may be given to historic buildings.

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

ELIGIBLE IMPROVEMENTS:

Eligible items include, but are not 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 signage, and reimbursement for work that has already been completed

All grant-funded improvements must be permanent and must meet all State, County and Local code requirements. **Improvements, where applicable, should follow the Boyne City Main Street Design Guidelines**, which are available on our website and in the office.

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 for one additional year.

Improvements made through the Façade Grant Program must be maintained by the applicant.

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 for architectural expenses will be paid to the applicant at the end of the project as part of the total grant award.

APPLICATION/AWARD PROCESS:

1. If desired, meet with the Main Street Executive Director to explain the scope of the project.
2. **Complete a grant application and submit to the Main Street office by Wednesday, April 29, 2026. All applications must include design plans, estimates and a detailed description for the proposed work along with building photos showing the areas to be worked on.**
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 Board.
4. When the project is completed, “Before” and “After” pictures should be submitted, along with copies of invoices, receipts, and an itemized statement of the total cost of the project

confirmed by the applicant. Project completion will be verified by office staff. All documentation for payment must be provided at one time for a single payout. After receipt and verification of the information, the Boyne City Main Street will release the grant money to the applicant.

5. Incomplete requests, as detailed above, for reimbursement will not be accepted.

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, please email mainstreet@boynecity.gov.



Façade Grant Program Application 2026

Business Owner/Business Name: _____

Business Mailing Address: _____

Phone: _____ Email: _____

Has the applicant received prior grant funding? Yes No

If yes, please list dates and amounts: _____

Is the applicant the property owner? Yes No

If no, we agree to secure the approval of the property owner in writing and submit that with the application.

Property Owner Name: _____

Property Address/Parcel Number: _____

Present Use of Building: _____

Façade(s) Impacted Front ☐ Rear ☐ Side ☐ Corner lot

Total Cost of Improvement: \$ _____

Grant Amount Requested: \$ _____

Have you secured financial resources for this project? If so, please elaborate.

Improvement(s) Planned (check whichever applies)

☐ Exterior brick or wall surface repair

☐ Pointing of brick/Mortar joint repair

☐ Window and/or door replacement/repair

☐ Cornice repair and/or replacement

☐ Other (please specify) _____

The following information must be submitted with your application:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used on facade improvements
3. Photograph(s) of existing condition of property
4. Proposed budget and detailed cost estimates for work
5. Written permission by property owner, if tenant
6. Proof of payment of taxes if building owner.

The Applicant certifies and agrees to the terms and conditions set forth below:

1. The Applicant is the owner or tenant of a property in the Boyne City Main Street District as outlined in the Boyne City Main Street Façade Grant Program Guidelines.
2. The Applicant is in good standing with the City of Boyne City in terms of payment of taxes and utilities, if applicable.
3. The Applicant agrees to be bound by the rules as outlined in the Program Guidelines and has reviewed the Downtown Design Guidelines when making decisions regarding the aesthetic quality of the façade design.
4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the Boyne City Planning Commission in accordance with the Boyne City Zoning Ordinance, the review will be conducted before the work on the façade begins.
5. Only the work that is outlined on the application will be eligible for reimbursement.
6. The project must be completed within one year of approval of the application. Extensions may be considered for unforeseen circumstances. The project is not eligible for reimbursement if the work is not completed during the approved time period.
7. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by Main Street to be in

compliance with the approved design. The Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, pictures and all other documents as required by the Guidelines and signed by the applicant. All documentation for payment must be provided at one time to Main Street for one payout.

8. The Applicant understands that he/she is responsible for the construction management for the entire project.
9. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.
10. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless the City and/or its agents and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage, personal injury or other loss relating in any way to the Boyne City Main Street Façade Grant Program.
11. The Applicant understands that he/she is responsible for the maintenance of the facade improvements described herein.
12. Incomplete applications will not be accepted.

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Completed applications are due by Wednesday, April 29, 2026. Applications will be reviewed at the Design Committee meeting in May, and final decisions will be made by the Boyne City Main Street board at their June meeting.