

FACADE GRANT GUIDELINES

Purpose

This program is designed to encourage private investment for the rehabilitation and improvement of building facades within the Downtown Development District (DDA) administered by Boyne City Main Street (BCMS). 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

Funded by BCMS, this is a competitive grant program that provides for the reimbursement of funds spent for façade improvements, totaling \$20,000 in any one-grant period. For every dollar awarded, the applicant must spend an equal amount and individual grant amounts will be up to 50% of the total project cost. There is no set minimum or maximum number approved Façade Grants per year.

Eligible applicants/area

Property owners or leaseholders of all commercial or mixed-use buildings within the DDA are eligible to apply. All applicants must be in good standing with the City of Boyne City, which includes being current with all fees, permits and taxes. Historic building requests or new applicants may be given preference.

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 may 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.

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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.
Applications can be found at boynecitymainstreet.com or boynecity.gov.
2. **Complete a grant application and submit to the Main Street office by Wednesday, April 28, 2027.**
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 decisions will be made by the BCMS Board at an open meeting; generally in June.
4. When the project is completed, "Before" and "After" pictures should be submitted, along with copies of invoices, the paid 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, BCMS will release the grant money to the applicant.
5. As detailed above, incomplete requests for reimbursement will not be accepted.

Amendments

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

CONTACT INFORMATION

For questions, please email mainstreet@boynecity.gov or call 231-582-9009.

BOYNE CITY MAIN STREET FAÇADE GRANT APPLICATION 2027

Business Owner/Business Name: _____

Property Address: _____

Business Mailing Address (if different) _____

Phone: _____ Email: _____

Present Use of Building _____

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

Has the applicant received prior façade grant funding? _____ Yes _____ No

If yes, please list dates and amounts: _____

Façade Impacted _____ Front _____ Rear _____ Side _____ Corner Lot

Total cost of improvement \$ _____

Grant Amount Requested \$ _____

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 _____

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: initial each

1. Project Improvement plans drawn to scale, if applicable _____
2. Samples of paint colors to be used on façade 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 DDA as outlined in the BCMS 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.
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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 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 BCMS to be in compliance with the approved design. The Applicant must submit copies of invoices, paid 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 BCMS 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 façade improvements described herein.
12. Incomplete applications will not be accepted.

Applicant's Signature _____ Date _____

Completed applications are due by Wednesday, April 28, 2027.

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.