



2nd Round Notification - Façade Improvement Program

The City of White Cloud is pleased to announce Round 2 of the Façade Improvement Program. Funded by the Fremont Area Community Foundation, this program will offer property owners and business owners a 50% match of project costs, up to \$5,000, for specific façade improvement projects. The program guidelines and application provide additional information regarding who is eligible, what projects are allowed, and how to apply. Before applying for project funding, **please read the program guidelines entirely and carefully.**

This 2nd round is going to be first come- first serve based on the date the application was received!

This program is a reimbursement match grant program, meaning funding for a project will be given after the work is completed and all invoices are returned to the city. The Planning Commission will review applications, and only eligible properties and projects will be awarded funding. Important dates to be aware of are:

Application Period: July 1- August 30, 2024

Review and Awarding: September 30, 2024

Project work: Following grant notifications/Project must be complete by April 1, 2025

Last day for reimbursement: April 30, 2025

If questions regarding the program arise after reading the program guidelines, please contact April at (231)-689-1194 or citymanager@cityofwhitecloud.org. The City is very excited to finish this year's façade grant program and looks forward to receiving applications for eligible projects.



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Façade Improvement Grant- 2nd Round

Program Objective

The City of White Cloud has created the Façade Improvement Program to promote private investment in White Cloud's Central Business District and Commercial Business District. The Grant Program will help enhance and preserve the physical appearance and historic character of the structures located in these districts. By assisting applicants financially, the city intends to stimulate projects that may not have been considered otherwise.

Program Description

This program is a match grant opportunity for business owners and commercial landowners in the City of White Cloud. The city has granted \$15,000 of \$30,000 in allocated projects in Round One. We have an additional \$5,000 of funding to utilize for Round Two. While able, the city will match awarded applicants 50% of total project cost up to \$5,000. (Minimum project being \$1,000/ \$500 match) Final decisions on funding will be determined by the Planning Commission. Final decisions cannot be appealed.

Program Target Area

The Façade Grant Program is meant to target the Central Business District and Commercial Business District in the City of White Cloud. This can be businesses on Wilcox St. or M-37. This program is reserved for small-business owners and commercial landowners in these districts. Residential properties and franchise businesses will not be considered.

Program Timeline

- **Application Period:** July 1 – August 30, 2024
- **Review and Awarding:** September 30, 2024
- **Project work:** Following grant notification/Project must be complete by April 1st, 2025.
- **Last day for reimbursement:** April 30, 2025

Applicants must submit a complete and valid application before the end of the listed application period. Projects that are awarded funding in Round Two will be announced on September 30, 2024.

Eligible Applicants and Properties

Applicants must be the property owner or leaseholder of a property within one of the two zoning districts to apply. If an applicant is a leaseholder, they must obtain written permission from the property owner.

Applicants must be current with any utility bills or property taxes owed to the City of White Cloud for the property listed in the application.

Residential properties or a property with a chain or franchise business **will not be eligible** and will not be considered.

Eligible Projects

All grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must comply with all State of Michigan and City of White Cloud code requirements, including zoning, building, and safety codes. The applicant must obtain all necessary permits and pay any corresponding fees.

Eligible Projects include, but are not limited to:

- ❖ Exterior brick or wall surface cleaning using gentlest means possible (no sandblasting).
- ❖ Re-pointing of brick mortar joints.
- ❖ Patching and painting of façade walls.
- ❖ Permanent landscaping
- ❖ Storefront Window and/or door repair or appropriate replacement.
- ❖ Cornice repair or appropriate replacement.
- ❖ Other exterior improvements of a historical or structural nature.

Any project type not listed must be approved by the Planning Commission.

Ineligible project types include, but are not limited to:

- ❖ Interior improvements
- ❖ Roof repair
- ❖ Signage
- ❖ Financing debt
- ❖ Property acquisition
- ❖ Building permits
- ❖ Legal fees
- ❖ Building additions
- ❖ Labor costs paid to owner/applicant or relatives of owner/applicant.

Source of Funding:

This program is funded by the Fremont Area Community Foundation.

Funding Guideline:

- ❖ Grants will match up to 50% of project costs, up to \$5,000, as long as the funding is available.
- ❖ Once a project is approved for funding, work must be completed and inspected by the end of the year of the contract date, or the award will be considered null and void.
- ❖ Following completion, a final inspection is required to verify that the work done is the same as what was approved on the application.
- ❖ Any improvements that have been 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 (5) years.
- ❖ Projects already started before the application process is complete will be ineligible for funding.
- ❖ Approved Grantees must keep all invoices and receipts to receive funding. Any expense that is not stated on an invoice or receipt will not be reimbursed.
- ❖ Invoices and receipts must be turned in within 30 days after the work is completed.

Application Process:

- 1.) Complete a grant application and return to the city hall by August 30th, 2024. All applications must include design plans, estimated total costs, and any quotas or bids. Photos of the building and a detailed description of the work to be done must also be submitted with the application and other necessary documents. It is vital that all applicants write the date they submit their application on the application form.
- 2.) Applications will be reviewed by the Planning Commission. The final decision for what project(s) will be funded is decided at the September 24th, 2024, Planning Commission meeting. If winning applicants are not present, they will be notified by phone and mail. Award notification will be announced by September 30th, 2024.
- 3.) All grantees must track project progress and keep invoices and other documents necessary for tracking expenses.
- 4.) Following the completion of the project, grantees must submit "Before" and "After" photos. Furthermore, there will be a final inspection to verify the work is complete and is in line with the work described in the application.
- 5.) When work is 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 City Hall. Following the return of all valid documentation, the city will reimburse the agreed upon project costs.

Program Amendment

The Façade Improvement Program may be amended by the Planning Commission & the Fremont Area Community Foundation at any time to better align the program with the intent purpose and scope.

Contact Information

For Questions regarding the Façade Improvement Program or application details, please email citymanager@cityofwhitecloud.org or call (231)-689-1194.



Return Date:

Façade Improvement Program Application

Must be submitted by August 30, 2024

Applicant's Name _____

Property Address _____

Is the applicant the property owner? Yes No

Has the applicant received prior grant funding? Yes No

Business Name _____

Business Mailing Address _____

Business owner _____

Phone# _____ Email: _____

Property Owner Name _____

Property Owner Address _____

Phone# _____ Email: _____

Parcel # _____

Present Use of Building _____

Total Cost of Improvement \$ _____

Grant Amount Requested \$ _____

The following information must be submitted for an application to be complete:

- 1.) A completed Façade Improvement Application form
- 2.) Photograph(s) of existing condition of property
- 3.) Proof of up-to-date utility bills and taxes on property
- 4.) A detailed proposal of budget and cost estimates for work
- 5.) Design samples and descriptions
- 6.) Written permission by property owner if leaseholder

Applicants awarded funding will be reimbursed after all invoices are returned following the completion of the project.

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

I (we) have reviewed the White Cloud Façade Guideline Program and understand the requirements for the application and criteria by which the application will be reviewed. I (we) certify that the information within this application is correct and accurate, to the best of my knowledge, as of this date. I (we) understand that this application does not obligate me (us) or the City of White Cloud to any additional financial arrangements made under this Façade Improvement Program. I (we) understand that all projects must meet the State of Michigan and City of White Cloud building and zoning codes.

Property Owner

Date

Business Owner

Date

The City of White Cloud reserves the right to approve and reject any and all requests. Partial or full funding may be awarded.