



FAÇADE IMPROVEMENT PROGRAM

Eastern Market Corporation (EMC) Façade Improvement Program helps business and property owners, in Eastern Market, upgrade and improve their building's exterior appearance.

ELIGIBILITY REQUIREMENTS

Please review the eligibility requirements of the grant. All conditions must be met prior to commitment of grant funds. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- Improvements must be visible! Building elevations facing a street either the front or side of an existing building are eligible (i.e. storefronts, gutters and downspouts, cornices, signs, graphics, exterior lighting, canopies, awnings, and masonry cleaning). Landscape improvements and outdoor patios are eligible as long as they are tied to a building façade improvement.
- The cost of building permits are an eligible expense for the matching grant.
- All work must comply with city, state and federal regulations and codes. Participants will be responsible for obtaining necessary regulatory approvals, including those of the City Planning Commission and Historic District Commission where applicable, the City of Detroit building permits and any other necessary permits.
- Eligible applicants include both property owners and business lessees with written permission of the property owner.
- All contractors must be licensed by the State of Michigan.

PROPERTIES & IMPROVEMENTS THAT ARE NOT ELIGIBLE

The following is a list of improvements and properties that are NOT eligible for the EMC Façade Improvement Program.

- Roof repairs
- Structural foundation repairs
- Billboards
- Nonpermanent fixtures (i.e. benches, outdoor portable furniture)
- Interior window coverings
- Personal property and equipment
- Chain link fencing

APPLICATION REVIEW

Incomplete applications will not be reviewed until all requested material is submitted.

Eastern Market Corporation will consider the following factors and will give priority to projects that meet the following criteria:

- Will the grant result in an improvement that would not be made otherwise?
- Does the project comply with city regulations, neighborhood plans, and design guidelines as adopted by the City of Detroit for Traditional Commercial Districts?
- Has applicant made efforts to improve their facilities prior to grant application?
- Has the business enhanced the neighborhood since beginning its operations?
- Is the project in a historic district or is it in an individually eligible historic building and subject to Local, State, or Federal Historic standards?

EMC may make minor exceptions to the program guidelines, and reserves the right to prioritize applications due to funding availability. The EMC has the sole authority to determine eligibility of proposed work and confirmation of completed work.



REIMBURSEMENT

The maximum grant available for each building is 50% of the cost of eligible improvements and architectural fees up to \$25,000. The typical match is \$10,000. The 50/50 matching grant is given provided the work is approved by EMC staff and where applicable, a city inspector. Architectural fees are only eligible for reimbursement once the project has met all approvals and is completed. Architectural services and building permits are also eligible expenses.

EMC must review and approve proposed work prior to issuing a commitment letter and allocating funds to the project. The commitment letter will outline additional terms and conditions of matching grant. It will also serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed. If the project is not approved, or if the owner decides not to pursue the project once the architectural work or bidding process is completed, no expenses will be eligible for the grant.

REQUIRED MATERIAL FOR REIMBURSEMENT

The following documentation has to be submitted before grant is approved

- A written summary and to scale illustration of the proposed improvements. The design must be approved by EMC and meet applicable code requirements.
- Proof of ownership or written permission from building owner.
- Draw requests - legal and other related documents supplied by the Borrower to the Lender for the purpose of receiving a funding advancement

APPLICATION & FUNDING PROCESS

1. Review program eligibility requirements and guidelines
2. Select an architect and submit rehabilitation renderings/project scope to the EMC.
3. Receive a Commitment Letter from the EMC, which will state the amount EMC is committed to paying. (Grants range from \$5,000-\$25,000, but are typically \$10,000 per facade).
4. Submit I-9 Form
5. Obtain the necessary city permits for construction.
6. Begin construction.
7. Submit reimbursement requests after all work is complete.

Prior to disbursing any funds, the reimbursement request will be reviewed by the EMC to ensure that the work complies with the Letter of Commitment and that the necessary waivers are in place.

ELIGIBILITY REQUIREMENTS

Please check each box to indicate acceptance of the eligibility requirement and **include with application**. All conditions must be met prior to commitment of grant funds. Work that does not comply with the eligibility requirements are subject to reduction or retraction of award.

- All projects must include work on a street facing side of an existing building (e.g.: storefronts, gutters and downspouts, cornices, signs, graphics, exterior lighting, canopies, awnings, and masonry cleaning). Landscape improvements and outdoor patios are eligible as long as they are tied to a building façade improvement. The cost of permits is an eligible expense for the matching grant.
- All work must comply with city, state and federal regulations and codes. Participants will be responsible for obtaining necessary regulatory approvals, including those of the City Planning Commission and Historic District Commission where applicable, the City of Detroit building permits and any other necessary permits.
- Eligible applicants include both property owners and business lessees with written authorization of the property owner.
- Façade Improvement funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance.
- All contractors must be licensed by the State of Michigan. All contracts will be between the applicant and contractor.



FAÇADE IMPROVEMENT PROGRAM APPLICATION

PROPERTY OWNER INFORMATION

Business Name: _____ Year Est. _____ Years Owned _____

Primary Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Cell: _____

Email Address: _____

Website Address: _____

BUSINESS INFORMATION

Nature of the Business: _____

Address (if different): _____

City: _____ State: _____ Zip Code: _____ County: _____

Telephone: _____ Fax: _____ Cell: _____

Federal Tax I.D. _____

PROPOSED IMPROVEMENTS



TIMELINE

Proposed start of construction? _____ Anticipated completion of construction? _____

APPLICATION SUPPORTING DOCUMENTS

Attached to this application please provide the following items.

- Business description / Biography / History
- Drawings / Renderings / Project Scope
- Budget

SIGNATURE

Business Owner signature verifies that all information is accurate and true.

Signature _____ Date _____

FOR OFFICE USE ONLY

Date Received