



DOWNTOWN DEVELOPMENT AUTHORITY
BUSINESS IMPROVEMENT GRANT (BIG) PROGRAM

SUMMARY

The City of Grosse Pointe Park's Downton Development Authority (DDA) is pleased to announce the launch of the DDA Business Improvement Program (BIG).

The goal of the Business Improvement Program is to provide financial assistance to local businesses to meet economic and beautification goals throughout the DDA District and to continue assisting businesses recovering from the COVID pandemic. Only businesses located within the DDA District are eligible for the program.

The program will provide funding for Site Enhancement Projects to businesses who would like to complete the following:

- facade improvements
- signage improvements
- landscaping
- other architectural upgrades

\$25,000 will be available for FY2021-2022 and the maximum grant award amount available per business is \$5,000 with a required match from the business/property owner of 10% of the overall project cost.

Applications will be accepted until February 1st, 2022 with funds being awarded on a first come, first serve basis. Businesses who are interested in applying are encouraged to apply early and businesses can only apply once per fiscal year (July 1st 2021 - June 30th 2022). All proposed projects will need to be reviewed and approved by the City Building Department (building@grossepointepark.org) and meet applicable permit requirements.

If you have questions regarding the DDA BIG Program, please contact the DDA Director at dda@grossepointepark.org or by calling (313)-822-6200.

PROJECT REQUIREMENTS

Grants are intended to improve the appearance of individual businesses, which helps to provide an improved image for the DDA District as a whole.

Guidelines:

1. All businesses located within the DDA District are eligible to apply. Businesses must be in good standing with the City including having a current business license, certificate of occupancy, and any additional permit requirements including outdoor dining permits. Businesses who do not meet these requirements or have outstanding code violations, delinquent water bills, or delinquent tax bills will not be eligible to apply. Previous performance through the COVID-19 grant program will also be considered.
2. Proposed site improvements must meet all current City Building codes and requirements.
3. All applicants are required to review and secure preliminary approval of their proposed projects with the Building Department. It is the sole responsibility of the applicant to obtaining all building and other required permits before any project work commences.
4. Eligible improvements include, but are not limited to:
 - a. Outside Architectural Enhancements including increased accessibility
 - b. Lighting
 - c. Landscaping
 - d. Building Beautification including paint
 - e. Signage
5. 50% of the grant funds will be provided to a business at the beginning of the project with the rest of the funds being released at the end. A business must provide copies of all paid invoices, including copies of canceled checks or other evidence of payment, as well as secure final Building Department approval (if applicable), to receive the remaining funds.
6. Grants are available to the building owner or tenant (if tenant applies, a current lease must be in place and the building owner must provide written permission approving the changes being proposed).

8. All businesses must receive grant approval by the DDA Director and project approval by the Building Department prior to beginning improvements. Grant funding cannot be used to reimburse already completed projects.
9. Site improvement work must be completed within four months of approval, or an extension may be requested and approved by the Director in writing. Extension approvals are not guaranteed.
10. Projects selected for grant/ funding may be featured in City and DDA promotional materials to highlight the improvements.

REVIEW PROCESS

All applications submitted will go through an administrative review process first. The administrative review process will be completed to guarantee that the building department has been contacted and that the business is in good standing with all City requirements (outlined in number 2).

After the administrative review process is completed, the project will be reviewed to confirm that the project meets the intent of the program including project type and cost*. A funding recommendation including, an award letter and funding agreement, will be provided to the Director for final review and approval. The applicant will be notified via email once an award decision has been made

Awarded businesses will be expected to follow all requirements outlined in the award letter and funding agreement including any contingencies and deadlines. Businesses who fail to follow the requirements as provided will be expected to payback award funds plus a 10% fine based on the award total.



2021-2022 DDA Business Improvement Grant Application

Business Name:	Phone:
Contact Person:	Title:
E-Mail:	Website:
Mailing Address:	Physical Address:
Business Owner:	Property Owner:
Grant Request Amount:	Total Project Cost:

Applicants must attach a detailed project narrative. The project narrative should specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from public ways. Applicants should also include relevant information such as project budgets, construction proposals and bids, photographs, site plans/sketches, and project schedules.

All applicants are required to review and secure preliminary approval of their proposed projects with the Building Department prior to application submission to gain a full understanding of any building codes that may be relevant to a particular project.

Applicant's Signature

Date

Building Owner's Signature (if different from applicant)

Date

Application packets should be emailed to DDA@grossepointepark.org or returned via City drop box Applications will be accepted throughout the year. Businesses who are interested in applying are encouraged to submit their applications early.