

Allendale Area Chamber of Commerce Building Enhancement Grant Program

Program Guidelines & Application for 2008



For more information, please contact:
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Allendale Area Chamber of Commerce Building Enhancement Grant Program

Purpose: Allendale Charter Township and its Downtown Development Authority (DDA) have determined that a portion of the tax revenues collected by the DDA should be utilized for the enhancement of the business community in the business district. The Allendale Area Chamber of Commerce (AACC) has been charged by the DDA with administering a Building Enhancement Grant Program. The purpose of this program is to encourage the physical improvements to the exteriors of new and existing non-residential, commercial and industrial buildings in the business district. The appearance of the exterior of buildings, the surrounding landscaping and signs establishes the visual character of the business district and plays a major role in the marketing success of the overall area.

It is also the intent of the program to strengthen the economic viability of the Allendale community by improving the exterior physical appearance of buildings. The public perception of the business district has a great deal of influence on its economic success. By improving its physical appearance, the business district will have a much greater potential for attracting and retaining business, as well as creating an image of strong economic health and vitality.

Eligibility:

- Owners of real property and tenants in the Allendale Charter Township's DDA (see attached map) used for non-residential, commercial and industrial business (profit or not for profit). Tenants must have the written approval from the property owner.

Conditions for Eligibility:

- The applicant must be in good standing with Allendale Charter Township in terms of the payment of taxes and utility bills
- The proposed improvement plans must be approved by the Allendale Charter Township's Planning & Development Department- be consistent with Township plans, building codes and zoning ordinances
- Proposed improvements must have a useful life of at least 10 years
- Only the improvements that are identified in the application will be eligible for reimbursement

Eligible Costs: (Only Exterior Enhancements)

- Repair or replacement of windows, doors, walls or other appropriate architectural elements that will enhance the exterior of the building
- The purchase and installation of new awnings and framework
- Exterior lighting for design enhancement
- Replacement of outdated siding to more attractive brick or wood siding as to visually enhance the façade
- New roofs (not typical maintenance, but assistance with deteriorated roofs)

- Masonry repair or cleaning to the exterior of the building
- New landscaping
- New wall mounted or free standing signage
- Painting the exterior of the building

Ineligible Costs:

- Expenses incurred prior to the approval of the application
- Property acquisition
- Mortgage or land contract financing
- Loan fees
- Site plan, building permit or utility connection fees
- Professional (Appraiser, Attorney, Realtor, Interior Decorator, Landscaper and Architect) fees
- Wages paid to the applicant and their relatives for work associated with the enhancements
- Furnishings, fixtures, display cases, counters, machinery & equipment or other personal property inside the building
- Reusable or removable items and structures
- Any portion of expenses for which applicant pays contractor in merchandise or in-kind services
- General, periodic maintenance including the replacement of canvas awnings on existing frames
- Roof repairs
- Operational expenses such as rent, utilities and insurance
- Costs to related to existing projects
- Direct financial support to provide start-up or operational capital to the business

Project Priorities:

- Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years
- Projects that encourage meaningful exterior improvements to properties and promote economic development in the business district
- Projects that positively impact the business district streetscape in general and the building in particular
- Projects that improve the entire property

Grant Amounts and Conditions:

- Maximum Grant Amount: up to \$20,000
(* Maximum Grant Amount for Signage: up to \$5,000)
- Minimum Grant Amount: \$500

Applicants may submit only one application per year. Building Enhancement Grants will be awarded on a matching basis. The applicant must provide other funds in an amount at least equal to the amount of the grant. Over matching is highly encouraged. The

maximum grant amount is up to \$ 20,000 per applicant per year. The award of grant funds is subject to the availability of program funds.

For new & existing businesses in Allendale's business district, applications will be accepted once per year - received at the Chamber of Commerce office by no later than 3 p.m. on **June 2, 2008**.

Please note that the Allendale Area Chamber of Commerce) reserves the right to recommend grant awards that it deems to be in the best interest of Allendale Township and the business district. Also, grant awards will be nullified if recipients are found to be non-compliant with the terms and conditions set forth in the program guidelines. Non-compliant awardees will be required to repay any spent grant funds and not be allowed to re-apply for a grant for a period of two (2) years following the incident.

Financial Reimbursement Procedures:

- After a fully executed grant agreement and completion of the project with documentation and examination of the project, the grantee may be reimbursed for the entire grant amount awarded.
- The \$ 100 application fee required with the submittal of a grant application form is non-refundable.

The project must be initiated within three (3) months of the award date and completed in its entirety within eighteen (18) months of the award date.

Application Review Committee: Ken Rizzio/Ottawa County Economic Development Office, Ken Sommerdyke/Byron Bank of Allendale, Amy Millard/Allendale Area Chamber of Commerce

**Allendale Area Chamber of Commerce
Building Enhancement Grant Program
Application Form for 2008**

General Information

Name of Applicant:

Name of Property Owner(s) if different than above: (Please attach a signed & dated letter from the property owner approving the proposed improvement project.)

Business Name:

Project (Building) Address:

Mailing Address: (Applicant)

Phone # _____ Fax # _____

Email: _____

For how long has the business been located in Allendale's business district?
_____ Years _____ Months

What is the age of the building to be improved? _____ Years

AACC Member _____ Yes _____ No

As a continued investment in your business, the Allendale Area Chamber of Commerce encourages your membership to be able to offer programs that will assist and have an impact on the overall health and vitality of the business community in Allendale Township. Please see attached AACC membership investment application for further information.

Cost Information

- Estimated Total Project Cost \$ _____
- Grant Amount Requested \$ _____
- Amount of Applicant's Cash Match \$ _____

(Letters identifying the source and amount of cash match are required and must accompany the application.)

Project Timetable

- Proposed Starting Date: _____
- Proposed Completion Date: _____

Job Creation

How many new jobs will be created in your business by the end of the project?

____ Full-time ____ Part-time ____ Does Not Apply

Application Fee

A non-refundable \$ 100 application fee payable to the Allendale Area Chamber of Commerce is due at the time this application is submitted.

Terms & Conditions

By signing this Application form, the Applicant agrees to all of the terms and conditions set forth below:

1. The information submitted is true and accurate to the best of my knowledge.
2. The property to which this application pertains is located within the Allendale Charter Township DDA business district.
3. I have read guidelines and understand all of the conditions of the Building Enhancement Grant Program.
4. I understand that all improvements will be undertaken and consistent with all applicable building codes and ordinances of Allendale Charter Township.
5. If I do not implement the proposed improvements on this application, per the executed grant agreement, I will not be eligible for reimbursements with grant funds of any costs associated with said improvements.
6. I understand that if I am found to be non-compliant with the conditions of this program, the awarded grant may be nullified and any received grant funds

- received must be repaid. Further, I may not re-apply for assistance under this program for a period of two (2) years.
7. The project must be started within three (3) months of the grant award date and be completed within eighteen (18) months of approval of the application. There will be no extension of the term.
 8. The Applicant understands that he/she is responsible for the construction management for the entire project.
 9. The awarded grant money will be provided in keeping with the Program Guidelines and shall not exceed the maximum amount.
 10. It is expressly understood and agreed that the applicant is responsible for compliance with all federal, state, county and local laws, regulations, building codes, ordinances and other applicable governmental restrictions.
 11. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless Allendale Charter Township, the DDA and Allendale Area Chamber of Commerce and their employees, Trustees and Board members from all claims, damages, lawsuits, costs, and expenses for any property damage, personal injury or other loss relating in any way to the Building Enhancement Grant Program.
 12. Allendale Charter Township, the DDA and Allendale Area Chamber of Commerce reserve the right to change the program guidelines & application at any time without prior notification.

Certifications

Applicants Signature _____ Date _____

The Property Owner has received and reviewed a copy of the Applicant's complete application prior to its submittal.

Property Owners Signature _____ Date _____

Return this completed form (by mail, fax or e-mail) along with the non-refundable application fee to the
Allendale Area Chamber of Commerce
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