



Kalkaska DDA Façade Improvement Grant Program Guidelines

Background

The Façade Improvement Grant Program is a Kalkaska Downtown Development Authority program.

Program Purpose

The grant program is to encourage private investment through the rehabilitation and improvement of facades within the Kalkaska DDA district, to encourage good design that will serve as quality examples in and for the Village of Kalkaska. By improving the appearance of the building facades, the program serves to improve the economic viability (vitality) of the community and its downtown area.

Program Description

This program provides a matching grant for façade improvements with the DDA District. It is a competitive grant program. For every dollar awarded the applicant must spend an equal amount. Individual grant amounts will be up to 50% of the project cost, \$5,000 match maximum. A total of \$20,000 is allocated to be awarded during the current budget year. The façade grant program is funded by the Kalkaska DDA. The Kalkaska DDA Board will make all final grant-funding decisions.

Program Target Area

The target area for the DDA Façade Incentive Grant Program is the Downtown Development District for properties zoned Downtown Mixed Use and Commercial.

Eligible Applicants

Property owners or leaseholders of all commercial or downtown mixed-use buildings within the DDA district area are eligible to apply for grant funds. In the case a leaseholder applies, they must submit a notarized letter of permission from the property owner with their application. Preference will be given to new applicants who have not received grant funding from the program previously.

Eligible Improvements

All grant-funded improvements must be permanent and must meet all State, County and Local code requirements. Applications for projects must be reviewed and approved by the Design Committee and the DDA board. Eligible items include, but may not be limited to:

- Removal of brick/mortar joint repair
- Patching and painting of façade
- Window and/or door replacement/repair
- Awnings/Signs
- Sidewalk repairs (from the public sidewalk to the business)
- Lighting
- Roofing
- Any architectural details in need of repair and/or replacement

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.

The total amount rebated to a property owner and/or tenant for the same building during a 3-year period may not exceed \$5,000.

Improvements made through the Façade Improvement Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of five years.

All applicants must be in good standing with the Village of Kalkaska which includes being current with all fees, permits and taxes.

No grant dollars will be paid until the project is 100% complete and all village/county 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 to applicant for architectural expenses will be paid to the applicant at the end of the project as part of the total grant award. The grant is awarded on a reimbursement basis; the DDA will pay the contractor or applicant directly for the match amount. If property owner elects to do their own work, reimbursement will be for 50% of materials only.

Application Process

Application deadline is October 31, 2025 to be considered for the current funding cycle.

1. Meet with the Kalkaska DDA to review scope of project.
2. Complete a grant application and submit to the Kalkaska DDA. All applications must include design plans and an estimate for the proposed work. A detailed description of the work to be completed along with building photos showing the areas the work will be done must be submitted.
3. Applications will be reviewed by the DDA Design Committee, which serves as the grant review committee. The final grant decision will be made by the DDA Board.
4. Applicant is required to sign an agreement for the maintenance and preservation of the improvements for a period of five years.
5. When completed “before” and “after” pictures must be submitted. The DDA will verify work had been completed as specified in the grant application.
6. After satisfaction that the work has been completed, the applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project signed by the applicant. After receipt and verification of the information, the Kalkaska DDA will release the grant money to the applicant or contractor. The grant is awarded on a reimbursement basis.

Program Amendments:

The details of the Kalkaska DDA Façade Improvement Grant may be amended subject to the formal approval of the DDA board. The DDA has the right to accept or refuse any application.

CONTACT INFORMATION:

For questions or to apply for the Façade Improvement Grant Program please contact the Kalkaska DDA or a member of the Kalkaska DDA Board. In person at the Kalkaska office 350 S Cedar Street, call 231-384-6629, email mainstreet@kalkaskavillage.com.

Kalkaska Downtown Development Façade Improvement Grant Program Application

Applicant Name _____

Property Address _____

Is the applicant the property owner (Circle one): YES or NO

Business Name _____

Business Mailing Address _____

Business Owner Name _____

Phone # _____ Email _____

Property Owner Name _____

Property Owner Address _____

Parcel id# _____

Present Use of Building _____

Have you secured financial resources for the project? (Please be specific)

Planned Improvements (check all that apply)

- Removal of brick/mortar joint repair
- Patching and painting of façade
- Window and/or door replacement/repair
- Awnings/Signs
- Sidewalk repairs (from the public sidewalk to the business)
- Lighting
- Roofing
- Any architectural details in need of repair and/or replacement
- Other (please specify) _____

Façade Impact ___ Front ___ Rear ___ Side ___ Corner lot

Total Cost of Improvement _____

Incentive Amount Requested _____

The following information must be submitted with your application:

1. Project Plans drawn to scale, if applicable
2. Samples of exterior colors for façade improvements
3. Photograph(s) of existing condition of property
4. Proposed budget and detailed cost estimates (2 bids)
5. Written permission by property owner, if tenant
6. Proof of payment of taxes

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

1. The applicant is the owner or tenant of the property in the Kalkaska DDA District and is considered an Eligible Applicant.
2. The applicant is in good standing with the Township of Kalkaska and the Village of Kalkaska in regards to terms of taxes and utilities.
3. The applicant agrees to be bound by the rules as outlined in the Program Guidelines and should consult the DDA 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 code requirements. Further, if review is necessary by the Village Planning Commission in accordance with the Village of Kalkaska Zoning Ordinance, the review will be conducted before the work on the façade 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 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 the DDA to be in compliance with the approved design. 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 for payment must be provided at one time to the DDA for one payout.
8. The applicant understands that they are 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 their own expense, indemnify, protect, defend and hold harmless the Village of Kalkaska, the Kalkaska DDA 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 Kalkaska DDA Façade Improvement Grant Program.
11. The applicant understands that they are responsible for the maintenance of the façade.
12. Improvements described here must remain in place for a period of five years from the project completion in the event this application is approved.

Application deadline is October 31, 2025 to be considered for the current funding cycle.

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Complete and return the application and supplemental documents to the Kalkaska DDA, 350 S Cedar Street, Downtown Kalkaska or mail to: Kalkaska DDA, ATTN: Kalkaska DDA Façade Improvement Grant Program, 200 Hyde Street, Kalkaska, MI 49646