



Sparta Downtown Development Authority 2023-2024 Downtown Reinvestment Grant Program

I. GENERAL PURPOSE AND OBJECTIVES

The Sparta Downtown Development Authority (DDA) created the Downtown Reinvestment Grant Program (Defined as the "Program") to encourage private investment in the business district. The Program has made a significant impact in the area by encouraging redevelopment, revitalization and rehabilitation of buildings in Sparta.

Each fiscal year, the DDA considers allocation of funds in their budget for the Program. The Program seeks to provide funding for projects that will enhance the aesthetics and character in the DDA District and assist property owners in rehabilitating and upgrading the facades and exterior features of their buildings.

II. GRANT GUIDELINES

- 1) Program grant funds are available for exterior work on buildings located in the DDA District. (See parcel list to confirm your parcel is within the district in attachment 3. Attachment 2 is a map of the district parcels)
- 2) Funding for partial projects is available, however grant funding increases when the entire façade is included in the work to be completed.
- 3) The Program application must be completed and submitted by the building owner.
- 4) No grant applications will be accepted for work that has already been started or completed or for work that is covered by insurance.
- 5) Façade Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.
- 6) Participants must be current with Village of Sparta, Sparta Township, and Kent County for all real or personal property taxes at time of application and at time of payment.
- 7) Grants are awarded on a reimbursement basis once completed work has been verified by DDA staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
- 8) Reimbursements are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 9) Similar or repeat projects that have received funding through this program within the last five (5) years are not eligible.
- 10) A single owner of multiple properties may apply for grant funds for each property owned, but may not receive more than \$10,000 per property within a five (5) year period.
- 11) If an applicant is awarded a Program grant for a sign, awning, or facade, and the sign, awning, or facade is altered in a manner that is not consistent with the program guidelines within one (1) year from receipt of

façade funds, the applicant may be required to reimburse the DDA immediately for the full amount of the grant.

12) All projects that utilize the Program funding must adhere to all village codes and ordinances.

13) Major Projects (which could include \$100,000 + investments, business retention, business recruitment, or business expansion projects) are eligible for larger grants. Please see DDA Director for more information if your project fits into this category.

Section III – PROGRAM DETAILS

A property may apply for any combination of the grant programs below, but may not receive more than \$10,000 per property within a five (5) year period. Program grants are available for the following types of projects:

AWNING IMPROVEMENT

Awning Grants are limited to a 30% total reimbursement of the awning (includes purchase, replacement, and installation costs) with a total max of \$2,500 per grant.

If Awning is included in a Façade Rehabilitation grant request (which includes more than awning work), then the project is eligible up to 50% total of entire project with a total grant award cap of \$10,000.

SIGNAGE IMPROVEMENT

Signage grants are limited to a 30% total reimbursement of the sign (purchase, replacement, and installation costs) with a total max of \$2,500 per grant.

If Signage Improvement quality meets the DDA definition of quality signage (see attached) and/or is included with a Façade Rehabilitation Project (more than new signage / replacement), then eligible up to 50% grant of entire project total, with a cap of \$2,500.

FAÇADE REHABILITATIONS

Façade Rehabilitation includes but is not limited to removing slipcovers or non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, repairing/replacing windows, restoring transom windows, adding flower boxes, streetscape amenities, and painting. These grants are intended to enhance the current façade appearance, and not just replace what is currently there. Maintenance items will not be considered for this grant.

FAÇADE REHABILITATIONS GRANT LIMITS:

Façade rehabilitation and building grants are limited to a 50% match of the eligible project costs, with a max of \$10,000.00 per grant for façade work.

RULES

1. All proposed improvements must be approved before work begins.
2. A Zoning Site Plan Review Application must be submitted for any work that will change, modify, or alter the exterior appearance of a building. (Contact the Zoning Administer).
3. Disbursement is when project is paid in full with receipt or with proper verification. Grant disbursement checks will take up to 30 days once verification is completed.
4. Should final payment be lower than approved bid, the DDA will reimburse based on the applicable percentage of the final paid invoice amount.
5. Project approval does not replace Village of Sparta Site Plan Review or other Building or Planning Department reviews and procedures; all DDA approvals are required to meet Village and Township reviews.

SECTION IV – GRANT APPLICATION PROCESS

1. Contact the DDA Director to confirm property is within the DDA and to discuss project eligibility.
2. Complete grant application form. Return the completed application of the proposed work to the DDA Office, 194 E. Division St, Sparta, Michigan including:
 - a. Drawings of all proposed grant work to be done.
 - b. Color samples of all final paint selections and/or final building material selections must be included with the application.
 - c. Itemized work estimates on all project work from contractors or project architects must be included with the application.
 - d. Photos of the building's exterior including all areas where work is to be performed.
3. The approval process will include without limitation the following:
 - a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements and must be approved by Sparta Village Zoning Administrator.
 - b. Applicants are required to attend and present their grant reinvestment project to the DDA Committee.
 - c. Meet with the DDA Program Committee to discuss project details and estimates. The Committee reserves the right to request consideration of changes to project and/or color modifications (there are two suggested color palates attached that are recommended by the DDA). Use of the color palates are not required, but recommended.) If the project meets the intended requirements of the Program, the Committee would make a recommendation for funding at the next DDA Board meeting.
 - d. The DDA Board will review the recommended Project and will have final approval of the grant fund allocation. If the DDA Board seeks to request changes to the project, the project shall revert back to DDA Committee for further revisions. The Committee may choose to take the amended project back to the DDA Board for approval. The Committee does not reserve the ability to allocate grant funding.
 - d. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the Façade Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA.
 - d. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis.
 - e. The applicant shall be required to furnish photographs of the building's exterior after the construction is completed, as a condition of final grant reimbursement.
 - f. The applicant is required to obtain all applicable permits and approvals required for the construction if a grant is awarded.

4. Reimbursement:

When the grant project has been satisfactorily completed and reviewed, the applicant shall present the DDA office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding. The Final Report Document will be submitted with photos of the finished project when work is completed.

Section V – PROJECT TIMEFRAME

This approval process typically takes between six (6) and eight (8) weeks, but may, in some circumstances, take longer depending on scheduling of the applicant to meet with the Program Committee to review the project. Project work may not begin prior to award announcement by the DDA board or may forfeit the grant award.

Section VI – CRITERIA FOR PROGRAM AWARD

Projects are reviewed with the following criteria in mind:

1. Project MUST meet all zoning codes and receive Zoning Approval from the Village of Sparta.
2. Project results in an increase in property valuation and generates sales tax revenue.
3. Project rehabilitation reflects historic accuracy.
4. Project results in a significant increase in downtown foot traffic (retail, residence on second floor, night life, etc.)
5. Total investment dollars as provided in the grant application.
6. Investment in structure construction or renovation (excluding purchase price).
7. Complements existing buildings and improves aesthetic appearance.
8. Promotes redevelopment of Sparta DDA District and vitality in Downtown Sparta.
9. Property owners that are property tax exempt may not qualify subject to discretion of the DDA board.

Section VII - APPLICATION

Application materials to be submitted include:

1. Project must be located in the DDA District.
2. Application form, completed and signed by the property owner;
3. Sketch of the proposed façade or exterior improvements;
4. Any proposed paint, awning, etc. samples;
5. Pictures of the existing façade and proposed improvement areas;
6. Historic photos of building;
7. Itemized cost estimates are required per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed or approved contractors. The committee reserves the right to request TWO or more bids from qualified contractors.

**Sparta Downtown Development Authority
2023-2024 Downtown Reinvestment Grant Application**



Building Owner's Name (Applicant): _____
 Project Address: _____
 Mailing Address: _____
 Telephone Number: _____ E-mail: _____
 Existing Use of Building: _____
 Proposed Project Start Date: _____

Will project result in a new use? If so, please explain.

Type of Work: (Check all that apply) Sign Only Awning Only Façade Renovation

Project Description: (Please be specific)

**Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.*

How will this project benefit Sparta?

Estimated Project Cost (by project element):

Project Element	Estimated Cost	Estimated Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Attach copies of quotes from licensed contractors for each project element.*

Total Project Estimated Cost: _____
 Requested Grant Amount: _____

Have you received a DDA Façade Grant in the last five years on this property? Yes / No

Application materials checklist to be submitted:

1. Application form, completed and signed by the property owner
2. Sketch of the proposed façade or exterior improvements
3. Any proposed paint, awning, etc. samples
4. Pictures of the existing façade and proposed improvement areas
5. Itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

SIGNATURE OF APPLICANT: _____ DATE: _____

Please return all application materials to the DDA office in Village Hall, 194 E. Division St., Sparta MI

2023-2024 SPARTA DDA REINVESTMENT GRANT PROGRAM

ATTACHMENT 1 QUALITY SIGN ELEMENTS BY CATEGORY

This program seeks to bridge the gap in cost between unattractive signage and highly functional, attractive signs that complement a buildings historic character or a newer buildings unique character while creating a more attractive DDA District. The intent of the Signage Improvement Grant is to support three-dimensional, symbolic, projecting signs, as well as storefront signage that is three-dimensional in nature.

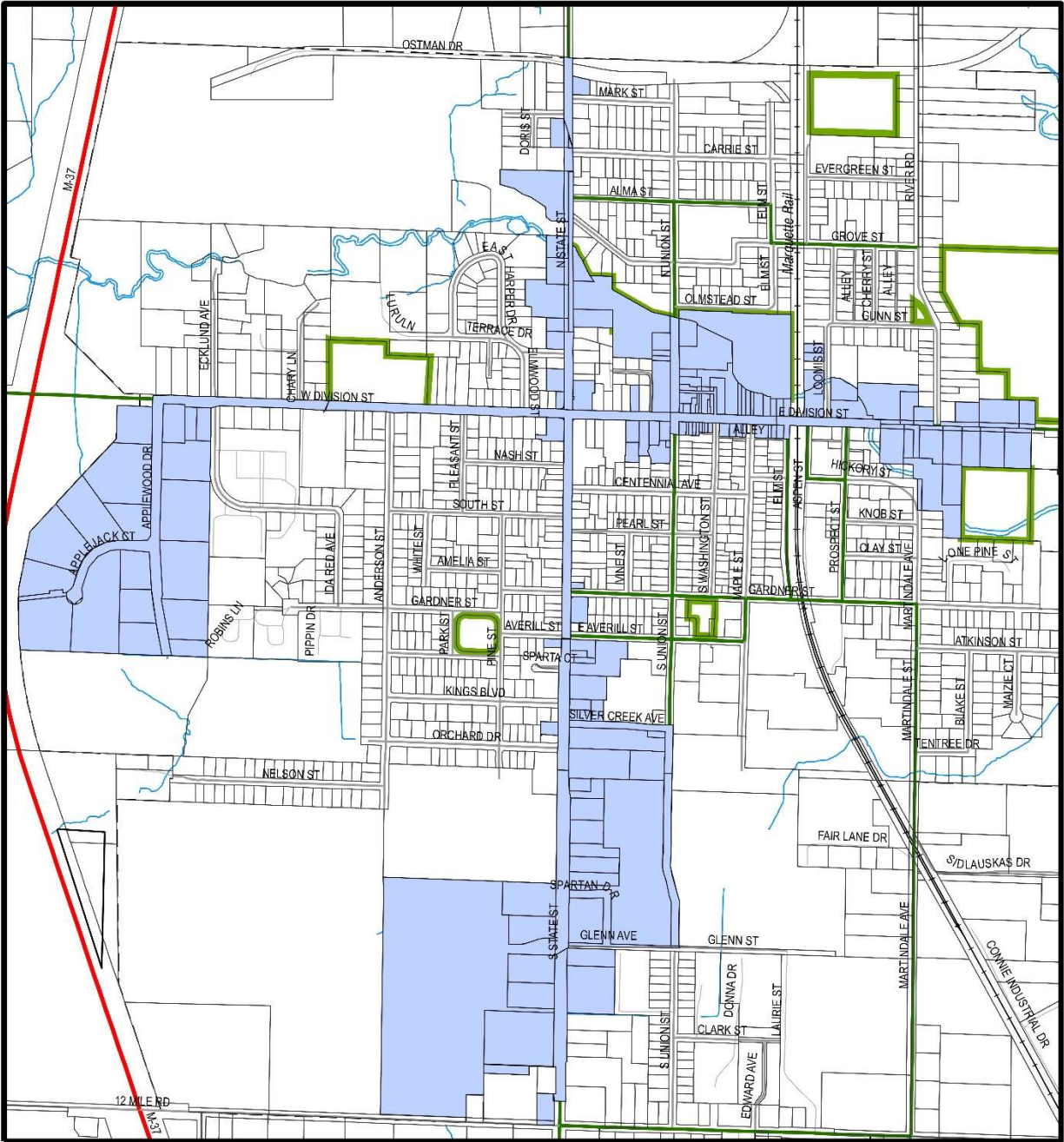
Applications simply requesting replacement signs of similar construction and quality, or duplications of existing signs with minimal changes, will not qualify for the incentive.

Signs below are intended to have a cut out shape and not be just a square or rectangle to give character to the sign images. All sign designs shall be custom and individualized, therefore actual pricing depends on size and dimensional elements desired.

Sign	* Flat panel signs on alu-panel or alomalite (aluminum on both sides of a plastic core)
Elements	* Cut out shaped signs (simulated dimensional)
Category	* Full color prints with lamination
One	* Simulated dimensional look and full color backgrounds
Sign	* Custom shaped signs made of extira &/or high density urethane
Elements	* Simple dimensional features such as cut out letters with beveled edges applied to background
Category	* Textured background for interest
Two	
Sign	* Custom shaped extra, cedar &/or high density urethane signs
Elements	* Sandblasted clear vertical grain wood or carved backgrounds (like wood chipped look)
Category	* Dimensional features such as cut out raised or incised (carved inward on an angle) letters with outline/shadows and simple relief hand-carved elements
Three	* Ground signs include custom multiple post structures / hanging signs include decorative welded bracket
	* Finishing can include painted special effects, finishing letters with mica powders, etc
Sign	* Custom shaped redwood, cedar &/or high density urethane signs
Elements	* Sandblasted clear vertical grain wood or carved backgrounds (like wood chipped look)
Category	* Multiple dimensional features for letters, graphics and borders (intricate, detailed hand-carved &/or welded elements including in the round 3D objects) such as modulation to give more of a realistic appearance or such as air brushing
Four	Ground signs include structural base or multiple posts / hanging signs include custom ornate welded bracket
	Finishing can include more detailed and elaborate painted special effects, full color laminated outdoor durable photos, finishing letters with 23K gold leafing or variegated gold, etc.

2023-2024 SPARTA DDA REINVESTMENT GRANT PROGRAM

Attachment 2 DDA Parcel Map



Legend

 Sparta Downtown Development Authority



2023-2024 SPARTA DDA REINVESTMENT GRANT PROGRAM

Attachment 3 DDA Parcels Listed

41-05-23-102-009	10 Division St E NW	41-05-1-435-002	166 Olmstead ST NW
41-05-22-130-005	100 Applewood Dr NW	41-05-14-353-025	169 Division St E NW
41-05-23-101-023	100 Division St E NW	41-05-15-478-014	169 State St N NW
41-05-22-476-013	10087 Sparta Ave NW	41-05-23-101-044	17 Union St S NW
41-05-23-301-024	10372 Sparta Ave NW	41-05-14-353-026	171 Division St E NW
41-05-22-126-012	10689 Applewood Dr NW	41-05-23-103-019	172 Division St E NW
41-05-22-126-011	10711 Applewood Dr NW	41-05-14-353-027	177 Division ST E NW
41-05-22-126-014	10775 Applewood Dr NW	41-05-14-351-002	182 State St N NW
41-05-14-351-053	109 Division ST E NW	41-05-23-103-003	186 Division St E NW
41-05-14-351-074	11 Division St E NW	41-05-14-353-040	190 Olmstead St NW
41-05-15-480-011	11 State St N NW	41-05-14-353-061	190 Olmstead St NW
41-05-22-227-026	11 State ST S NW	41-05-23-103-004	194 Division St E NW
41-05-14-353-003	110 Union St N NW	41-05-23-106-009	194 State St S NW
41-05-14-351-015	112 State ST N NW	41-05-14-353-007	195 Division ST E NW
41-05-15-478-033	12 State St N NW	41-05-14-353-028	199 Division St E NW
41-05-14-353-001	120 Union St N NW	41-05-14-353-057	20 Union ST N NW
41-05-23-102-001	126 Division St E NW	41-05-14-353-062	20 Union St N NW
41-05-23-102-028	126 Division St E NW	41-05-22-130-006	200 Applewood Dr NW
41-05-14-353-017	129 E Division E NW	41-05-23-103-005	200 Division St E NW
41-05-23-378-005	1295 12 Mile RD NW	41-05-23-302-007	200 Union St S NW
41-05-14-353-045	133 Division St E NW	41-05-14-353-029	201 Division St E NW
41-05-23-102-002	134 Division St E NW	41-05-22-126-010	2021 Applejack Ct Nw
41-05-23-102-029	134 Division St E NW	41-05-14-353-030	205 Division St E NW
41-05-23-102-003	138 Division St E NW	41-05-14-353-301	209 Division St E NW
41-05-23-102-030	138 Division St E NW	41-05-22-126-007	2099 Applejack Ct NW
41-05-14-353-059	141 Division St E NW	41-05-22-130-007	210 Applewood Dr NW
41-05-23-102-004	142 Division St E NW	41-05-23-151-032	212 State St S NW
41-05-14-353-021	147 Division St E NW	41-05-14-353-032	213 Division St E NW
41-05-15-478-028	147 State St N NW	41-05-22-130-008	220 Applewood Dr NW
41-05-23-102-005	148 Division St E NW	41-05-23-126-016	220 Division St E NW
41-05-14-353-022	151 Division St E NW	41-05-14-353-041	223 Division St E NW
41-05-23-102-006	152 Division St E NW	41-05-23-126-014	228 Division St E NW
41-05-14-351-014	152 State St N NW	41-05-23-126-015	232 Division St E NW
41-05-23-102-007	154 Division St E NW	41-05-14-353-042	235 Division St E NW
41-05-14-353-049	155 Division St E NW	41-05-14-353-043	239 Division St. E NW
41-05-23-102-008	156 Division St E NW	41-05-23-126-005	240 Division St E NW
41-05-14-353-050	157 Division ST E NW	41-05-14-353-044	241 Division ST E NW
41-05-22-476-045	1611 12 Mile Rd NW	41-05-23-152-031	258 State St S NW
		41-05-22-282-009	259 State ST S NW
		41-05-23-152-002	260 State St S NW

41-05-23-101-054	27 Union St S NW	41-05-23-301-027	434 State St S NW
41-05-23-152-013	270 State St S NW	41-05-14-452-024	435 Division ST E NW
41-05-15-428-007	271 State St N NW	41-05-22-130-009	440 Division St W NW
41-05-23-152-029	288 State St S NW	41-05-23-301-029	440 State St S NW
41-05-14-353-013	30 Union St N NW	41-05-23-152-020	45 Silver Creek St NW
41-05-22-126-022	300 Applejack Ct NW	41-05-22-130-001	450 Division St W NW
41-05-23-152-016	300 State St S NW	41-05-23-301-030	450 State ST S NW
41-05-15-428-004	303 State St N NW	41-05-23-301-023	460 State St S NW
41-05-22-130-011	31 Ida Red Ave NW	41-05-22-126-018	465 Applejack Ct NW
41-05-14-380-023	317 Division St E NW	41-05-14-452-025	465 Division ST E NW
41-05-14-353-012	32 Union St N NW	41-05-23-301-026	470 State St S NW
41-05-23-152-018	320 State St S NW	41-05-22-126-021	475 Applejack Ct NW
41-05-22-126-013	33 Applewood Dr NW	41-05-22-476-043	475 Glenn Avenue W NW
41-05-23-152-019	330 State ST S NW	41-05-22-476-046	475 Glenn Avenue W NW
41-05-14-353-011	34 Union ST N NW	41-05-22-476-017	475 State St S NW
41-05-22-476-042	545 State ST S NW	41-05-23-201-013	476 Division St E NW
41-05-22-476-042	545 State ST S NW	41-05-14-353-055	48 Union St N NW
41-05-22-476-042	545 State ST S NW	41-05-22-126-023	485 Applejack Ct NW
41-05-22-476-042	545 State ST S NW	41-05-22-476-044	485 State St S NW
41-05-23-153-007	343 S Union St S NW	41-05-22-476-044	485 State St S NW
41-05-22-283-014	345 State St S NW	41-05-14-353-063	489 AppleJack Ct NW
41-05-23-153-014	350 State St S NW	41-05-22-126-024	489 Applejack Ct NW
41-05-14-353-010	36 Union ST N NW	41-05-14-379-007	49 Loomis St NW
41-05-14-301-002	370 State St N NW	41-05-14-380-021	50 Loomis St NW
41-05-14-380-027	389 Division St E NW	41-05-14-353-054	50 Union ST N NW
41-05-23-128-022	390 Division St E NW	41-05-14-353-056	50 Union ST N NW
41-05-23-128-023	398 Division St E NW	41-05-23-201-010	500 Division St E NW
41-05-23-153-011	399 Union St S NW	41-05-23-351-055	510 State ST S NW
41-05-23-153-015	400 State St S NW	41-05-23-351-055	510 State St S NW
41-05-14-380-020	401 Division ST E NW	41-05-22-476-041	525 State St S NW
41-05-23-201-020	406 Division St E NW	41-05-23-351-041	530 State ST S NW
41-05-14-451-011	409 Division ST E NW	41-05-23-351-041	530 State ST S NW
41-05-23-201-018	410 Division St E NW	41-05-22-476-042	545 State ST S NW
41-05-23-301-010	410 State St S NW	41-05-22-476-036	565 State St S NW
41-05-22-130-010	416 Division St W NW	41-05-14-353-051	62 Union St N NW
41-05-23-201-019	420 Division St E NW	41-05-14-351-032	71 Division ST E NW
41-05-23-301-012	420 State St S NW	41-05-14-351-055	71 Union St N NW
41-05-23-201-021	424 Division St E NW	41-05-23-101-005	72 Division St E NW
41-05-23-201-012	430 Division St E NW	41-05-14-351-054	73 Union St N NW
41-05-14-452-023	433 Division ST E NW	41-05-23-101-042	74 Division ST E NW
		41-05-22-126-015	75 Applewood Dr NW

41-05-15-480-010 75 State ST N NW
41-05-14-351-035 75 Union St N NW
41-05-14-353-060 80 Union St N NW
41-05-15-478-032 81 State St N NW
41-05-23-101-007 88 Division St E NW

41-05-14-379-004 9 Loomis St NW
41-05-14-379-006 91 Loomis St NW
41-05-15-478-021 95 State St N NW
41-05-23-101-056 98 Division St E NW