



City of Davison DDA

Facade Matching Program
Application Packet

Dear Business,

The City of Davison Downtown Development Authority has established a design assistance program to encourage high quality, highly visible improvements to businesses in the DDA district. The program is designed to encourage the return of facades to their original character. This included preservation of existing building details, the use of long-lasting materials, accessibility improvements and treatments which enhance the experience of visitors to downtown and your business.

Please review the content of this document, which includes the qualifications, process, and the application to request matching funding through our DDA.

Thank you for your continuing investment in our Community!

Sincerely,

Debra Loveland
DDA Chairman



Dear Applicant:

This packet contains information and materials necessary for submitting an application for the Facade Matching Program funding from the City of Davison Downtown Development Authority (DDA).

This packet includes the following:

- Application*
- Approval Process*
- Criteria*

Please complete every section of this application as incomplete applications will not be accepted. If any of the aforementioned items are missing from your packet, please feel free to contact Stacy Hurley, DDA Director (810)214-4966

DDA Business Match Program Criteria:

This match program is for beautification, restoration, signage, and landscaping.

1. Exterior only
2. Grants can range from \$500 to a maximum of \$5,000 match per business. 1:1 match
3. Licensed and insured contractors to be used.
4. Before and after pictures submitted to the DDA.
5. Work completed within 1 year.
6. Approval by planning commission may be needed for some projects. Building permits may be required on some projects. It is the responsibility of the applicant to verify with the appropriate officials regarding what is required.
7. All applications must be submitted by March 16, 2026. (Please submit 'before' pictures with your application).
8. These grants are reimbursed once the project is fully completed, paid invoices are submitted, approved and on-site review of the work verifies the work was completed in accordance with the submittal and in a professional manner. Profession trades people are expected to be responsible for all work and its installation. Projects must meet all Building Codes, City Ordinances, etc. (Please submit 'after' pictures with your receipts)
9. Lessees and Lessors can apply. Building improvements not requested by the building owner must have the approval of the owner as directed on the application form.
10. Must be current on all City fees; property taxes, personal property taxes, water/sewer.
11. Business must be in DDA. Attach map.
12. The design, construction, and/or installation should be sustainable and designed/built for Construction must start within six months of award and be completed six months of construction start. longevity.

13. Applicants are eligible to receive the grants multiple times and in consecutive years, however priority will be given to new applicants.
14. Applicants should be aware that this is a limited competitive program, meaning that an applicant may not be awarded a grant, or the grant amount requested may be reduced at the discretion of the DDA Review Committee.
16. Projects or phases of a project can exceed \$10,000 (cost of the project including the maximum grant and are in fact encouraged. The review scoring will award more points for projects with greater investment by the property/business owner. If the project being submitted is a phase of a much larger project only the investment of that phase will be eligible.
17. If awarded, grant applicants agree to the participant to any promotion of the project the City of Davison DDA.

Funding Priorities

The DDA is funded by the captures of incremental local tax revenues that would otherwise go to the County. The DDA uses these funds to enhance local business and our community. The City of Davison DDA is starting a Facade Match Program as part of their priorities to improve the community.

The City of Davison DDA will look at projects within the DDA District that need funding. These projects will help position the City of Davison toward becoming a great place to live, shop and work. The priorities are identified below and will be the basis from which proposed projects are selected and funded.

1. Facade Improvements- The DDA will utilize a portion of their funds to assist with improvements of building faces (facades) in need of repair or upgrade within the district.
2. Signage
3. Awnings
4. ADA - Accessibility
5. Exterior Lighting

Projects meeting or exceeding the scoring criteria driven by these priorities above could potentially qualify for project Matching Program Funds up to \$5,000.00 to assist with the successful implementation of the project(s).

EXAMPLES OF ELIGIBLE PROJECTS - 1. Signage 2. Awnings 3. Accessibility (ramps, auto assist door openers, etc.) 4. Exterior Lighting that enhances the facade or necessary for signage 5. Painting (unless surfaces are previously unpainted) 6. Design accessories intended to be a permanent installation (flower boxes, etc) 7. A qualifying item of a phase of a larger project.

EXAMPLES OF NOT ELIGIBLE - 1. General maintenance (except for the repointing of masonry) 2. Interior improvements (except as required for one of the eligible items above) 3. Below grade projects 4. Mechanical/Electrical (except as required for one of the eligible items above) 5. Landscaping plants, shrubs, flowers etc. 6. Any project deemed to be outside the intent of the facade program. 7. Residing, painting or covering a brick surface/building. Exceptions may be allowed if appropriate reasons are presented in the submission.

Facade Program

Application Approval Process Overview

The DDA reviews all applications for assistance. The process outlined below usually takes at least 30 days, although more complex projects typically require more time to review and approve. The process involves two steps. First the Organization Committee will review application documents, the Committee will make a recommendation to the DDA full board. More specifically, the DDA will:

1. 1. Convene an initial meeting prior to formal submissions of the Facade Match Program Application. Interested parties are encouraged to attend and ask questions about the program.
2. Submission and review of Facade Match Program Application
 - a. The DDA requires the submission of a formal application for Facade Match Program in order to consider an applicant's request for funds. DDA funds may only be used to pay for eligible costs in accordance with the Applicable Michigan Statutes. An application must include the items referenced in the application checklist (see the enclosed application) and applicants are required to demonstrate the public benefit of the funds dispersed.
 - b. The submission will be reviewed by the DDA's Organizational committee. Applications that are incomplete may be deemed ineligible to proceed further in the process.
3. The Organizational Committee will score the applications in accordance with the criteria.
4. The Organizational Committee will present the scores and recommendations to the DDA board who will vote for Approval of project funding.
5. Applicants that will receive funding will be notified.
6. Upon conclusion of projects with all documentation submitted, the DDA will payout funds.
7. One year after full completion of the project. Construction must start within six months of award and be completed six months after construction starts. A follow-up site visit will be conducted.
8. The DDA will be accepting applications until **noon, Monday March 16, 2026**. Tentative award approval at the **DDA meeting in May 2026**.

DDA Application Checklist

Please Include This Checklist When Applying for DDA Facade Match Program.

General Project Information

- ☐ Located within the boundaries of a designated Davison DDA District
- ☐ Applicant/owner if current on all City fees; property taxes, personal property taxes, water/sewer
- ☐ Zoned for commercial use
- ☐ Not the primary residence of the applicant
- ☐ Contact with appropriate officials have been made to verify building approval requirements - Building Official, Planning Commission, etc.
- ☐ Summary Letter/Description of the Project
- ☐ Photos of the existing conditions
- ☐ Site Map(s)

Detailed Project Information

- ☐ List of Parcel Identification Numbers (PIN's)
- ☐ Renderings, drawings, or images of the proposed finished Project
- ☐ Project Timeline
- ☐ Benefit to the community

Project Financial Information

- ☐ Cost Projection or Quotes
- ☐ Request for Matching funds
- ☐ Financial Commitment funding in place

DDA Facade Match Program Application Requirements

The committee reviews all applications. In order for the committee to effectively evaluate applications, the Applicant must:

- ☐ -Provide all applicable items with a single submission
- ☐ -Organize the submission and present the required information in the manner indicated below
- ☐ -Provide one (1) paper copy and a pdf.

Failure to provide all the required information in a complete and accurate manner could delay the processing of your application. The committee reserves the right to reject or halt the processing of applications that lack all required items.

The following is a general overview of the items referenced in the application checklist:

General Project Information

- ☐ **Summary Letter:**
Provide a summary of the project in the form of a letter addressed to the DDA Chairman. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:
 - -Description of site(s) or building(s), including address and Photos
 - -Current and proposed uses
 - -Name of applicant and owner if different
 - -Total projected development costs
 - -Statement regarding why upgrade is needed
 - -Description of public benefits, beautification etc.
- ☐ **Description of Project/Narrative:**
Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:
 - -Current condition of the site and condition of any existing structures
 - -Proposed Scope of work and uses
 - -Construction information about the project/improvements
- ☐ **Photos**
Provide photos of the existing conditions. Photos should be good quality, clear and provide overall views of the project components and close up photos if applicable.

☐ Site Map(s)

Provide a map that shows the location of the site. Both maps should be no longer than 11x17.

Detailed Project Information

☐ List of PINs

Identify the specific Parcel Identification Numbers (PINs) included in the proposal. Contact the City if you are unsure.

☐ Renderings of Project

Provide preliminary images of what the project will look like, images, drawings (architectural elevations and/or plans) and renderings for the project. These drawings should be no larger than 11x17 inches.

☐ Project Timeline

A comprehensive project timeline is required. Include anticipated dates for project start and completion, as well as other project milestones. The timeline should also identify any dates for Site Plan Review or other required reviews and approvals (if necessary) as well as any time constraints facing the applicant. The DDA's approval/award may be pending Site Plan Approval from the Planning Commission if their approval is required for the project.

☐ Public Benefits

Fully describe the public benefits that can be realized by the completion of this project. Projects of a high degree of public benefits are typically more likely to receive funding. Examples of public benefits include, but are not limited to the following:

- Beautification of the community
- Improves property values
- Improves other aspects of the community
- Creation of new consumer choices
- Projects that follow the Secretary of the Interior Standards for Rehabilitation

Project Financial Information

- ☐ Identify the sources of funds the applicant will use to finance the project. Typical sources: applicant's financial resources, lender financing, and any other types of financing. Provide information about any pre-approved funding already secured. Davison has a number of lending institutions.



Beware that this funding assistance is available as a reimbursement after the project is complete. Thus, the project budget must identify the up-front sources intended to finance the development costs of the project. Projects that differ from the original submittal require committee approval prior to undertaking any change. Failure to comply could result in loss of grant funding.

☐ Development Budget

Provide an accurate and detailed cost projection/quote for the project that includes a detailed breakdown of all costs.

APPLICATION FORM

The following information must be provided for each applicant and for the Property Owner if different.

Applicant:

Name:	
Address:	
Phone:	
Email:	
Signature:	

Owner (If Different):

Name:	
Address:	
Phone:	
Email:	



Property Address:

Street:	
City:	
State:	
Zip Code:	

Project Type: Brief description of the proposed project:

Project Cost:	\$
Source of Funding	
Project Start Date	
Anticipated Completion	

Brief Description of the Proposed Project:



This Completes Your Application!

Please Return To: City of Davison DDA
200 East Flint Street, Ste. 2
Davison, Michigan 48423