



Village of Paw Paw Downtown Development Authority Façade & Interior/Exterior Grant and Loan Program

The Paw Paw Downtown Development Authority was created to promote and enhance the commercial core of the community, to preserve the public investment in this area and to improve the viability of businesses within the DDA district. To encourage business and property owners to improve and maintain buildings, the DDA has made available grant and loan programs available to businesses in the DDA District.

FOR MORE INFORMATION:

Mary Springer, DDA Coordinator - Phone: 269-415-0060 and Email: m.springer@pawpaw.net

General Requirements

- Façade, Exterior and Interior improvement grants are available up to \$2,500 in the DDA's fiscal Year, March 1 through the next February 28th. A 50% match is required.
- All work must be in accordance with the Village's Master Plan and façade work must be in accordance with the Downtown Façade Guideline Booklet. Booklet is available for review at the DDA Office.
- Applications for Façade and Exterior improvements must be made by the building/property owner.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation. All work must comply with applicable local, state and federal codes.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes. Permits which may be required include: building, electrical, mechanical, plumbing, soil & sedimentation, Right of Way permits, and other permits which may be required from the State of Michigan or the Van Buren County Drain Commissioner. It is not the responsibility to know of which permit may be required as the applicant is responsible for ascertaining which permits they need to obtain. The Village Code of Ordinances is online at www.pawpaw.net.
- Applicant and the Property Owner must not have delinquent accounts with the Village of Paw Paw.
- Upon completion of work, paid receipt(s) must be presented before reimbursement will be issued to applicant. Payment for work done without required permits will not be made until the applicant supplies the necessary proof the work was performed as required.
- After inspection of property, to insure that work completed complies with the application submitted and approved by the DDA, agreed reimbursement will be made.
- Payment for work done without required permits will not be made until the applicant supplies the necessary proof the work was performed as required.
- Property improvements must be completed within ninety (90) days of approval or applicant will be required to resubmit application with no guarantee of funding.
- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the façade grant program
- The DDA reserves the right to modify, return, and deny any Façade & Interior/Exterior grant applications.
- At the discretion of the Loan and Grant Committee, purchase of materials or services from a business within the District qualifies the applicant for additional consideration in the terms of the loan; such as increasing the amortization period.

THIS IS THE CORRECT VERSION OF THE GRANT PROGRAM AND FLYER. APPLICATIONS SUBMITTED ON OTHER FORMS WILL NOT BE CONSIDERED. FORMS WITHOUT THIS TAG ARE NULL, VOID AND NOT BINDING ON THE DDA. (11.7.14)

- Loan amounts do not exceed \$10,000 and require the following: a mortgage lien, promissory note, and personal guarantee.
- Loans are generally made at 3% interest rates for the following terms: 15 years on building and land; 7 years or life-of-equipment on equipment purchase; and, 3 years on working capital loans.

ELIGIBLE PROJECTS

- Repair to building exterior facades consistent with the Village’s Master Plan and the Downtown Façade Guideline Booklet.
- Repair, reconstruction or construction of the interior and/or exterior of the property such as painting, interior wall construction or demolition, flooring, lighting improvements, bathroom improvements and similar efforts.
- Masonry repair, cleaning or tuck-pointing.
- Roof repairs, re-roofing, etc.
- Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a retail or entertainment store entry.
- Removal of after-installed facades along with restoration of vintage elements.

INELIGIBLE PROJECTS

- Projects which are related to parking such as resurfacing, painting or stripping of parking lots/spaces, or construction of new parking.
- Projects related to any kind of signage such new signs, awning, replacement of signs/awnings or lettering on signs and awnings..
- Residential or living space projects of any kind such as for apartments or lofts.
- Costs paid by the applicant in merchandise or in-kind services.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Interior improvements that deemed to be regular maintenance and upkeep.
- Purchase of furnishings, equipment or consumable supplies.
- Repair or creation of features not compatible with original architecture on historical buildings.

GRANT AND LOAN APPLICATION PROCESS & CHECKLIST

The application form may be obtained online, at Village Hall or from the Village of Paw Paw DDA Office (129 S. Kalamazoo Street, Paw Paw, (269) 415-0060).

The Application must be completed and returned to the DDA Director along with:

- _____ An original signed letter of permission from owner (if applicant is not the property owner or holds a land contract).
- _____ A detailed written description of the project plans (scope of work, including materials sample color and color schemes), which addresses how the project complies with the guidelines.
- _____ A detailed cost estimate for all eligible costs supported by a quote from three independent / nonaffiliated contractors or suppliers. The Paw Paw DDA may consult with the applicant for the purpose of modifying the scope and/or content of the proposed work.

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PAW PAW DDA GRANT AND LOAN APPLICATION

Please, print or type information so it can easily be read. Please complete all information.

Check One: _____ I am applying for a GRANT _____ I am applying for a LOAN

Check One: _____ I am the Property Owner _____ I am the Business Owner

Name of Applicant: _____

Address of Applicant: _____

Address of Property for Improvement: _____

Business Contact & Title: _____

Phone: _____ Fax: _____

E-mail: _____

___/ I HAVE READ AND UNDERSTAND THE GENERAL GUIDELINES

PROJECT DESCRIPTION: Attach additional pages as may be necessary to adequately describe your project.

Estimated Cost of Improvement is \$ _____

50% Reimbursement is estimated to be \$ _____ (not to exceed \$2,500 per year or \$25,000 in a five year period.)

Please be sure that you have reviewed and submitted the appropriate supporting documents outlined in the **Grant Application Process & Check List** section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full. Reimbursement will not be granted if documentation is not received. By signing this application, I am stating that the above information is accurate to the best of my knowledge, that I agree to the requirements and there are **no delinquent accounts** with the Village of Paw Paw.

Signature Line _____ Date: _____

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FOR DDA GRANT & LOAN REVIEW COMMITTEE USE

Property Address:

Has been found to be

Consistent

Inconsistent with DDA Guidelines

It is therefore:

Eligible

Not Eligible for the grant program.

Total Amount to be granted upon installation/completion:

\$

Reviewed By: DDA Grants Review Committee

Date:

Review Committee Comments



Village of Paw Paw Downtown Development Authority's Business Development/Challenge Grants and Educational/Training Grants

The Paw Paw Downtown Development Authority was created to promote and enhance the commercial core of the community, to preserve the public investment in this area and to improve the viability of businesses within the DDA district. To encourage business owners to achieve aspects of their business plans, the DDA has made available the following grant programs.

FOR MORE INFORMATION:

Mary Springer, DDA Coordinator - Phone: 269-415-0060 and Email: m.springer@pawpaw.net

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GENERAL REQUIREMENTS

Business Development/Challenge and Educational/Training Grants. The DDA will provide grants to small businesses to develop or achieve something in their business plan or to develop their or their employee's skills.

- These grants are open to small businesses with 10 or fewer full-time employees that are located in the Village of Paw Paw DDA District.
- Applicant/Property/Business must not have any delinquent accounts with the Village of Paw Paw.
- Paid receipt(s) must be presented before reimbursement will be issued to applicant. Payment for work done without required permits will not be made until the applicant supplies the necessary proof the work was performed as required.
- For Business Development/Challenge Grants and for Educational/Training Grants the maximum amount a business can be awarded, between March 1st of each year and February 28th of each year, is \$1,000. No single request can be for more than \$1,000. Two or more grants may be awarded in the program year until the maximum is reached.
- A 50% match is required. For every \$100 you spend the DDA may grant you \$50.
- Acceptance of a grant allows the DDA to promote the award through media release, photographs, video or other media.

ELIGIBLE PROJECTS – BUSINESS DEVELOPMENT/CHALLENGE GRANTS

- Purchase of some software or equipment.
- Develop and/or implement an advertising, marketing, or direct mail campaign.
- Develop or update a business plan.
- Purchase new equipment which expands your business or increases your customer base.
- Develop or upgrade your website and social media efforts.

INELIGIBLE PROJECTS – BUSINESS DEVELOPMENT/CHALLENGE GRANTS

- Purchas or stocking of inventory for re-sale.
 - Consumable supplies, prizes or handouts at openings or other events.
 - Food at events.
 - Season or perennial plantings.
-

ELIGIBLE PROJECTS – EDUCATION/TRAINING GRANTS

- To engage a one-time specialist or consultant to train you or your staff.
- Attendance at training seminars and conferences.
- Uses that expand the knowledge, or skills, of business owners or employees.

INELIGIBLE PROJECTS – EDUCATION/TRAINING GRANTS

- Typical annual expenses for professional services or consultants. An example would be the bookkeeper or attorney you may have on a continual or retainer basis.
- License renewals, membership fees, or costs to take tests or license exams.
- Mileage or meal reimbursements

GRANT AND LOAN APPLICATION PROCESS & CHECKLIST

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The Application must be completed and returned to the DDA Director along with:

- _____ An original signed application form with complete information.
- _____ A detailed written description of the project plans for which the funds are requested.
- _____ A copy of the business (or section of the business plan) which documents the effort is a part of the business plan.
- _____ A detailed cost estimate for all eligible costs supported by a quote or invoice. The Paw Paw DDA may consult with the applicant for the purpose of modifying the scope and/or content of the proposed work.

In recognition that projects may vary and all requirements may not be necessary, the DDA review Committee may waive any requirement it deems appropriate.

Submission of an application does not mean a project will receive funding.

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_____ I am applying for a Business Development Grant

_____ I am applying for an Educational/Training Grant

_____ I am the Business Owner

Name of Applicant: _____

Address of Applicant: _____

Address of Property for Improvement: _____

Business Contact & Title: _____

Phone: _____ Fax: _____

E-mail: _____

Amount Requested \$ _____

/ I HAVE READ AND UNDERSTAND THE GENERAL GUIDELINES

APPLICANTS MUST RESPOND TO ALL FIVE OF THE FOLLOWING QUESTIONS. Please provide a response that addresses all 5 of the following:

(Please attach additional pages as necessary to respond.)

1. I will use the grant to...
2. How will this help your business in the short and long term?
3. How will you promote or market that which you are requesting funds?
4. How does this fit in with your marketing or promotion plans?
5. Who is your customer or audience for that which you seek funds?

Please be sure that you have reviewed and submitted the appropriate supporting documents outlined in the ***Grant Application Process & Check List*** section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full. Reimbursement will not be granted if documentation is not received. By signing this application, I am stating that the above information is accurate to the best of my knowledge, that I agree to the requirements and there are **no delinquent accounts** with the Village of Paw Paw.

Signature Line _____ Date: _____

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