



Davison Township

DDA

Beautification Matching Program

ASSISTANCE

Application Packet

Dear Prospective Business,

The Davison Township Downtown Development Authority (DDA) has developed a matching program to incentivize appropriate development projects within the DDA authority.

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,

Zak Hawley
DDA Chairman

Dear Applicant:

This packet contains information and materials necessary for submitting an application for the Beautification Matching Program funding from the Davison Township 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

DDA Business Match Program Criteria:

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

1. Exterior only
2. Up to \$5000 match per business, no minimum.
3. Licensed and insured contractors to be used.
4. Before and after pictures submitted to township.
5. Work completed within 1 year.
6. Approval by planning commission may be needed for some projects.
7. All applications must be submitted by (type in date here)
8. Submission of all receipts when project is completed to get reimbursed by Davison Township. (Please submit before pictures with your application)
9. Lessees and Lessors can apply.
10. Must be current on all township fees; property taxes, personal property taxes, water/sewer.
11. Business must be in DDA.
12. The design, construction, and/or installation should be sustainable and designed/built for longevity.

Funding Priorities

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

The Davison Township DDA will look at projects within the DDA District (District) that need funding. These projects will help position Davison Township 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. **Streetscape-** Having an attractive, well-designed streetscape enhances the community. Adding landscaping and other artistic elements, improves public perception of the community. Streetscape enhancements include, but are not limited to, planters, benches, brick pavers, decorative fencing, trees and sculptures, and other improvements and amenities to the community.
3. **Public Spaces-** Many people equate public spaces to parks, but they can also include other non-park contributions to the community. The DDA will consider non-park public owned green spaces, and other infrastructure projects that enhances the community.

Projects meeting or exceeding the scoring criteria driven by these priorities above could potentially qualify for project Matching Program Funds up to \$5000.00 to assist with the successful implementation of the project(s).

Beautification 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 Application Committee will review application documents, the Committee will make a recommendation to the DDA full board. More specifically, the DDA will:

1. Convene an initial meeting prior to formal submissions of the Beautification Match Program Application. Interested parties are encouraged to attend and ask questions about the program.
2. Submission and review of Beautification Match Program Application

The DDA requires submission of a formal application for Beautification 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.

The submission will be reviewed by the DDA committee. Applications that are incomplete may be deemed ineligible to proceed further in the process.

**Application information will be considered confidential except as disclosure may be required under the Michigan Freedom of Information Act (FOIA), which applies to the DDA and Township. The DDA shall advise an applicant of any FOIA request it receives for application documentation before disclosing the same under the FOIA.*

3. The DDA committee will score the applications in accordance to with the criteria.
4. The DDA 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, a follow-up site visit will be conducted.
8. The DDA will be accepting applications until **noon, Monday, July 3, 2023**. Tentative award approval at the DDA meeting on Tuesday, July 11, 2023.

DDA Application Checklist

Please Include This Checklist When Applying for Matching Program.

General Project Information

- ❶ Summary Letter/Description of the Project
- ❶ Photos of the existing conditions
- ❶ Site Map(s)

Detailed Project Information

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

Project Financial Information

- ❶ Cost Projection or Quotes
- ❶ Request for Matching funds Assistance
- ❶ Financial Commitment

DDA Beatification Program Application Requirements

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

- Provide all applicable items in 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 use(s)
- 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 Township 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 with 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
- Rehabilitation of a historic buildings

('Historic buildings' are those that are either on the register of historic places or eligible to be on the register of historic places.)

Project Financial Information

Identify the sources of funds the applicant will use to finance the project. Typical sources applicants financial resources, lender financing, and any other types or methods of financing. Provide information about any pre-approved funding already secured. Davison Township 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.

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:	
Anticipated Completion:	

This Completes Your Application!

Please Return To:

*Jim Slezak
Supervisor*

jslezak@davisontwp-mi.org
810-653-4156

Guidelines for scoring Applications for DDA Beautification Program Assistance Applications

Applicant: _____

	Maximum Points
1. Extent in which the project creates a positive impact on the beautification of the district:	10
2. Potential to have a positive impact on the property values in the district:	10
3. Potential to enhance other aspects of the district:	10
4. Project rehabilitates a historic building	10

Committee Comments:

Committee’s Recommendation to the DDA Board: