



Completed applications on forms provided with all required attachments, must be submitted 45 – 90 days prior to the anticipated project start date.

**IMPORTANT: If façade improvements begin prior to funding approval, an applicant will not be eligible for reimbursement.** Please note that all grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Portland code requirements including zoning, building, and safety codes

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile (Other)Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT INFORMATION**

Type of Project: \_\_\_\_ Rehabilitation(Restoration/Reconstruction) \_\_\_\_ Preservation only

Business(es) Located in Building: \_\_\_\_\_

Applicant is: \_\_\_\_ Property Owner \_\_\_\_ Tenant

If you are the tenant, when does your lease expire? \_\_\_\_\_

**Note: If you are not the property owner: owner must co-sign this application where indicated below and provide a letter of permission (sample attached),**

**Include copies of the following information:**

- Proof of ownership (deed, land contract, etc.)
- Copy of lease (tenant applicant only)
- Tax I.D. number
- Project Description
  - Drawings /renderings of proposed work
  - Bids/quotes from qualified builder/contractor/architect
  - Paint as project or part of project – paint samples provided
- Proof of property and liability insurance
  - Certificate of Liability naming *City of Portland and Portland Downtown Development Authority* as Certificate Holders
- Owner permission to apply (tenant application) - **signature on application & letter of permission is required** - **COPY OF LEASE**
- Photograph of project property (current)
- Applicable City of Portland [Permits: Building, Sidewalk Obstruction, etc.](#)

CITY OF PORTLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
FACADE IMPROVEMENT PROGRAM APPLICATION



**Rehabilitation (Restoration / Reconstruction) Project:** Provide detailed description of the scope of work related to the proposed improvements. including drawings, renderings, and quotes from qualified builder/ contractor/ architect. Please submit a minimum of two quotes. Use additional sheets as necessary.

**Preservation Only Project:** Provide a drawing, sketch, or photograph indicating the areas of the building to be painted, caulked, cleaned, etc. including trim details and paint color samples.

Total Planned Project Cost \_\_\_\_\_

Estimated Project Time Frame & Completion Date \_\_\_\_\_

Did you receive Design Services through Portland Main Street?      \_\_\_ Yes      \_\_\_ No

Has your property received a previous award under your ownership?      \_\_\_ Yes      \_\_\_ No

If YES, please give year and description:

**APPLICANT SIGNATURE** I understand that my submission of an application does not constitute a guarantee for funding under the Portland Downtown Facade Improvement Program. I certify that all information is true and accurate to the best of my knowledge and if approved, work will be completed. I also acknowledge I have watched the [Michigan Main Street Building Basics Webinar](#)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature (not applicant) \_\_\_\_\_ Date \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

**Turn in completed application to: Portland DDA, Attn: Director, 259 Kent St. Portland, MI 48875**

<b>OFFICE USE ONLY</b>	Date Received _____	Received By _____	
Date reviewed by Design Team: _____	Design was:	Approved	
Design was:	Tabled	Denied	Actions-requested:
Grant Amount Approved \$ _____	Letter of explanation issue Date: _____		
Signature of Design Team Chair: _____	Date _____		
Date Completed Project Submitted to DDA Board _____	Final Amount Approved \$ _____		