DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES

A. Program Purpose
   To provide financial assistance to enhance projects in Downtown Grand Rapids that furthers the community goals established in GR Forward and the organizational goals of Downtown Grand Rapids Inc. (DGRI)

B. Available Funding
   Approved projects are eligible for reimbursement of up to 50 percent of project costs for eligible project elements (i.e. "public facilities").

C. Project Evaluation
   Any project located in the Downtown Development Authority (DDA) boundary is eligible for the Downtown Enhancement Program. Submitted applications will be evaluated to determine their ability to advance the goals of GR Forward, with a specific focus on public realm enhancements. The DDA will fund project elements and enhancements beyond what is required by the City of Grand Rapids, and which are deemed to be publicly owned, including but not limited to those elements outlined below.

   • Accessibility Enhancements for Persons of all Abilities
   • Bicycle and Multi-Modal Facilities
   • Enhanced Paving
   • Façade Lighting
   • Outdoor Dining Areas
   • Parklets
   • Pedestrian Lighting
   • Planter Boxes
   • Public Art
   • Street Trees
   • Street Furniture
   • Snowmelt
   • Others as Approved by Review Committee

The approval of a particular project will be at the sole discretion of the DDA Board. On an annual basis, the DGRI Alliance for Investment will review the Program Guidelines to determine if changes are required to meet the ever-evolving needs of Downtown.

Downtown Grand Rapids, Inc.
D. Requirements and Eligibility
1. Projects must be located in the DDA Boundary;
2. Funds may only be used to reimburse public facilities, as defined by PA 197;
3. Project elements for which an applicant is seeking reimbursement must not have commenced construction at the time of application;
4. Project shall not have received previous funding from DDA, however a building or site may be eligible for multiple grants;
5. Projects receiving funding from the DDA’s Development Support Program are not eligible;
6. Non-profits and higher learning institutions are generally not eligible; however, the DDA Board may choose to support a project at their sole discretion;
7. Applicants must be up to date on City of Grand Rapids taxes or other City fees and charges prior to receiving reimbursement;
8. Funding shall be allocated per project, and there may be multiple projects per property.

E. Approval Process
1. Submit application with $200 application fee
2. DGRI staff review of application and application attachments to confirm project eligibility
3. Review of application by the DGRI Alliances.
4. Presentation to DDA Board (2nd Wednesday of every month)
5. Agreement executed following DDA Board approval
6. Construction completed
7. Itemized Receipts and proof of payment provided by applicant to DGRI
8. Reimbursement issued

Submittals and questions can be directed to Stephanie Wong, Project Specialist at Downtown Grand Rapids Inc., swong@downtowngr.org
DOWNTOWN ENHANCEMENT GRANT APPLICATION

A. Project Information

Property Address: __________________________________________

Parcel Number: __________________________________________

Current Use: ____________________________________________

Proposed Used: __________________________________________

Project Description: _______________________________________

Current and/or Future Tenant(s): ____________________________

# of Jobs Created (Full and Part-Time): ______________________

Residential Units Created (Market Rate and Affordable): ______

Square Feet of Office or Other Commercial Space: ____________

Total Project Square Feet: _________________________________

Total Square Feet of Public Space to be Activated: _____________

Total Project Cost: _______________________________________

Amount Requested for Reimbursement: ________________________

B. Contact Information

Name: __________________________

Email: _________________________

Phone: _________________________

Mailing Address: __________________________

Project Architect Name: __________________________

Downtown Grand Rapids, Inc.
C. Attachments to Include with Application

- Application Fee ($200)
- Estimated Project Costs, Including Amount of Public Realm Specific Improvements
- Site Plan
- Photos of Existing Conditions
- Renderings
- Owner Approval (if application is from someone other than the owner)
  
  Submittals and questions can be directed to Stephanie Wong, Project Specialist at Downtown Grand Rapids Inc. at swong@downtowngr.org

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