



# DOWNTOWN ENHANCEMENT GRANT

## GUIDELINES & APPLICATION

Grand Rapids, Michigan  
October 2021





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## PROGRAM PURPOSE

To provide financial assistance for public realm enhancements within the Downtown Development Authority (DDA). Exterior building improvements can include remodeling, renovation, rehabilitation, installation, and additions to the public right of way. New construction must be \$10,000 or more to be eligible for grant funding. Other enhancements can be recommended through the Downtown Streetspace Guidelines.

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## AVAILABLE FUNDING

Approved projects are eligible for reimbursement of up to **50 percent of project costs** for eligible project elements (i.e. “public facilities”). Applications will be accepted on a rolling basis as funding remains available.

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## 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 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
- Pedestrian Lighting
- Street Trees and Planters
- Street Furniture
- Snowmelt
- Others as Approved by Review Committee

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

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## REQUIREMENTS & ELIGIBILITY

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

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## TO APPLY

- Interested applicants are highly encouraged to contact Downtown Grand Rapids, Inc. staff to discuss the project, its eligibility and its competitiveness.
- Applications must be received and confirmed by Downtown Grand Rapids, Inc. staff prior to the start of any work reflected in the grant request in order to receive reimbursement.
- Submit one complete copy of the application plus attachments to Downtown Grand Rapids, Inc.
- Applications must be approved by the DDA Board, second Wednesday of the month.
- All work must be compliance with the aforementioned requirements and original receipts for work performed to receive reimbursement.



# DOWNTOWN ENHANCEMENT GRANT APPLICATION

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## A. PROJECT INFORMATION

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

Parcel Number: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Used: \_\_\_\_\_

Project Description:

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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: \_\_\_\_\_

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## B. CONTACT INFORMATION

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

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

Phone: \_\_\_\_\_

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

Project Architect Name: \_\_\_\_\_

Vendor Identification Number from City of GR (refer to attached): \_\_\_\_\_

## C. ATTACHMENTS TO INCLUDE WITH APPLICATION

- 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)

SUBMITTAL AND QUESTIONS CAN BE DIRECTED TO:

Corey Mathein

[cmathein@downtowngr.org](mailto:cmathein@downtowngr.org)

29 Pearl Street Suite 1

Grand Rapids, Mi 49503

Downtown Grand Rapids Inc.



## DOWNTOWN ENHANCEMENT GRANT

### REQUIREMENTS & ELIGIBILITY

- ☐ Project is located within the DDA Boundary
- ☐ Project elements for which an applicant is seeking reimbursement must not have commenced construction at the time of application;
- ☐ Project has not received previous funding from DDA, however a building or site may be eligible for multiple grants;
- ☐ Project aligns with the Downtown Streetspace Guidelines/Parklet Manual
- ☐ Project benefits the pedestrian experience and public realm improvements

### ATTACHMENTS

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- ☐ Site Plan
- ☐ Photos of Existing Conditions
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## ATTACHMENT: VENDOR NUMBER FROM CITY OF GRAND RAPIDS:

The City of Grand Rapids uses VSS (Vendor Self Service) for adding vendors to our financial system, and for updating current vendors.

Any funding from the DDA is required to go through the VSS system.

VSS is part of Advantage 360 - a financial management system. Anyone wishing to do business with the City must complete the online Vendor Registration.

If you have been a vendor to the City of Grand Rapids, you may already have a vendor number, if not follow the directions below:

To register as a vendor, please go to the City of Grand Rapids' website <https://www.grandrapidsmi.gov/Home>. Click on: Our Government > Departments > Purchasing > Vendor/Supplier Registration: and follow the instructions given there.

or link to <https://www.grandrapidsmi.gov/Services-Directory/Register-as-a-VendorSupplier> which will take you directly to the Purchasing Department page.

Important: Please remember to keep your remittance address & other contact information up-to-date. Thank you.

