



## WESTSIDE CORRIDOR IMPROVEMENT AUTHORITY BUSINESS IMPROVEMENT GRANT PROGRAM GUIDELINES

### Purpose

To provide incentive and financial assistance for exterior enhancement of commercial buildings in the Westside Corridor Improvement Authority (WSCIA).

### Focus

The program is designed to fund projects including, but not limited to:

- New façade installation or improvement to an existing façade
- *Crime Prevention Through Environmental Design* (CPTED)-based improvements (including exterior security cameras, new windows, and lighting improvements)

### Exclusions:

The program is not designed to fund projects including, but not limited to:

- Brick and mortar projects other than those listed above
- General maintenance and upkeep costs
- General facility or program operational expenses
- Project elements necessary to meet requirements of the City of Grand Rapids which would be deemed to be publicly owned
- Funding is generally not available for buildings owned or operated by a government entity, church or school system, but may be considered at the discretion of the Westside Corridor Improvement Authority Board (Board).

### Funding

- Approved projects are eligible for reimbursement (only) of up to 50% of documented project costs up to \$10,000
- Funding is awarded competitively based upon application
- Use of awarded funding is restricted to those purposes outlined in the approved application
- Funding will be allocated per project.

### Evaluation

- Applications will be evaluated by the Board or by a committee appointed by the Board, to determine their alignment with goals established in the WSCIA's *Tax Increment Financing and Development Plan*

- Approval is awarded at the sole discretion of the Board
- Applications will be reviewed 'first come/first served'; generally, reviews will occur on a monthly basis
- These program guidelines will be reviewed on an annual basis and modified as necessary.

## Eligibility

- Projects must be located within the WSCIA boundaries (see map on page 6)
- The property or facility must house or support an active commercial business or be undergoing renovation for the commencement of business operations within 180 days from the date of application approval
- Applications by businesses leasing space must include a letter on the property owner's letterhead, stating approval, and any conditions for approval for the project
- Projects for which an applicant is seeking reimbursement must not have commenced construction at the time of the application
- A building or site renovation may be eligible for up to three grants by separate application
- Applicants must be current with the City of Grand Rapids regarding all taxes, fees, charges or assessments
- Applications must include evidence that all necessary governmental permissions have been obtained
- If relevant, applications must include a copy of a survey performed by a certified CPTED specialist recommending improvements to be funded

## Approval

- Submit application with necessary attachments
- Applications will be presented to the Board or its designated committee
- Board will approve or reject the application
- Applicant will be informed about the Board's decision
- An agreement will be executed following Board approval
- Construction will be completed
- Itemized receipts and proofs of payment will be provided by the applicant to the Board/committee
- Reimbursement will be issued

# WESTSIDE CORRIDOR IMPROVEMENT AUTHORITY

## BUSINESS IMPROVEMENT PROGRAM GRANT APPLICATION

### Threshold Criteria

Projects must meet all the eligibility requirements outlined in the program guidelines. Failure to do so at the time of application constitutes disqualification; an application may be resubmitted when all requirements have been met.

### Project Information

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

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

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

Proposed Use: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current and/or Future Tenants: \_\_\_\_\_

# of Floors in Building: \_\_\_\_\_

Total Linear Frontage Area: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Project Architect (if applicable): \_\_\_\_\_

Amount Requested for Reimbursement: \_\_\_\_\_

### Applicant Information

Identify the person or organization requesting funding. If an organization, please indicate the name as it is registered and supply a contact person. If an individual, please indicate the full name of all persons having an interest in the property:

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

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

Organization: \_\_\_\_\_

Organization's website: \_\_\_\_\_

Organization's Phone: \_\_\_\_\_

Organization's Representative: \_\_\_\_\_

Organization's Mailing Address: \_\_\_\_\_

Applicant's or Representative's Email: \_\_\_\_\_

Applicant's or Representative's Phone: \_\_\_\_\_

**Organizational Structure** (if the applicant is not an individual, indicate the type of organization):

- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Corporation
- ☐ Other \_\_\_\_\_
- ☐ SS# or EIN: \_\_\_\_\_

**Applicant Interest** (Identify the applicant's legal interest in the property):

- ☐ Property Owner having title
- ☐ Land Contract Vendee
- ☐ Purchaser by option or purchase agreement
- ☐ Lessee
- ☐ Other \_\_\_\_\_

**Attachments** (to include with Application)

- Estimated Project Costs with Contractor Estimates
- Site Plan
- Photos of Existing Condition
- Renderings
- Owner approval (if application is from someone other than the property owner)
- City permits and approvals (if applicable)
- CPTED survey (if relevant)
- Other: \_\_\_\_\_

**Applicant Affidavit** (applicant must read and sign below)

- The undersigned hereby request that the WSCIA provide financial assistance to the project described herein for the purpose expressed herein
- The applicant affirms and acknowledges
  - ☐ Legal interest in the property as described above
  - ☐ The offer of assistance will be effective only upon execution of an agreement between the applicant and the WSCIA
  - ☐ This program provides no upfront funding, but funding is reimbursement for documented expenditures made by the applicant
  - ☐ Approved projects are eligible for reimbursement of up to 50% of documented project costs up to \$10,000
  - ☐ The statements made herein and in any attachments are in all respects true and correct to the best of the applicant's knowledge and belief.

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Print Applicant's or Representative's Name and Title

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Signature of Applicant or Representative

Date

**Owner's Signature** (if applicant is not the owner, owner must read and sign the following statement)

The undersigned hereby affirms and acknowledges that he/she/they are the owner of record of the property described herein, are aware of the contents of this application, and hereby authorize the applicant to submit this application, to perform the project as described herein and to represent the undersigned in this matter.

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Print Owner or Owner's Representative's Name and Title

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Signature of Owner or Owner's Representative's Name

Date

Owner's Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

**Return completed application with attachments to:**

**City of Grand Rapids – Westside Corridor Improvement Authority**

**Attn: Jessica Solis**

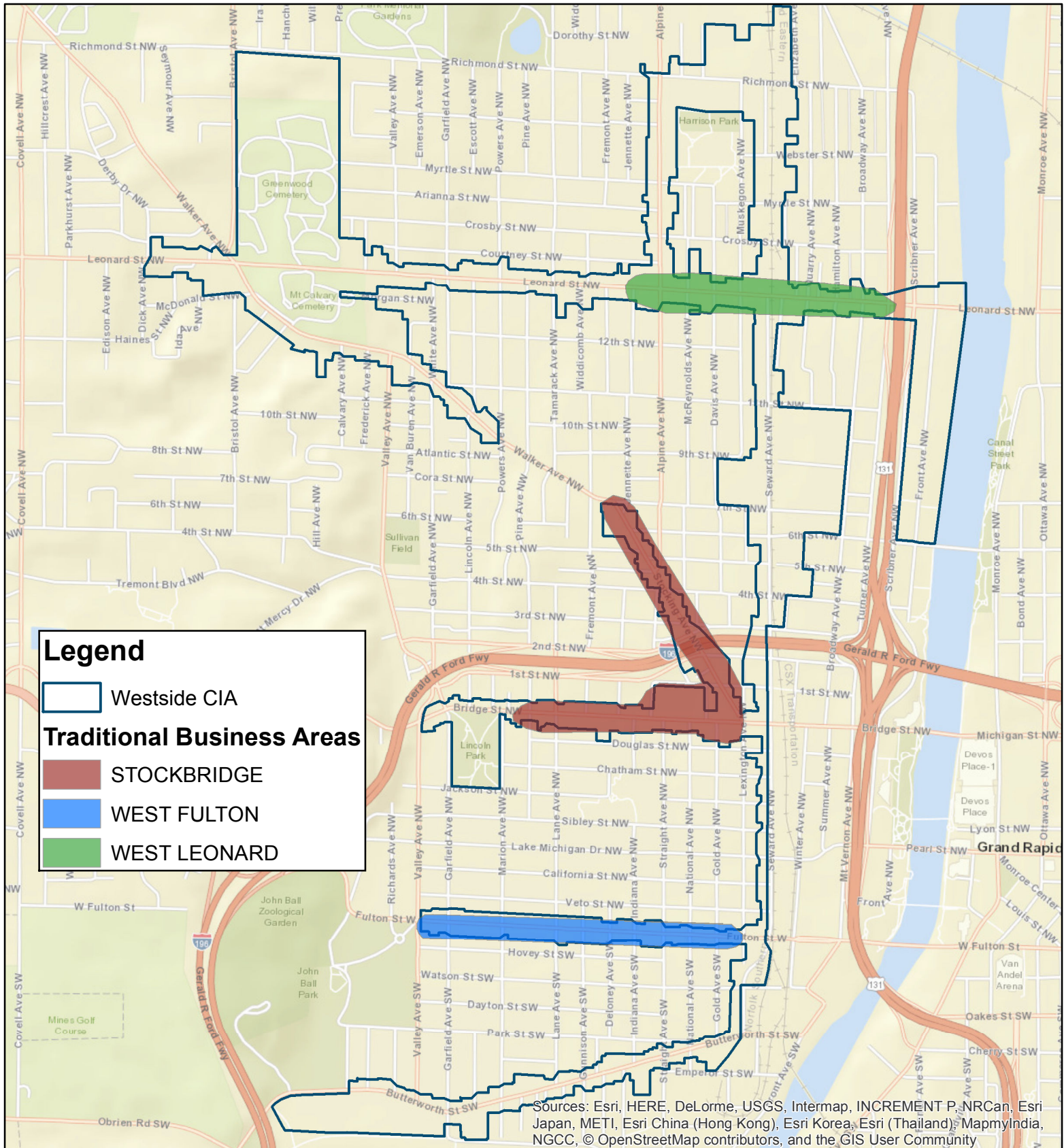
**300 Monroe Ave. NW**

**Grand Rapids, MI 49503**

**Or**

**econdevsrd@grcity.us**

# Westside Corridor Improvement Authority (CIA)



0 0.2 0.4 0.8 Miles

Map Created by:  
City of Grand Rapids  
Engineering Department 6

## Point Evaluation System

1. What percentage of the total project rehabilitation cost does this request (at 100%) represent?
  - 15 points 6% to 20%
  - 10 points 21% to 40%
  - 5 points >40%
2. How many separate funding requests are being submitted under this overall project?
  - 15 points for 1
  - 10 points for 2
  - 5 points for 3
3. What is the current occupancy status of the building proposed to be rehabilitated?
  - 15 points if vacant
  - 10 points if occupying a building where vacancy currently exceeds 50% of available space
  - 5 points if occupying a building where vacancy currently is less than 50% of available space
4. Is the project located in a block which should be targeted for redevelopment?
  - 15 points if located adjacent to vacant building(s)
  - 10 points if located in a same block with vacant building(s)
  - 5 points if located on a block with no vacant building(s)
5. What percentage of total building frontage will be rehabilitated through this project?
  - 25 points 100%
  - 15 points 75% to 99%
  - 10 points 50% to 74%
  - 5 points 20% to 49%
  - 0 points <20%
6. When completed, will the project be owner-occupied?
  - 15 points yes
  - 5 points no