



## WESTSIDE CORRIDOR IMPROVEMENT AUTHORITY FACADEIMPROVEMENT PROGRAM GUIDELINES

### 1. Purpose

The Westside Corridor Improvement Authority (Westside CIA) Façade Improvement Grant Program provides financial incentives to support the enhancement of commercial building façades within the Westside CIA business districts.

The program prioritizes transformative projects that contribute to the long-term revitalization and visual improvements that enhance accessibility, character, and overall appeal of the commercial corridor.

### 2. Focus

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

- New construction or façade installation or improvement to an existing façade
- Masonry restoration or permanent material upgrades
- Signage- structural or wall with integrated lighting
- Installation of green spaces available for public use
- Exterior ADA Accessibility Improvements
- *Crime Prevention Through Environmental Design* (CPTED)-based improvements such as exterior security cameras, new windows, and lighting improvements. Please Note: Landscaping is **NOT** included in this program.

### 3. Funding

<b>Tiers</b>	<b>Investment Amount</b>	<b>Match (%)</b>	<b>Max. Grant Award</b>	<b>Project Type</b>
Tier 1	Up to \$10,000	50%	\$5,000	Minor façade improvements
Tier 2	\$10,000-\$500,000	25%	\$30,000	Substantial renovations
Tier 3	\$500,001+	10%	\$50,000	Major renovation, new construction

- Funding is awarded competitively based on the application
- Use of awarded funding is restricted to those purposes outlined in the approved application
- Funding will be allocated per project.
- A minimum of five (5) years must pass before a property is eligible for additional funding for the same improvement type.

- Secondary applications within five years may be considered only when the new work represents a substantial scope increase that could not have been included in the prior grant.

#### 4. Requirements and Eligibility

- Projects must be located within the [Westside CIA boundary](#). Eligibility will be determined by building address.
- The property or facility must house or support an active commercial business or be undergoing new construction or renovation for the commencement of business operations within 180 days from the date of application approval.
- Multi-facade or multi-tenant buildings are not eligible for multiple grants
- 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 within 90 days of the time the application is submitted for review by the board.
- 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 carried out by a certified CPTED specialist recommending improvements to be funded.
- Funding will be rescinded two (2) years from the approval date if there is no activity.

#### 5. 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
- Façade projects that use temporary, short-term material or lighting, such as vinyl, decals, fabric, etc.
- General facility or program operational expenses
- Project elements necessary to meet the 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 CIA Board.

#### 6. 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](#) and the [Westside Area Specific 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 occasionally and modified as necessary.

#### 7. Approval

- Apply with necessary attachments.
- Applications will be presented to the Board or its designated committee.
- The 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.

*Guidelines revised and approved by the Westside CIA at a regular public board meeting on December 5, 2025.*

**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: Verah Narh Kamara**

**300 Monroe Ave. NW**

**Grand Rapids, MI 49503**

**Or**

**econdevshrd@grcity.us**