



# Downtown St. Joseph Façade Grant Program



## **What is the Façade Grant Program?**

The Façade Grant Program aims to preserve downtown St. Joseph's unique character and sense of place, prepare vacant spaces to make them more attractive to prospective tenants, fund improvements to existing business increasing visibility, and driving additional sales.

## **How much funding is available?**

The program will offer grants of up to \$10,000 per project, with the building or business owner making a 1 to 1 match. Projects may exceed \$20,000, but no additional matching dollars are available.

## **Which buildings are eligible?**

Privately-owned buildings located in the DDA are eligible.

## **What kind of work is eligible?**

Eligible façade work includes, but is not limited to projects that open building exteriors, such as adding windows, removing infill, replacing doors with something transparent, adding exterior lighting, cleaning façade, etc. Priority will go to vacant properties, ground floor improvements, elements that improve retail visibility or embrace downtown design best practices.

## **What are program priorities?**

- Activation of vacant properties
- Storefront improvements
- Elements that improve retail visibility, display windows openness, retail best practices
- Removal of cladding to reveal original façade
- Opening of transom windows
- Ground floor improvements
- Opening windows for upper-floor conversions in vacant space
- Improvements that better connect storefronts to the public realm (i.e. opening of façade for indoor/outdoor dining space)



## **When and how do I apply?**

Applications for the Façade Grant Program will be made available on the City of St. Joseph and Cornerstone Alliance websites on 2/15. Applications can be submitted to Cornerstone Alliance on 3/15. Applications will be reviewed on a rolling basis.

## **What do I need to apply?**

Applicants will be required to submit a quote or cost estimate for the work, a drawing of the work being proposed, and an explanation of how this work will benefit your building or business and the downtown.

## **Do I need a permit to do the work?**

Yes. If your project is selected, you will receive a pre-approval letter from Cornerstone Alliance. Once received, you will be required to apply for any required City of St. Joseph permits. You will also be required to receive a Certificate of Completion from the City upon completion of your project.

## **How quickly should the work be done?**

Projects are to begin within three months and be completed within six months of final approval. A three-month extension can be requested by contacting Andrew Haan at Cornerstone Alliance. [ahaan@stonealliance.org](mailto:ahaan@stonealliance.org)

## **How do I get the funding?**

This is a reimbursement program. Within 30 days of receiving your Certificate of Completion, you can submit copies of your paid invoices, Certificate of Completion, and photos of your completed work to Cornerstone Alliance for reimbursement. Upon submission of completed documentation, funds will be issued within two weeks.

## **Who can answer my other questions?**

Contact Emily Hackworth, Assistant City Manager, at [ehackworth@sjcity.com](mailto:ehackworth@sjcity.com) or at 269-983-5541 or Andrew Haan at Cornerstone Alliance at [ahaan@stonealliance.org](mailto:ahaan@stonealliance.org) or 269-757-0028.



# Downtown St. Joseph Façade Grant Program Application



PLEASE SUBMIT YOUR COMPLETED FORM TO ANDREW HAAN AT  
[AHAAN@CSTONEALLIANCE.ORG](mailto:AHAAN@CSTONEALLIANCE.ORG)

## APPLICANT CONTACT INFORMATION

*Please Print*

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

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address \_\_\_\_\_

## SITE (BUILDING) OWNERSHIP INFORMATION

Business Name \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Is the project site in the St. Joseph Downtown Development Authority Boundary? (See attached map)  Yes  No

Are you the building owner?  Yes  No

If you are not the building owner, please provide the following information:

Building Owner's Name: \_\_\_\_\_


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

Building Owner's E-mail Address: \_\_\_\_\_

Building Owners Phone (daytime): \_\_\_\_\_

## BUSINESS INFORMATION

How long have you operated at this location? \_\_\_\_\_



Are you the sole business owner?  Yes  No

Co-owners?  Yes  No

If yes, provide the names and contact information for all business co-owners:

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## PROJECT INFORMATION

Briefly describe the Scope of Work for the proposed project(s) that you are seeking funding for:

Please describe how you anticipate the project impacting the property, your business, and downtown.

Based on your project bids/cost estimates, how much was the lowest bid/cost estimate and what is the name of the contractor?

The Cornerstone Alliance façade improvement grant program is a matching grant. Payment of funds under the program is paid on a reimbursement basis. The applicant is required to pay the total project cost up front, and request reimbursement for 50% of eligible costs from Cornerstone Alliance **after** the project is complete. Do you agree to these terms?

Yes  No



## REQUIRED APPLICATION ATTACHMENTS

The following required documents must be submitted as attachments to the Cornerstone Alliance Downtown St. Joseph Façade Improvement Grant Program application:

1. A completed application form.
  2. Renderings of the proposed work.
    - Building Façade Work: A rendering of the proposed work must be submitted. The rendering must be neat, detailed and scaled, including window locations, door locations, any existing and/or proposed signs or awnings.
    - If the project cost exceeds \$20,000.00, renderings and site plans must be completed by an architect licensed in the state of Michigan.
  3. A written description of the project plans must be submitted including any information that will assist in understanding the scope of the project, including:
    - Building materials
    - Colors (paint chips, brick/stone color, etc.)
    - Exterior lighting
    - Window and door types
    - Architectural detailing
    - Awnings
    - General renovation details
  4. For projects up to \$2,500, provide one (1) recent price quote (“recent” =dated within past 45 days). For projects over \$2,500, provide two (2) recent price quotes or bids for the proposed project. Cornerstone Alliance is not responsible for any costs incurred in obtaining the quote.
  5. Proof that Property Taxes are current.
  6. Proof of business ownership.
  7. Copy of lease (if leaseholder)
  8. Current photo of building
  9. The funding source and amount of additional funding that this grant will leverage, if any.
- Copy of current quote or estimate from contractor (for projects over \$3000, two quotes must be provided)



## APPLICANT'S CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application, given for obtaining a façade grant under the Cornerstone Alliance Façade Grant Program are true and complete to the best of the Applicant's knowledge and belief. I have read and understand the procedures and agree to follow the Façade Grant Process. I am submitting documentation as required. ***Applications submitted without required documentation will not be processed.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BUILDING OWNER'S CERTIFICATION

I, as the owner of the building located at \_\_\_\_\_ understand and agree to the submission of this application to the Cornerstone Alliance Façade Grant Program. I also agree to the proposed project as detailed in this application. I further understand that if this application is approved, the applicant will be required to enter into a grant agreement with Cornerstone Alliance to participate in the Façade Grant Program and that I, as the building owner, will also be required to sign the grant agreement.

Signature of Building Owner: \_\_\_\_\_

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

PLEASE SUBMIT YOUR COMPLETED FORM TO ANDREW HAAN AT  
[AHAAN@CSTONEALLIANCE.ORG](mailto:AHAAN@CSTONEALLIANCE.ORG).



## Eligible Investments

- Storefront lighting (no LED strip lighting)
- Improvements that return missing historic architectural elements (must provide photo evidence)
- Removal of cladding to uncover original facade
- Rear and side façade improvements (storefront improvements will be prioritized)
- Opening of transom windows
- Replacing vinyl windows with historically appropriate windows
- Replacement of tinted windows with historically appropriate windows
- Removing window infill
- Display windows
- Doors
- Repair and/or replacement of original building materials and decorative details that are deteriorated or missing (cornices, eaves, parapets, and other architectural features)
- Cleaning and/or re-pointing of brick or other façade materials by gentlest means possible (i.e. no sandblasting, etc.)
- Painting (painting of brick only eligible if already painted)
- Addition of transparent garage doors if intended for restaurant or retail use
- Awnings

## Ineligible Investments

- Window infill
- Vinyl replacement windows
- Tinted windows or window tinting
- Painting of unpainted brick
- Design services
- Plantings/landscaping
- Changes that result in a setback different from neighboring storefronts
- Updates that create a false sense of history or style
- Security cages/bars
- Furniture
- Removal of existing historic architectural elements
- Murals
- Signage
- Doors that are not glass



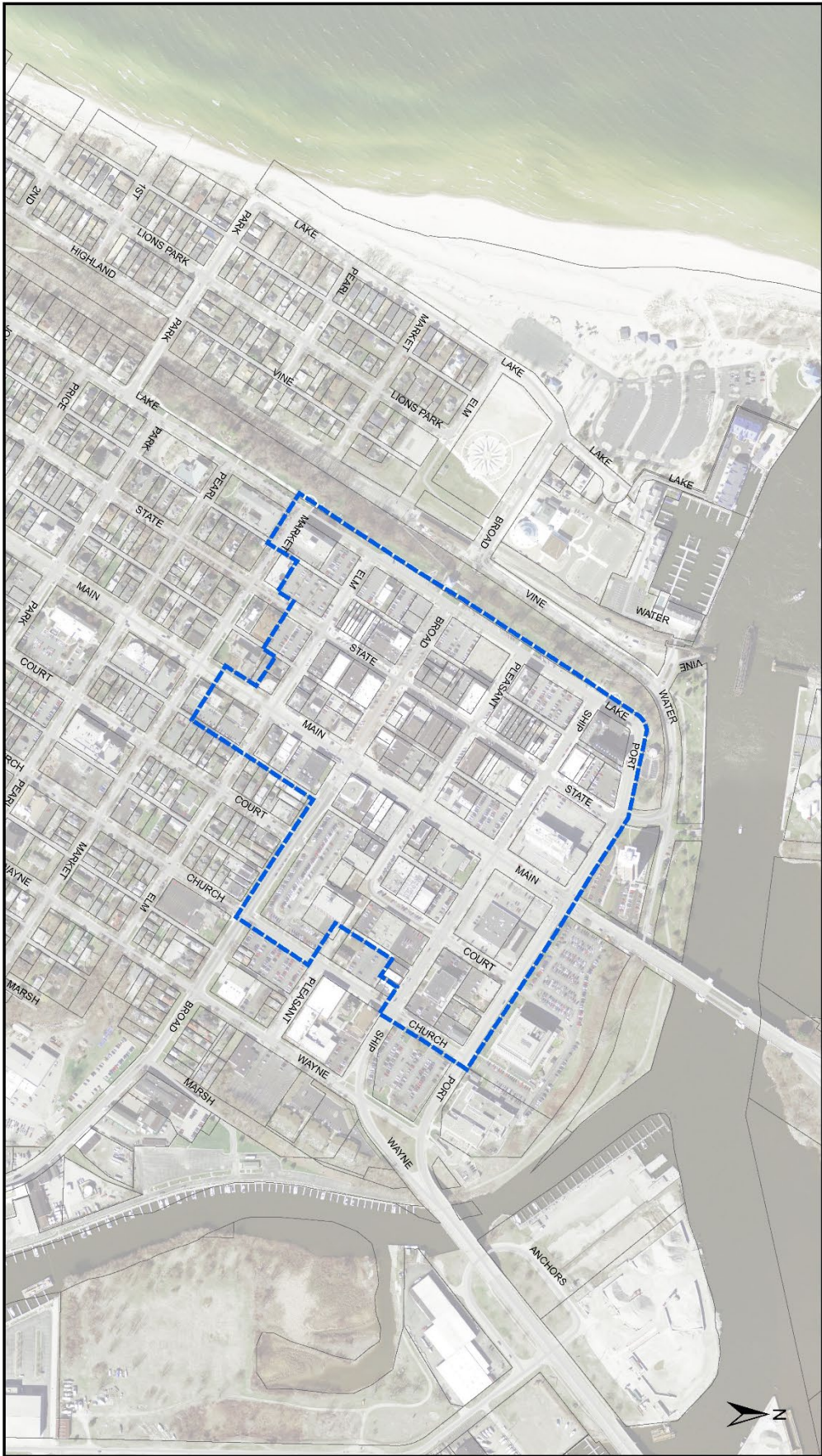
## **Projects that meet the following criteria will be prioritized**

- Vacant properties
- Storefront improvements
- Elements that improve retail visibility, display windows openness, retail best practices
- Removal of cladding to return to original facade
- Opening transom windows
- Ground floor improvements
- Opening windows for upper-floor conversions in vacant space
- Improvements to open storefront to sidewalk i.e. doors that open to create indoor/outdoor dining area

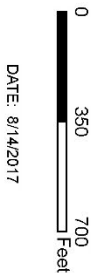




700 Broad Street  
 St. Joseph, MI 49085  
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 Fax: 269-985-0346



--- DDA\_Boundary  
 □ Parcel



# Facade Grant Program: Flow Chart

