



downtown development authority
H A M T R A M C K

DOWNTOWN SIGN AND FACADE IMPROVEMENT GRANT PROGRAM GUIDELINES AND APPLICATION

The Hamtramck Downtown Development Authority (DDA) implements a grant program for the improvement or replacement of existing facades and signs to assist business owners with the associated costs. Eligible applicants are commercial property owners, as well as business owners (with the owner's written permission), located in the DDA district, and with tenants or property owner actively conducting business at the property.

Submit applications to the DDA Manager Mara Braciszewski via e-mail: mbraciszewski@hamtramckcity.com.

GUIDELINES

- The program offers 50% matching funding for signage or façade improvement and installation (including awnings), with a cap of \$5,000.
- The award will be reimbursed after the completion of the project based on submitted receipts.
- No more than five of these grants will be awarded per fiscal year.
- All property taxes, licenses, and permits must be current at the time of applications.
- All improvements must conform to the Hamtramck codes and ordinances. The applicant is responsible for any required permits.
- No Sign or Façade Improvement Grant recipient will be eligible to apply for this grant for a period of five years after their last grant has been closed.
- Approval of the sign grant is subject to the sole discretion and authority of the DDA.

APPLICATION PROCESS

The application must be completed and returned to the DDA along with:

- An original signed letter of permission from the owner of the property (if different from applicant)
- A description of the proposed improvements, showing compliance with the Hamtramck codes and ordinances
- A rendering of the proposed improvements
- An estimate of eligible costs supported by a quote from a contractor
- Copies of City permits required to complete the project
- Project must be completed within one year after submission of application in order to receive grant funding

CLOSURE PROCESS

In order to receive funding, grant recipient must submit:

- A photo of the completed work
- A description of any deviations from the project proposal that was submitted

SIGN AND FACADE GRANT APPLICATION INFORMATION

Application Date: ___/___/_____

Business Name: _____

Type of Business: _____

Property Address: _____

Business Owner: _____

Business Owner Address: _____

Business Owner Phone: _____ Business Owner Email: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Email: _____

Is this business currently located within the DDA district? Yes No