

Village of Birch Run Downtown Development Authority Business Assistance Program Grant Procedures and Process

1. Business applicants or property owners meet informally with the DDA Director and the Building/Zoning Administrator (for a physical improvement grant) to discuss the intent of the application and review the scope of the project.
2. Business applicants or property owners must complete and submit a current Business Assistance Program application to the DDA Director's office, located at the Village administration building, 12060 Heath Street. Birch Run, Michigan 48415. A \$35.00 non-refundable application fee will be required at time of application submission.
3. For a Technical Assistance Grant, the following attachments must be submitted with the completed application:
 - Proof of ownership or copy of executed lease
 - Copy of valid business license
 - Specifications needed to understand the scope of the project, including design plans and/or sketches where applicable
4. For a Physical Improvement Grant, the following attachments must be submitted with the completed application:
 - Proof of ownership or copy of executed lease
 - Copy of valid business license
 - Copy of certificate of property & liability insurance
 - Three cost estimates from licensed contractors (not obligated to accept lowest bid)
 - Applicants leasing their space must provide a notarized letter with permission from the property owner indicating an awareness of the rules and requirements of the program
 - Current photographs of the building showing where the work will be done. Digital photos are preferred and may be emailed to pmoore@villageofbirchrun.com
 - Specifications needed to understand the scope of the project, including design plans where applicable
5. DDA Director will review application for completeness. Grant applications requesting funds for physical improvements (both façade improvement and sign grants) will be referred to the Building/Zoning Administrator for review and approval. DDA Director will make a recommendation to the DDA Board of Directors on which projects should receive funding and the extent of the funding.

6. The DDA Board of Directors will review the application and the recommendation of the DDA Director and will determine final approval or denial.
7. DDA Director will notify applicant by letter of grant status. If approved, the applicant and the DDA will enter into a Grant Agreement. A Grant Agreement must be signed between the business owner, property owner (if applicable), and the DDA Director before any work can be started. Reimbursements will not be made for projects begun before the Grant Agreement is signed.
8. Applicant will oversee construction work in consultation with the Building/Zoning Administrator, if applicable.
9. The applicant must commence work on the project within sixty (60) days of the award of the grant by the DDA and has six (6) months to complete the approved project.
10. Once the project and improvements are complete, applicant will schedule an onsite visit with the DDA Director and the Building/Zoning Administrator (if applicable) to confirm satisfactory completion of the job. The applicant will then submit a request for grant payment which will include the following:
 - Final invoices from contractors or suppliers marked "Paid in Full" along with copies of the checks made payable to the contractor or supplier
 - Copies of Waivers of Lien from all contractors
 - Proof that improvements have passed all final inspections and meet all Village of Birch Run zoning, building, and safety codes
 - Current photographs of the building showing the completed work that was done. Digital photos are preferred and may be emailed to pmoore@villageofbirchrun.com
11. After verification of project completeness as originally approved by the DDA Board of Directors, the DDA will prepare a check for payment of the matching grant. Property taxes (real & personal), utilities, and other Village accounts must be current before reimbursement will be made. Business owners must also have a valid business license in the Village of Birch Run before reimbursement will be made.