

PROGRAM PURPOSE

The purpose of this program is to incentivize business and property owners to create an inviting space that softens the streetscape to welcome visitors, native wildlife and sound softening materials while assisting with the overall aesthetics of the DDA. These types of projects contribute to a more pedestrian-friendly atmosphere, which results in a more inviting downtown. Utilizing revenues available to the Jackson Downtown Development Authority, the organization is able to offer up to a match of \$250 per business to improve the quality and appearance of containers, filling materials, and pet-friendly drinking stations throughout the Downtown Development Authority district and to promote the use and adherence to the City of Jackson Right of Way Ordinance. Program applicant shall consult and comply with the City of Jackson Right of Way Ordinance; Section 16-402.2.b.

Please note: the Downtown Development Authority are promoting the program in the C-3 zoning district only.

LEGAL AGREEMENT

Licensee shall assume all liability for and protect, indemnify, and save the City and the Downtown Development Authority, its officers, employees, agents and contractors, harmless from and against all actions, claims, demands, judgments, losses, expenses of suits or actions, and attorney fees for injury to or death of any person or persons and loss or damage to the property of any person or persons whomsoever, including the parties hereto, arising in connection with or as a direct or indirect result of Licensee's use of its materials or its exercise of this License within the public right-of-way, except Licensee shall not be required to indemnify the City or Downtown Development Authority for injury to persons or damage to property caused by the sole negligence of the City and/or the Downtown Development Authority.

STANDARDS FOR GRANT DECISIONS

The Downtown Development Authority staff and Board of Directors will review each applicant on a case-by-case basis. Grant payments will be made in the form of reimbursement upon completion of the improvement in a manner acceptable to the DDA and by the appropriate municipal authorities.

- Grants will not be considered for residential property or national franchises.
- All proposed designs are to be approved by the DDA Board of Directors, upon recommendation of DDA staff. Applicants who deviate from the approved application may be disqualified from the program.
- All designs must adhere to the City of Jackson R.O.W Ordinance – Allowing at least 5' clear pathway of sidewalk
- The maximum grant award will be reimbursed \$250.00, and awarded one per place of business per year (March 1 – June 1), until the \$5000.00 annual threshold is depleted for this program.

ELIGIBLE IMPROVEMENTS

- Installation of new, aesthetically pleasing containers for plants and seasonal decorations.
- Materials and products to fill such containers.
- Pet-friendly stations such as watering bowls.
- Professional design services.

INELIGIBLE IMPROVEMENTS

- Furniture
- Flags
- Welcoming mats
- Bird Feeders
- Signs
- Symbolic Statues

ADDITIONAL RESPONSIBILITIES

- Awarded applicants are to maintain their containers and area around these containers, including debris that catches within these areas and when not decorating for a season, must be removed and placed in storage off of sidewalks.
- If containers are not maintained, the City of Jackson will send a notice to clean the area and if no action is taken within 30 days, will remove the containers.
- Containers must be stored from January – April due to snow removal/increased salt usage that may damage the containers. The city of Jackson is not responsible for any damage to containers.
- Awarded applicants are to treat the sidewalk and plant beds in front of their place of business like the entry point to their front door and adhere to Sidewalk Ordinance; Section 23-108 and keep all debris off of sidewalks.

Bearing in mind the total program is limited; it is the intent of the DDA Board of Directors to provide the business district with the greatest impact possible.

APPLICATION PROCESS

- Applications for the program will be available at the office of the Jackson Downtown Development Authority and on the DDA's website at www.jacksondda.org/forms.
- The application packet will include an application, program description and sample application containing drawings and material list. Completed packets must also include:
 - Floor plan and elevation drawings of proposed project including dimensions
 - Itemized material list to be purchased
- The applicant is welcome to meet with DDA staff to review the preliminary scope of work to ensure consistency with the Right of Way Ordinance.
- The DDA Director will review the application only after all necessary information has been submitted in a neat and thorough fashion. The Director reserves the right to reject incomplete or illegible applications.
- The Director will forward the application to the necessary City department(s) for ROW approval. The application will then be forwarded to the DDA Board of Directors. If approved, the grant amount awarded is final. Requests to increase grant funding will not be accepted.
- If denied, the Director will explain the reason for rejection within 30 days in writing and will identify what steps can be taken to receive approval.
- If the Board rejects the application, the applicant may reapply.

POST APPLICATION PROCEDURE

- The property owner will be responsible for ensuring that any work done is consistent with the program and the design is approved.
- The Director must approve any project changes. Action on changes may be deferred to the DDA Board of Directors.
- The Director shall note all approved project changes at the bottom of the application.
- All work must pass applicable city inspections.
- The Director will conduct a final inspection before reimbursement will be made. Copies of all invoices, paid in full, are necessary to process a reimbursement.
- Deviations from an approved plan may disqualify the applicant from the grant program. In case of disqualification, the applicant will forfeit all rights to reimbursement.
- The project must be completed within three months of the date of approval.

AMENDMENTS TO THE PROGRAM

The DDA Board of Directors may amend the details of the incentive program by majority vote.

Application for Downtown Front Door Micro-Grant Program

Date of Application: _____

1: APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

Business Address: _____

Tax ID#: _____

Phone: _____

Other: _____

Email: _____

2: PROJECT INFORMATION – *Grant funds cannot be used for work done prior to approval of this application.*

Proposed Start Date: _____

Expected Completion Date: _____

What is the total amount you will be spending? _____

What is the reimbursement amount you are seeking (Max is \$250.00)? _____

Please provide plan view and elevation drawings below with measurements. An itemized material list with costs can be additionally attached.

Application for Downtown Front Door Micro-Grant Program

3: APPLICANT CERTIFICATION AND UNDERSTANDING

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Downtown Building Front Door Grant for eligible program uses only and is true and complete to the best of the Applicant's knowledge and belief. Verification of any of the information contained in this application may be obtained from any source.

The Applicant understands that he or she shall assume all liability for and protect, indemnify, and save the City and the Downtown Development Authority, its officers, employees, agents and contractors, harmless from and against all actions, claims, demands, judgments, losses, expenses of suits or actions, and attorney fees for injury to or death of any person or persons and loss or damage to the property of any person or persons whomsoever, including the parties hereto, arising in connection with or as a direct or indirect result of owner's use of its materials or its exercise within the public right-of-way, except applicant shall not be required to indemnify the City or Downtown Development Authority for injury to persons or damage to property caused by the sole negligence of the City and/or the Downtown Development Authority.

The Applicant further certifies that he or she has read and understands the Downtown Building Facade Loan Guidelines, including the additional reporting requirements of the City of Jackson Code - Sec. 16-402. - Outdoor sales and display areas.

The tables, bins, and other appurtenances comprising the outdoor sales and display area are placed adjacent to a building containing a retail business owned or leased by the person operating the outdoor sales and display area.

The tables, bins, and other appurtenances comprising the outdoor sales and display area are placed in a way that: A clear pathway at least five (5) feet in width—free of street trees, street furniture, signs, and other obstructions—is maintained along the sidewalk.

Ingress or egress from any building or driveway is not blocked.

The tables, bins, and other appurtenances comprising the outdoor sales and display area are not permanently anchored to the sidewalk in any way.

The area in and about the outdoor sales and display area is kept free of debris and litter.

It is understood that all Jackson DDA loan commitments are contingent upon the availability of program funds.

1. I understand that the submission of this application does not guarantee funding for the Jackson DDA Downtown Front Door Grant.
2. I agree that, if this application is approved, the work described will be completed.
3. I agree that, if funding is approved, it will be used for the project listed within this application.
4. I understand that the grant funds from the Jackson DDA will be provided after the project has been completed, and after paid invoices and approvals have been submitted to the Jackson DDA.

Application for Downtown Front Door Micro-Grant Program

5. I understand that failure to comply with the agreed upon timeline will result in a retraction of grant funding and elimination of grant eligibility for one year.
6. I understand that the Jackson DDA reserves the right to photograph buildings receiving front door improvement funds and provide information to various media sources.
7. I certify that I am not delinquent in city, county, state, or federal taxes.
8. I (we) understand that approval of this loan does not guarantee approvals by other City of Jackson departments necessary to complete the project. I (we) will obtain any necessary approvals/permits prior to starting work.

Applicant Signature: _____

Date: _____

EXAMPLE
**Application for Downtown Front
Door Micro-Grant Program**

Date of Application: 03-22-2024

1: APPLICANT INFORMATION

Applicant Name: SUZIE Q

Business Name: SUZIE'S SEW SHOP

Business Address: 1234 E. MICHIGAN AVE
JACKSON MI 49201

Tax ID#: 123 45 6789

Phone: 817-800-1445

Other: _____

Email: SUZIEQSEWS@GMAIL.COM

2: PROJECT INFORMATION – Grant funds cannot be used for work done prior to approval of this application.

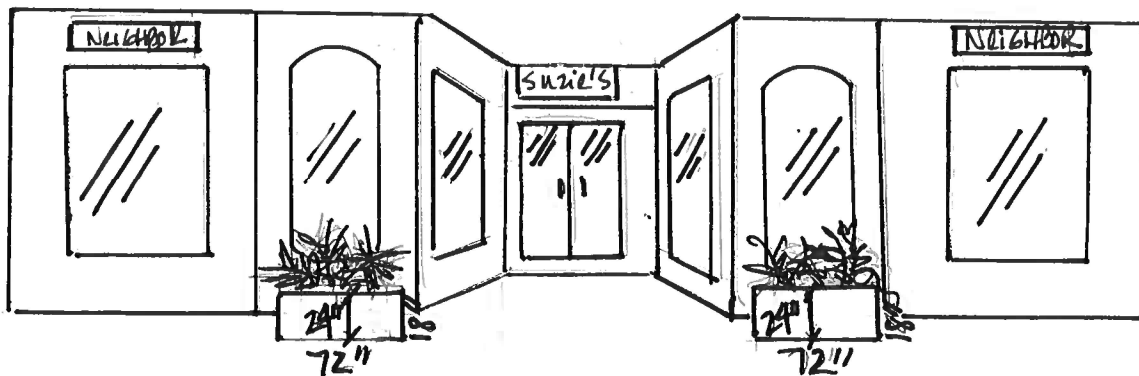
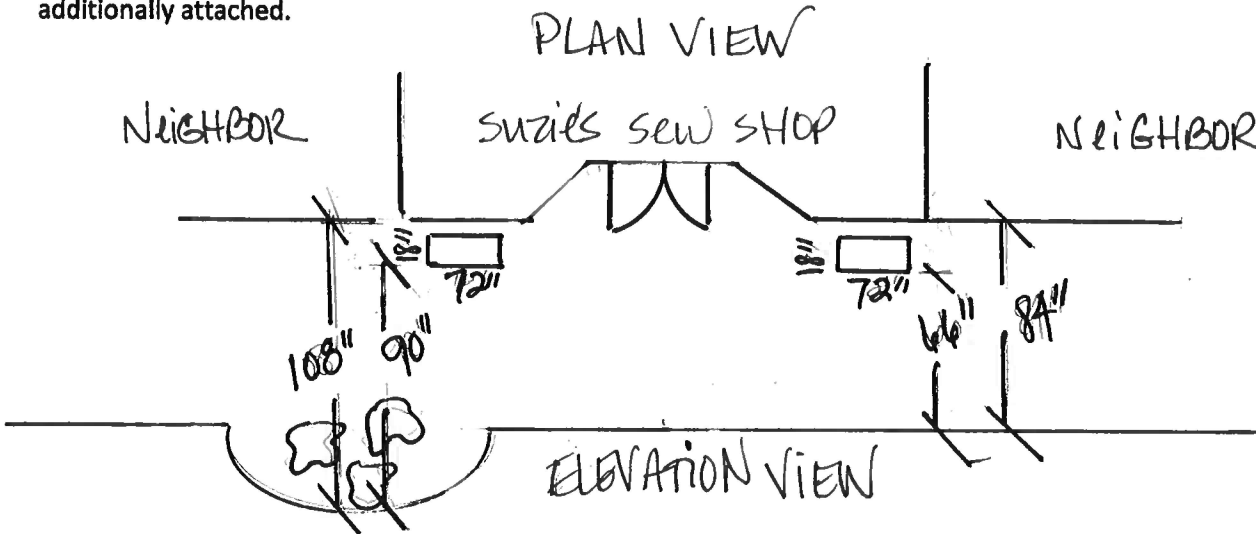
Proposed Start Date: 04-29-2024

Expected Completion Date: 05-07-2024

What is the total amount you will be spending? \$ 620.42

What is the reimbursement amount you are seeking (Max is \$250.00)? \$ 250.00

Please provide plan view and elevation drawings below with measurements. An itemized material list with costs can be additionally attached.



Application for Downtown Front Door Micro-Grant Program

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6. I understand that the Jackson DDA reserves the right to photograph buildings receiving front door improvement funds and provide information to various media sources.
7. I certify that I am not delinquent in city, county, state, or federal taxes.
8. I (we) understand that approval of this loan does not guarantee approvals by other City of Jackson departments necessary to complete the project. I (we) will obtain any necessary approvals/permits prior to starting work.

Applicant Signature: Suzie Q

Date: 03-22-2024

Pay ~~\$660.49~~ **\$580.40** for this order with a **\$80 Amazon Gift Card** instantly upon approval for the Amazon Store Card. [Find out how](#)



Shopping Cart

Add \$4.58 of eligible items to your order to qualify for FREE Shipping. See details

Price

Subtotal (6 items): \$620.42

This order contains a gift

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Ohio Heirloom 400+ Rainbow Coleus Seeds for Home Flower

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Seed Needs, Rainbow Mixed Coleus Seeds - 800 Heirloom

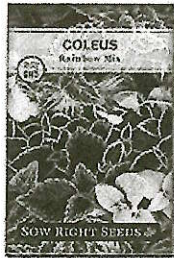
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Sow Right Seeds - Coleus Rainbow Mix Seeds for Planting - Beautiful

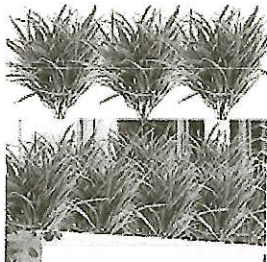
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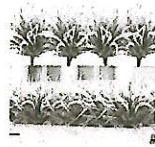
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HANDIC 8pcs Artificial Flowers for Outdoor...
58

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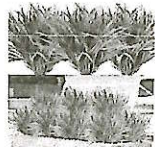
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Color: Slate Gray

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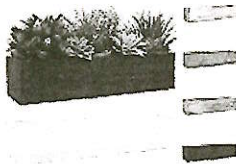
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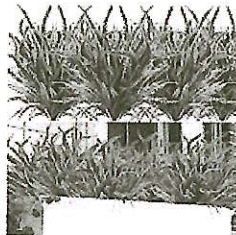
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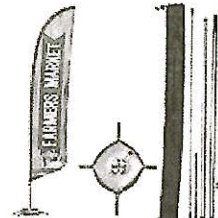
CYS EXCEL Black...
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