



Village of Brooklyn Corridor Improvement Authority Façade Improvement Grant Program Guidelines 2025-2026

Description

This Façade Improvement Grant Program was established to encourage exterior improvements to existing commercial buildings within the Village of Brooklyn's Corridor Improvement District. This program is designed to encourage private investment for the rehabilitation and improvement of building façades, contributing to the overall visual appeal and economic vitality of the corridor.

This program is funded by the Village of Brooklyn's Corridor Improvement Authority (CIA) which is responsible for reviewing grant applications, making funding recommendations, and overseeing all decisions regarding this grant program.

Program Eligibility

- Eligible properties must be located within the legal boundaries of the Village of Brooklyn Corridor Improvement District. For reference, a map is provided at the end of this document.
- Only businesses within the District are eligible for assistance under the program, homeowners will not be accepted.
- Both owners and tenants—with written consent from the owner—are eligible to apply.
- Property must be in good standing for taxes and utilities with the Village of Brooklyn to be considered.
- All projects must comply with the Village's permitting process. If needed, grant funds may be used to cover these expenses.
- Funds may be used to cover labor costs only when hiring a licensed and insured contractor. Applicants are not permitted to compensate themselves for labor.

Projects initiated around the time this program is announced may be considered for funding. If a project was initiated at the start of this program, an application may be accepted for this grant round, given that this is a new program.

Funding

There is no minimum award, however, the maximum award is established at \$1,000 for a single project. Grant awards will equal no more than 50% of the total project cost on a reimbursable basis. All award amounts are entirely within the discretion of the CIA. An applicant must provide an amount matching the grant award on a dollar-for-dollar basis; in other words, **matching funds provided by the applicant must be equal to at least half the amount of awarded funds.**

The CIA reserves the right to discontinue funding for the Façade Grant Program at any time. If funding is discontinued, the CIA will honor all previously awarded grants.

Eligible Uses of Program Funds

Funding for this program may be applied to a wide range of building façade projects. A façade is defined as the face or exterior of a building. Any front, side, or rear façade that faces the public right-of-way is eligible. Projects within the interior of a building will not be considered for funding.

Improvements, where applicable, should follow the Village of Brooklyn Ordinances, which are available on our website and should align with the overall small-town charm of the Village.

Eligible uses include, but are not necessarily limited to:

- Restoration, repair, or replacement of exterior walls, windows, doors, and other architectural elements.
- Exterior painting and surface treatments.
- Signage, awnings, marquees and related lighting and electrical fixtures.
- Costs associated with site improvements such as access (including ADA improvements).

Ineligible uses include, but are not necessarily limited to:

- Projects located within the interior of a property.
- Property acquisition.
- Property appraisals, legal fees, or loan origination fees.
- Labor costs paid to the owner or applicant or their relatives unless the laborer is a licensed contractor and specific approval is granted as part of the application review process.

Application

The application for a Façade Improvement Grant will be open **from June 1st, 2025, through the end of day July 31st, 2025**. Applications will be available online at villageofbrooklyn.com or in person at the Village Office (121 N Main St). Applicants must complete the application and return it and all required attachments in person or email them to fellow@villageofbrooklyn.com.

The following information must be submitted by each applicant through the application process:

- Proof of building ownership or written consent from owner approving proposed project.
- Existing photos of the building including specific photos of the area to be altered.
- Proposed/existing use of building and a detailed description of the project.
- Project design plans, including images if available.
- Project cost estimates.
- Timeline for completion of project.
- Brief explanation of project's impact.
- Required Village permit applications
- Licensed contractor information, if applicable.

Application/Award Process

1. Complete a grant application with required information and submit in person to the Village Office (121 N Main St) or via email (fellow@villageofbrooklyn.com) by **July 31, 2025**.
2. Applications will be reviewed and funding recommendations will be made by the CIA during their August Meeting (August 19, 2025).
3. All projects must be completed and reimbursements submitted by **June 1, 2026**.
4. When a project is completed, a Village staff member will verify that the work has been completed as specified in the grant application. If staff identifies aspects of the final construction that do not align with the submitted scope of the application, the CIA board will decide whether to approve or deny reimbursement.
5. If approved, the applicant must then submit copies of invoices, receipts, and an itemized statement of the total cost of the project. All documentation for payment must be provided at one time.
6. After receipt and verification of the information, the Village of Brooklyn will release the grant money to the applicant. Applicants will be reimbursed within 30 days of final approval of project completion.
7. Incomplete requests, as detailed above, for reimbursement will not be accepted.

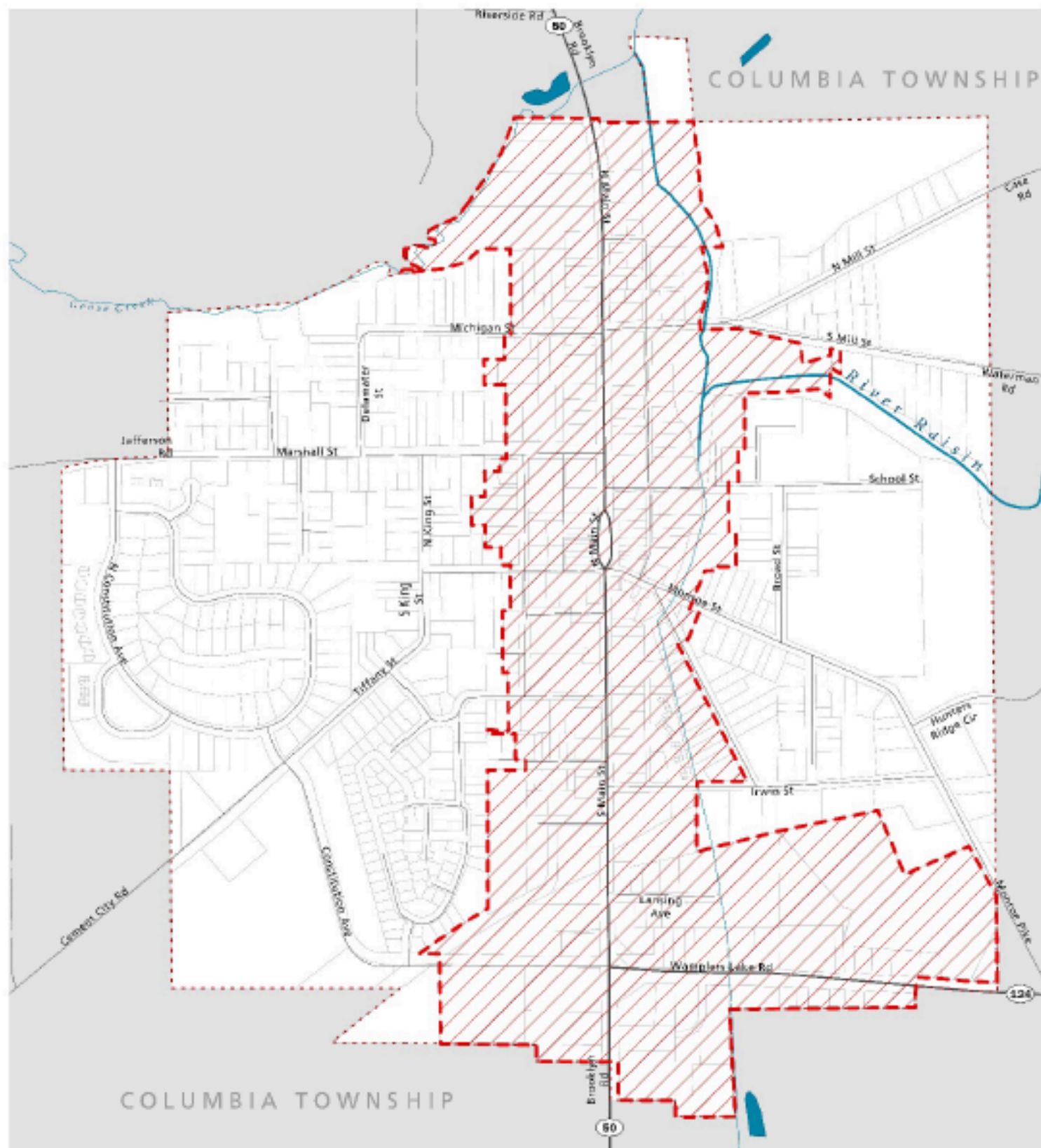
Amendments

The details of the Village of Brooklyn Façade Improvement Grant Program may be amended subject to the formal approval of the CIA. The CIA will review this document on an annual basis and vote on any necessary changes.

Contact Information

For questions or to apply for the Façade Improvement Grant Program, please email fellow@villageofbrooklyn.com.



Please see the following page for a map that outlines the boundaries of the Corridor Improvement District.



Corridor Improvement District (CID)

March 24, 2025

Sources: Michigan Open Data Portal, Village of Brooklyn, Jackson County

-  Village of Brooklyn
-  Boundary of Village of Brooklyn CID Parcels

500 Feet
Beckett & Raeder, Inc.

