

## **Oxford Downtown Development Authority Sign Grant Improvement Program**

This grant program has been developed to encourage property and business owners to improve the appearance of Oxford's commercial and business facades.. The program is funded and administered by the Oxford Downtown Development Authority District, (DDA).

The intent of the Oxford Sign Grant Program is to provide a financial incentive for improving the exterior signage on businesses within the DDA District.

There will be a \$1,500 maximum Sign Grant. All grants awarded must be matched by the applicant. Grants will be awarded on a first come, first serve basis at the discretion of the DDA. Buildings may be considered for two sign grants, one in the front and one in the rear or on the side provided the existing sign Ordinances is followed. Submission of an application does not guarantee acceptance. The DDA Design Committee will review each application with final approval by the DDA Board.

### **Qualifications for Sign Grant Approval:**

1. The property must be located in the Oxford DDA District.
2. The applicant must be the property owner or business owner with property owner's written permission, and have a current lease for not less than two years.
3. The grant monies must be used for sign(s) to be used at the property address listed on the grant request application.
4. Improvements must be recommended for approval by the Oxford DDA Design Committee and approved by the DDA Board before starting the project.
5. Work must be done by an insured contractor. Labor provided by the applicant, owner or any other unlicensed contractor will not be considered.
6. If a commercial building under one ownership, is a multi-tenant building, each separate unit with an individual storefront and an independent ground floor entry shall be eligible to receive a Sign Grant.
7. All taxes, water, sewer and rubbish bills must be paid in full and any outstanding violations must be corrected.
8. Applicants can only apply for a Sign Grant once every five years, for the same business/location.
9. If the applicant is a tenant they must have a lease for the premises for a period not less than two years.

**Eligible Expenses:** Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application.

**Ineligible Expenses:** Any expense not specifically stated under eligible expenses such as but not limited to:

1. Expenses incurred prior to the DDA's receipt, review and approval of an application
2. Site plan, building & permit fees
3. Sign design fees
4. Any portion or expenses for which applicant pays a contractor in merchandise or trade for service

### **Grant Procedure:**

1. Contact the Oxford DDA Office for information, application and design guidelines or go online at [downtownoxford.org](http://downtownoxford.org).
2. Review the proposed sign design with the DDA Executive Director.
3. Submit ten (10) copies of your completed application with design plans and cost estimates to the DDA office.
4. After being submitted the application is reviewed by the DDA Executive Director, who will send it to the Design Committee Chairperson to put it on the agenda for the Design Committee, who meets the first Thursday of each month, which the applicant must attend.
5. After being reviewed by the Design Committee a written recommendation for approval is sent to the DDA Board or applicant is notified of recommended changes or denial of request
6. The DDA Board acts upon the application at their regular meeting which is the third Monday of each month, which the applicant must attend.
7. A written notice is sent to the applicant notifying him/her of the decision of the DDA Board.
8. The DDA Director will refer a change in the sign to the Design Committee or back to the DDA Board who must authorize any modifications to the approved application and sign design in writing. Any changes to the approved sign including but not limited to changes in materials must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.
9. At the completion of construction the applicant must submit a project financial report and provide the DDA Design Committee with proof that approved sign expenses are paid (canceled checks, paid invoices). The Design Committee will then review the completed project and sign off on the application, which will then be forwarded to the Executive Director.
10. The DDA Director prepares a final project report for review by the DDA Board and puts it on the next regular meeting agenda. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of funds.

**Application:** The following items must be submitted to the Oxford DDA office before the application can be reviewed. Contact the Executive Director for a copy of the grant application.  
Items required by the applicant:

1. Completed application; incomplete applications will not be accepted. Deadline for submittal shall be the last Thursday of each month. Applicant may elect to have a preliminary review by the Design Committee to obtain feedback prior to formal submittal of the grant request.
2. Current photos of the property to be improved
3. Detailed drawings of the proposed sign including the sign location.
4. Written description of proposed sign, including materials and color (colors must follow the current DDA color palette).
5. Samples of materials and colors being used in the sign. Material information brochures should also be included.
6. Proof of project funding sources.
7. Three bids for each contracted service (materials and labor listed separately).

**Review/Approval:**

After the completed application, with all required information, has been submitted to the DDA Director, a site visit of the property along with a review of the application will be conducted by the DDA Director and the applicant. This will be scheduled by the Executive Director of the DDA. The applicant must attend the Design Committee meeting, which meets the first Thursday of each month, to make a presentation and review the application with the committee.

After review by the DDA Design Committee, the committee will make a decision on the application and make a recommendation to the DDA Board. Final approval will be granted by the DDA Board of Directors, which meets the third Monday of every month, which the applicant must attend. Final approval must be received from the DDA Board prior to beginning the project.

After the Board reviews the project a letter will be send to the applicant advising them of the Boards decision.

**Final Payment:**

Grant improvements must be completed within 90 days of approval or the applicant must apply for an extension, which will be granted at the sole discretion of the DDA Board.

Upon completion of the project the applicant prepares financial reports and provides the DDA with proof that the approved sign expenses are paid (canceled checks, paid invoices). Verification of the completed work will also be made by the DDA Design Committee.

The DDA Executive Director prepares a final project report, which summarizes actual project expenses and payments for work completed for review by the DDA Board. If all conditions for payment are satisfied the DDA Board authorizes disbursement of funds. These funds are disbursed within 30 days of the DDA Board approval of completed work.

**Village of Oxford**  
**DDA Sign Grant Application**

Please read the eligibility procedures sections prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name

Tenant                                       Property Owner

(If tenant – must have written letter of permission from property owner and provide a lease for the premises for a period of not less than two (2) years.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tax I.D. Number

\_\_\_\_\_  
Property Owner (if applicable)

\_\_\_\_\_  
Name of Business at this Address

\_\_\_\_\_  
Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? \_\_\_\_\_

**Proposed Sign:** Please attach official quotes for the proposed sign (material and labor listed separately).

Estimated project completion date: \_\_\_\_\_

**Project Financial Description:** Please attach additional information about project funding source(s) if needed.

Estimated Project budget: \_\_\_\_\_

Project Funding Source(s): \_\_\_\_\_

**Required Supplemental Information:** Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property .indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Colors must follow the current Oxford DDA color palette
4. Samples of materials and colors being used in the sign
5. Material information brochures should also be included
6. Proof of project funding sources
7. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

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Applicant's signature

Date

Submit application with attachments and/or questions to:

Oxford DDA  
22 W. Burdick St.  
P.O. Box 94  
Oxford, MI 48371  
(248) 770-8587

**OFFICE USE ONLY:**

Date application sent/given to applicant: \_\_\_\_\_

Date completed application was received: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Total Eligible Cost: \_\_\_\_\_

DDA Executive Director's Signature and Date: \_\_\_\_\_

All taxes, water, sewer and trash bills current and any code violations corrected? \_\_\_\_\_

Date this application reviewed by the Building Inspector: \_\_\_\_\_

Date received by Design Committee: \_\_\_\_\_

Date on Design Committee Agenda: \_\_\_\_\_

Date Design Committee recommends approval to DDA Board: \_\_\_\_\_

Date on DDA Board Agenda: \_\_\_\_\_

Date approved/denied by DDA Board: \_\_\_\_\_

*If approved*, Total grant amount approved: \_\_\_\_\_

Date letter sent to the applicant: \_\_\_\_\_

Date of project completion: \_\_\_\_\_

Date of Design Committee verification: \_\_\_\_\_

Date financial expenses submitted: \_\_\_\_\_

Date to DDA Board for authorization of disbursement of funds: \_\_\_\_\_

Date funds disbursed: \_\_\_\_\_

*Revised/approved by DDA Board 9/20/2010*