



2026 Façade Improvement Grant Program Application

About the Program

The Village of Brooklyn is using \$5,000 from the Corridor Improvement Authority (CIA) to help businesses in the CIA boundaries improve the public-facing exteriors of their properties. Selected applicants are eligible to receive up to \$1,000 to make these improvements. The improvement areas need to be visible from a public street or sidewalk.

Application Process

- Please complete this application and submit by 4:30 p.m. on Friday, July 31, 2026 to be considered.
- Applicants must be property owners or tenants (with written permission from property owner) of commercial buildings within the boundaries of the Village of Brooklyn Corridor Improvement Authority to be considered for funding.
- See the map included with this application for reference to check if your property is within the Corridor Improvement Authority boundaries.
- Grant funding is not promised to applicants. Submitting a completed application does not mean you are promised funds.
- Only one person may submit one improvement project for consideration. For example, if there is one person who owns multiple properties, they may only submit one property for grant funding consideration.
- The Corridor Improvement Authority Board will review the applications in Aug. 2026 and contact selected applicants. Selected applicants must complete grant-funded work on their property by Monday, May 31, 2027.

Completed applications and required documentation may be submitted in-person to Brooklyn Village Hall, 121 N. Main St., or digitally submitted to aarond@villageofbrooklyn.com. Village Hall is open Monday-Friday, 8 a.m. to 4:30 p.m. The office is closed for lunch from 12:30-1:30 p.m. For any questions, please contact Community and Economic Development Director Aaron Dimick using aarond@villageofbrooklyn.com.

1. Point of Contact

First and Last Name: _____

Email: _____

Phone Number: _____

Role: Owner Tenant

Property Owner (if different): _____

2. Business Information

Business Name: _____

Present Use of Building: _____

Building Address: _____

Description of the Façade (Side, Back, Front):

3. Project Scope

Detailed description of what improvements will be completed with this grant funding:

Why does this work need to be done:

Description of the scope of the project (when the work will start and how long it will take, proposed budget and cost estimate):

What impact will this project have on your business as well as the Village of Brooklyn?

Are permits required from the Village to complete this project? Yes No

4. Contractor Information

If using a contractor, please provide their information:

Is your contractor licensed and insured? Yes No

Has your contractor given you a cost estimate? Yes No

5. Grant & Project Totals

Total cost of improvements: \$ _____

Requested grant amount: \$ _____

(Must be a maximum of 50% of total cost of improvements. Up to \$1,000 is available per property.)

6. Additional Information REQUIRED

To complete this application, the following materials are required to be submitted with this application in-person at the Village Hall or by email to aarond@villageofbrooklyn.com by Friday, July 31, 2026 at 4:30 p.m. Applications without these materials will be considered incomplete and will not be eligible for funding.

1. Proof that all property taxes are paid and current.
 - *Documentation, such as receipts, that show you are current on recent property taxes. If you do not have written verification, contact Village Clerk Whitney Harbowy to check your tax status using clerk@villageofbrooklyn.com or calling the Village Hall at 517-592-2591.*
2. If tenant, written permission by owner.
 - *A written statement signed and dated by the property owner that gives permission for the proposed work.*
3. Photographs of the existing condition of property.
 - *Include photos showing the entire façade of the property and close-ups of the areas that will be improved.*
4. Documentation of cost estimate from contractor.
 - *This can be a detailed quote or estimate from the contractor that displays their company name and contact information.*
5. Samples of design elements, such as paint colors, sign colors, awning fabric, and similar materials.
 - *Photos or screenshots showing the design elements listed above.*

I understand that I must submit the required materials by **Friday, July 31, 2026**, to be considered for funding.

Yes No

7. Application Checklist

Please complete this checklist to ensure all the required documentation is completed before submitting your application.

- Steps 1-6 of this application are complete.
- Reviewed the Village of Brooklyn Corridor Improvement Authority Map to confirm the property is within the boundaries.

- Provided proof that all property taxes are paid and current.
- If tenant, written permission by owner.
- Photographs of the existing condition of property are included.
- Documentation of cost estimate from contractor is provided.
- Samples of design elements, such as paint colors, sign colors, awning fabric, and similar materials are included.
- Application checklist is completed.

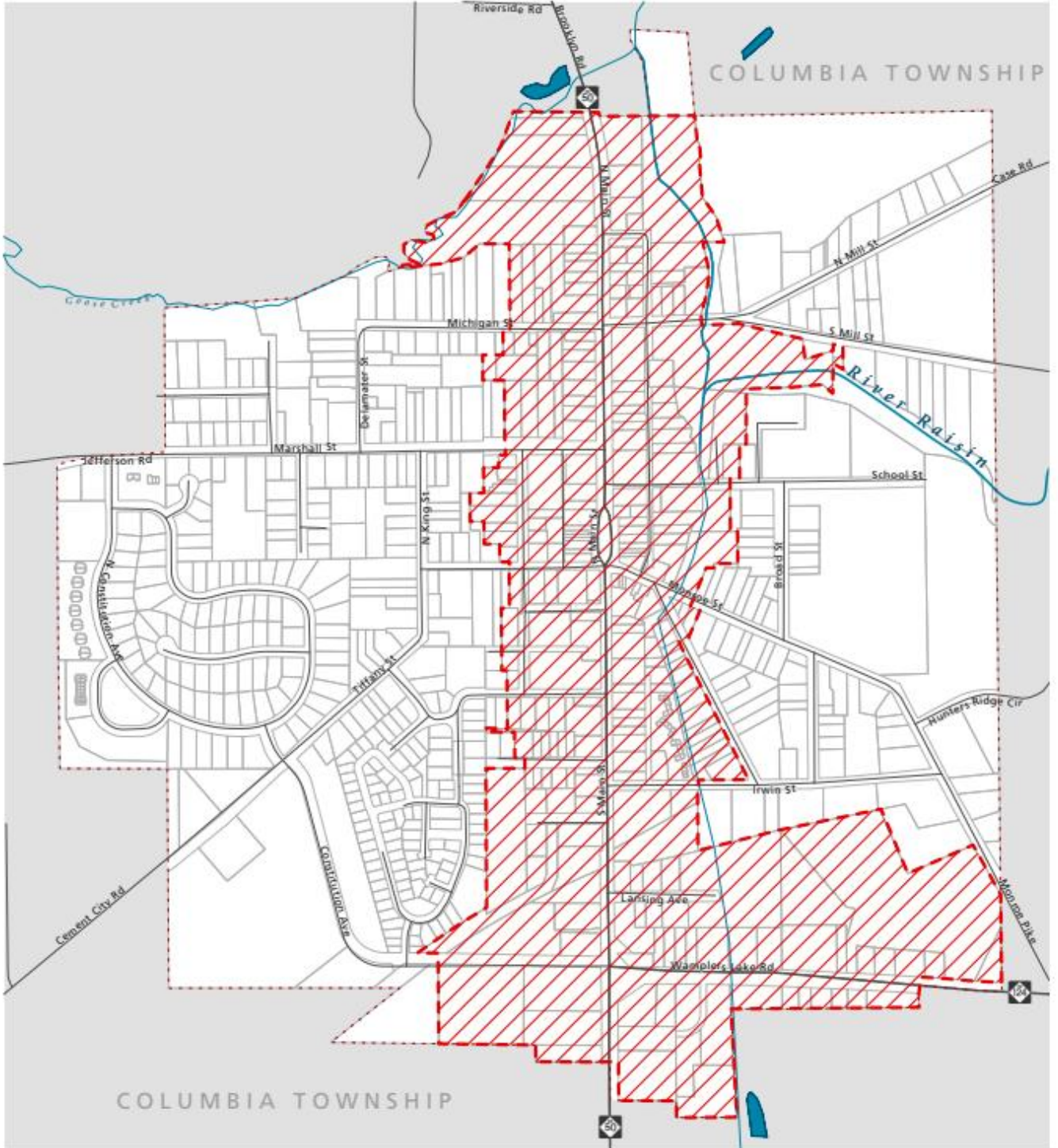
8. Application Agreement

The Applicant certifies and agrees to the terms and conditions below:

1. The Applicant is the owner or tenant (with written approval) of a property within the Village of Brooklyn Corridor Improvement Authority boundaries.
2. The Applicant is in good standing with the Village of Brooklyn in terms of payment of taxes and utilities.
3. All improvements to be undertaken will be consistent with all applicable zoning and building codes.
4. Only the work that is outlined in the application will be eligible for reimbursement. The CIA has the authority to decline reimbursement if the project does not align with the application.
5. The project must be completed and reimbursement submitted by the deadline set and approved by the CIA (see guidelines). The project is not eligible for reimbursement if the work is not completed during the approved time period.
6. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by the CIA to be in compliance with the approved design.
7. The Applicant understands that they are responsible for the construction management for the entire project.
8. It is understood and agreed that the applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances, and other applicable regulations.
9. The Applicant understands that they are responsible for the maintenance of the façade improvements described herein.
10. Incomplete applications will not be accepted.

I have read and understood the above requirements of the Village of Brooklyn Façade Improvement Grant Program and agree to the terms as stated.



Applicant's Signature _____ Date _____



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. 