



Center Avenue Neighborhood Association Historic Preservation Grant Program

The Center Avenue Neighborhood Association (CANA) was born from a need to protect the rich architectural legacy in the Center Avenue Historic District. To that end, CANA is proud to invest in our neighborhood and her families by providing grant opportunities to families in our historic district. CANA Historic Preservation Grants will be awarded to homeowners within the Center Avenue Historic District in the form of material cost reimbursement for qualifying exterior restoration projects that are integral to the preservation of a historic structure or a historic site plan.

CANA invites you to apply for the material reimbursement grant by completing and mailing your application. Applications must be postmarked between January 1 and April 30.

Program Terms and Conditions

- 1 Applicants must be a resident homeowner in the Center Avenue Historic District, Bay City, Michigan. Residency will be determined when the Principal Residence Exemption on the Bay County Equalization department website reports 100%. Applications may be submitted prior to residency being established, but must be established prior to grant money disbursement.
- 2 Homes must be listed as 'Contributing' in the Expanded Center Avenue Local Historic District report dated September 2011 which can be found on the City of Bay City's Historic Preservation webpage, or at City Hall.
- 3 All changes must follow local and State building code, laws, ordinances and permitting, or the grant will be forfeited.
- 4 All exterior residential projects must have received a Certificate of Appropriateness through the Historic District Commission, if required (it is the responsibility of the grant applicant to investigate HDC requirements, which may be found on the City of Bay City's website).
- 5 Exterior renovation projects must be integral to the preservation of a historic structure or a historic site plan.
- 6 The project must be completed within the calendar year of grant application. Extensions may be granted and must be obtained in writing prior to the expiration date.
- 7 Project scope must be completed and receipts provided prior to grant disbursement.
- 8 Grant monies will be issued once required receipts for material have been received up to \$1,000 and all program requirements have been met or waived in writing.
- 9 Grantees will be awarded a CANA Preservationist Membership for 1 year.
- 10 Grantees will be asked to attend the CANA Annual Meeting to share their project experience.
- 11 Grantees agree to display a CANA-provided outdoor grant recipient sign for a period of not less than 1 month.
- 12 Grantees agree to have their project submission published on the CANA website and other marketing materials.



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- 13 Grants are issued at the discretion of the CANA Board of Directors / Trustees based on qualified candidates and funding availability.
- 14 Grants are determined by a majority vote of the CANA Board of Trustees at the monthly Board Meeting.
- 15 Members of the CANA Board of Trustees, Advisors, and staff are not eligible to receive a CANA Grant during the period of their active service.
- 16 Recipient households are eligible to receive 1 grant award every 5 calendar years.
- 17 The CANA Board of Directors retains the right to terminate a grant award in writing for any reason.

Application Procedures and Key Dates

Applications must conform to the procedures outlined on this page to be considered for a CANA Historic Preservation Grant. Please be sure to read all guidelines and eligibility information as well as the description of the grant before starting your application. Applications must be postmarked between January 1 and April 30; if funds remain after this date, CANA may accept additional applications at its discretion.

CANA Historic Preservation Grant recipients will be notified no later than June 15 in the calendar year of their application. Grant announcements and presentations are made at the CANA Annual Meeting in January of the following year, and grant recipients are encouraged to be present.

Application Requirements and Requirements to Claim Grant Disbursement

- 1 A completed application form.
- 2 A concise description of the project. This description/narrative should address the following:
 - a. A general scope of work.
 - b. An estimated timeline for completion of scope.
 - c. The estimated material cost for scope completion.
- 3 "Before" photographs or digital images of the project at a minimum resolution of 300 dpi and a separate document including photo captions and photo credit information identifying the area to be improved or restored.
- 4 Upon completion of the project, grantees are responsible for providing the following:
 - a. Completed photographs of the project
 - b. Receipts listing an outlay minimum of up to \$1,000 for project material costs at the close of the project.
 - c. An approved Certificate of Appropriateness from the Historic District Commission



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- d. Any other documentation required to confirm that all Terms and Conditions have been met.

The documentation will be reviewed and voted upon at the next board meeting following submission. After a majority vote of approval for fund disbursement has been received, the disbursement will be mailed via USPS within 30 days. Homeowners will be contacted if additional information is required.

If you have any questions or need additional information, please e-mail Michelle Roberts at CANABayCity@gmail.com or call 989-460-7898.



Historic Preservation Grant Application Form

First Name: _____ Last Name: _____

Phone Number: _____ E-Mail Address: _____

Project Address: _____

City: _____ State: _____ Zip Code: _____

Project Short Description: _____

- Please attach a concise description of the project, including scope of work, estimated material cost and timeline according to the application requirements.
- Please attach photographs or printed digital images of the area to be restored or preserved according to the Application requirements.
- Applications must be postmarked by April 30.
- Signature indicates the applicant has read and agrees to the CANA Historic Preservation Grant Program Rules, Terms and Conditions

Signature of Applicant / Date: _____

Submit Applications to: CANA Historic Preservation Grants, PO Box 839, Bay City MI 48707-0839
or submit electronically to CANABayCity@gmail.com In the case of electronic submissions, the name of
the sender at the bottom of the e-mail will be considered the signature.



CANA provides neighbors a way of collectively building a healthy, historically preserved community that maintains and promotes the quality of life of its property owners. Members own property in the Center Avenue Historic District and/or support historic preservation in the District and in Bay City.

Completed Applications are due by 11:59PM Eastern Daylight Time, April 30.