



DDA ACTION	
Approved	_____
Denied	_____
Date	_____

Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: _____

Name of Organization(s): _____ 501 (c) (3) Yes ☐ No ☐

Address: _____

Phone: _____ Email: _____

How many years have you been in the Douglas Downtown Development Authority District? _____

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EVENT INFORMATION (use additional sheets if needed)

Event Name: _____

Event Date(s): _____ Event Start & End Hours: _____

Event Location: _____

Describe your event in detail and how it will benefit the DDA District.

Anticipated Number of Attendees: _____

Attendees Demographics (ages, special interests, where are the coming from, etc.) _____

Estimated Number of Volunteers: _____

Estimated Date/Time for Set-Up: _____ Estimated Date/Time for Clean-Up: _____

List the local businesses involved and include how businesses are participating in the event: _____

List your methods to advertise and promote the event as well as downtown and local businesses: _____

Funding amount requested: _____ (Include an itemized budget for the total costs of the event)

DDA FUNDING HISTORY

1. Is this the first time you have applied for DDA funding for an event? Yes ☐ No ☐

2. If yes, how many times have you applied previously? _____

3. Have you requested funding from other community organizations, such as the Douglas/Saugatuck Area Convention and Visitors Bureau? Yes ☐ No ☐ This information will help the DDA equitably distribute available funds.

2.a. If yes, please provide a brief explanation of the outcome: _____

3.4. Is this a reoccurring event? Yes ☐ No ☐

NOTE: Organizations which received DDA event funding previously ~~must~~ make a final written report on the event including how DDA funds were used prior to consideration of a new application.

For certain events, you may be required to submit a Special Event Application to Douglas City Council for approval. These events would normally require the use of city staff, including DPW personnel, security or police, the addition or removal of parking, closure of city streets, purchase of insurance, etc. Please check with a city staff employee to determine the need for City Council review.

Have you submitted a Special Event Application to City Council for approval? Yes ☐ No ☐ N/A ☐

If yes, was it approved? Yes ☐ No ☐

Signature of Applicant

Date

ALL DECISIONS CONCERNING THE COMMUNITY EVENTS FUNDING PROGRAM APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR FUNDING, ARE WITHIN THE SOLE DISCRETION OF THE DDA BOARD AND ARE FINAL.

Please return application and supporting documentation to:

**City of Douglas
Downtown Development Authority
~~86 West Center~~ 415 Wiley Road, PO Box 757**

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Douglas, Michigan 49406

**COMPLETE THIS APPLICATION IN ITS ENTIRETY; INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS.**