



# DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

## Community Events Grant Program Guideline

## PROGRAM GUIDELINES

The City of Douglas Downtown Development Authority (DDA) was originally created in 1997 to reverse the pattern of deterioration in the downtown area and to plan for and implement certain public improvements considered necessary for future economic growth. The goals of the DDA are detailed in its Development Plan, adopted in 2006. The DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic.

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District. Local organizations planning to present a public event(s) in downtown Douglas may submit an application for funding in accordance with the guidelines described below.

Funding recommendations are reviewed at ~~the end of each quarter, least quarterly.~~



The maximum amount awarded to a local organization under the program is ~~\$5,000~~\$8,000 annually. Events will be funded only to the extent that funding is available.

## REQUIREMENTS

- The event must include participation of local downtown businesses.
- The event presenter(s) must market the event as well as promote the DDA.
- The event must be free and open to the public. No-charge ticketed/RSVP events due to space limitations are permitted.

~~Note: Preference will be given to events which attract a diversity of participation~~

## CONDITIONS OF ELIGIBILITY

- If applicable, eEvent presenter(s) must receive City Council approval with a Special Events Application prior to seeking grant funding.
- DDA monies awarded must be used towards qualifying expenses related to Douglas's downtown, local businesses, and marketing events. Funds are disbursed as reimbursement after applicant presents itemized receipts along with the "City of Douglas Reimbursement Form (see attached).-
- All necessary insurance and security must be provided by the event presenter(s).
- Event presenter(s) must work with City of Douglas' City Council/Administration/DPW/Police and Saugatuck Township Fire District on road closures, use of public space and services, and other issues.
- Event must use the DDA logo on all materials and link to the DDA website (if applicable).
- Event presenter(s) must complete a Community Events Grant Funding Program Application and provide related information.
- Funds cannot be used for events restricted to private or exclusive participation.
- Funds cannot be used for fundraisers-. An exception may be made for qualifying 501 (c) (3) organizations.
- Itemized receipts must be presented equaling the amount requested for reimbursement.
- EEvent presenter(s) receiving DDA event funding must submit a written final summary on the event(s) and how DDA funds were used prior to consideration of a new application.
- Funded event presenter(s) may be asked to appear and submit their report at a DDA meeting following the event.

**Please note that the above list is not all-inclusive. Final determinations of eligibility requirements are governed by the DDA Board.**

#### **AWARD PAYMENTS**

- DDA awards are paid to recipients as reimbursements.
- All event(s) must be in compliance with the aforementioned requirements.
- Original receipts for services performed must be provided, along with the DDA Reimbursement Form, to receive reimbursement.
- After satisfactory review by DDA Business Incentive Program sub-committee, payment will be made to the award recipient as soon as possible by the City Treasurer

#### **GRANT FUNDING TIMELINE**

Community Events Grant Program applications are accepted, reviewed, and awarded on an ongoing basis depending on the availability of funds in the DDA budget.

#### **QUESTIONS**

Please contact the City Clerk's office at [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) or 269.857.1438 for questions. For more information on the DDA please visit our website at [www.douglasmi.gov](http://www.douglasmi.gov).