

From: [Kate Nguyen](#)
To: [Laura Kasper](#)
Subject: Community Events Grant Reimbursement
Date: Friday, September 25, 2026 3:38:55 PM

DDA ACTION	
Approved	_____
Denied	_____
Date	_____



Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: Kate Nguyen
Name of Organization(s): Ox-Bow House (Ox-Bow School of Art)
Address: 137 Center St. Douglas, MI 49406
Phone: 616-308-2164 Email: KNguyen@ox-bow.org
How many years have you been in the Douglas Downtown Development Authority District? 4

EVENT INFORMATION (use additional sheets if needed)

Event Name: Queen Tavern
Event Date(s): October 31, 2026 Event Start & End Hours: 6-10 pm
Event Location: Ox-Bow House
Describe your event in detail and how it will benefit the DDA District:
This is a fundraiser for Ox-Bow that serves as a pre-parade party. We have an artist that will create an exhibition to create a "haunted gallery." The Great Lakes Brass Band will be there to get the crowd excited and lead the parade goers to the end of the parade.
Anticipated Number of Attendees: 800
Attendees Demographics (ages, special interests, where are the coming from, etc.): All guests are 21 and older and have come from Saugatuck, Holland, Grand Rapids, SE/SW MI, Chicago and more.
Estimated Number of Volunteers: 12
Estimated Date/Time for Set-Up: 12 pm - 5:30 pm Estimated Date/Time for Clean-Up: 10 - 11:30 pm

List the local businesses involved and include how businesses are participating in the event:
Saugatuck Brewing Company and New Holland Disillery Co. will support us on the beverage side and help draw traffic. Great Lakes Brass Band will also be bringing the crowds to support all the Douglas businesses. List your methods to advertise and promote the event as well as downtown and local businesses:
Social media, newsletters, posters, cross promotion with the parade, New Holland, Saugatuck Brewery.

Funding amount requested: \$1,500 (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? 2
3. Is this a recurring 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.

Have you submitted a Special Event Application to City Council for approval? Yes ☐ No ☐
If yes, was it approved? Yes ☐ No ☐

Kate Nguyen 9/16/26
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, PO Box 757
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.

Good afternoon,

Attached please see our application for community events grant reimbursement.

Thank you,
Kate

Below is our event budget:

Expense			
Food		\$100	
Beverages		\$750	
Bartender		\$500	0
Supplies		\$400	
Band		\$2,000	
Artist		\$600	
TOTAL		\$4,350	0
Net income			

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Kate Nguyen
Community Engagement & Events Manager
Ox-Bow School of Art & Artists' Residency
Pronouns: she/her/hers
c-616.308.2104
www.ox-bow.org



Ox-Bow School of Art & Artists' Residency
www.ox-bow.org

Main Campus: 3435 Rupprecht Way; P.O. Box 216; Saugatuck, MI 49453

Ox-Bow House: 137 Center Street, Douglas, MI 49406

Founded in 1910, Ox-Bow School of Art & Artists' Residency is an independent 501c3 arts organization with a mission to provide year-round education and residency opportunities to degree-seeking students, professional artists, and those new to the field through in-person and online courses/workshops, publications, artist talks, and other programs. Core Courses are provided for both non-credit and credit, the latter in partnership with The School of the Art Institute of Chicago.

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