

DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

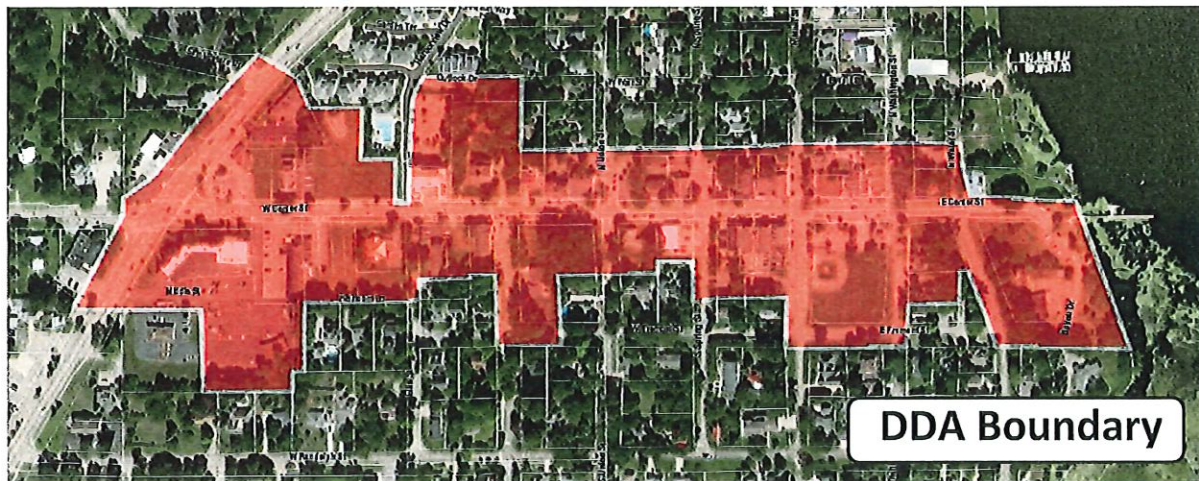
Community Events Grant Reimbursement Program Guideline

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 ^{beginning} end of each quarter.



The maximum amount awarded to a local organization under the program is \$5,000. 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 open to the public.

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

CONDITIONS OF ELIGIBILITY

- Event 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.
- 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 Application and provide related information.
- Funds cannot be used for events restricted to private or exclusive participation.
- Funds cannot be used for fundraisers.
- Itemized receipts must be presented equaling the amount requested.
- Event 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

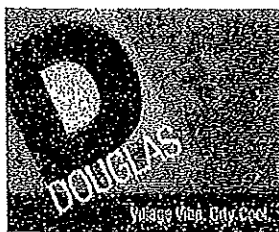
- DDA awards are paid to recipients as reimbursements.
- All event(s) must be in compliance with the aforementioned requirements.
- Original receipts for services performed must be provided to receive reimbursement.
- After satisfactory review by DDA Business Incentive Program sub-committee, payment 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 or 269.857.1438 for questions. For more information on the DDA please visit our website at www.douglasmi.gov.



DDA ACTION
Approved _____
Denied _____
Date _____

Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: Jeffrey Hawlin / Treasurer
Name of Organization(s): Community Pride MI
Address: P.O. Box 437 DOUGLAS, MI 49406
Phone: 616 485-1178 Email: jthawlin@gmail.com
How many years have you been in the Douglas Downtown Development Authority District? 6

EVENT INFORMATION (use additional sheets if needed)

Event Name: Douglas / Saugatuck Pride Week
Event Date(s): June 1-7, 2025 Event Start & End Hours: VARIES
Event Location: 7 different locations leading to Pride in the Park
BEERY Field, Saturday June 7 - Noon - 6pm
Describe your event in detail and how it will benefit the DDA District.
Week long Celebration of the LGBTQ+ community
that includes many residents and attracts many
visitors. (See Attached Schedule)

Anticipated Number of Attendees: 5000

All Hotel's / B&B
Restaurants will benefit

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

All Ages & Economic Backgrounds

All Welcoming People are Welcome

Estimated Number of Volunteers: 100+

BEERY Field
Estimated Date/Time for Set-Up: June 5 Estimated Date/Time for Clean-Up: June 8

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

Super Value, Kiaby Hotel, Library, History Ctr., Lakeview Lanes
Beachway Resorts, Huntington Bank, Harbor Insurance
CVB, Bigby Coffee + 60 Saturday Vendors

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

Commercial Record, Holland Press, State LGBTQ+ publication
Morning Brind / Sang. Sundays, CVB website, Social Media

Funding amount requested: 5000.00 (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
3. 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.

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

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, 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.

Lineup

Sunday, June 1

PRIDE KICKOFF TEA DANCE The Dunes Resort

4 pm

Monday, June 2

Rainbow Putt-Putt Tournament

Saugatuck Mini Golf

Tentatively hosted by Out on the Lakeshore

Tuesday, June 3

Pride Bowling

Lakeview Lanes

Tentatively hosted by West Shore Aware

Pride

Wednesday, June 4

Pride Garden Party

Saugatuck Douglas History Center

Pride Speaker Series

with

Author Bonnie Morris

Saugatuck-Douglas Library

Thursday, June 5

Pride Benefit

with Jay Kaplan

ACLU/Michigan

The Kirby Hotel

Friday, June 6

Jazz for Justice Concert

All Saints Episcopal Church of Saugatuck

Jump Into Summer

Saugatuck Center of the Arts

Saturday , June 7

Pride Car Parade Saugatuck to Douglas

Pride in the Park

Beery Field, Douglas

60 Vendors, Food Tent, Beer Tent

Local favorites the Lakeshore Community Chorus and the Random Play Band.

Headliner Act is Chicago's 16 Candles Band

Pride 2025

Corporate Sound 13405

Permits 200

Taylor Rental 5830

Random Play Band 1800

16 Candles 13500

Library Speaker 700

Bowling 1200

DJ 450

Porta John 1300

Signs 2000

Insurance 1136

P.O. Box 120

Marketing 3000

Supplies 500

Beer/Wine 3100

Caterer 5000

Projected Expenses 53,241