



To: Douglas DDA Board

From: Sean Homyen, Planning & Zoning Administrator/DDA

Date: September 25, 2024

Subject: Discussion Needed on Donation Request Process from Event Organizers

There have been inconsistencies in the timing of donation requests submitted by event organizers. Some requests are being submitted at times that contradict what is stated in the application guidelines regarding when these requests can and will be reviewed by the DDA.

We need to have further discussion to ensure that all donation requests adhere to the established timelines outlined in our application process. This will help maintain fairness and consistency in how we review and allocate funds for community events.

Your feedback will be crucial in determining how we can clarify the process and communicate expectations clearly to organizers moving forward.