

MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: August 23, 2023

RE: Community Events Funding Program – Saugatuck Douglas Historical Society

The DDA is in receipt of an application for Community Events Funding Program from the Saugatuck Douglas Historical Society. The event was held on July 20th. Director Eric Gollanek is seeking partial support for event costs. Mr. Gollanek has estimated the total cost of the event was \$2,700.

Sample Motion – I move to support the Saugatuck Douglas Historical Society application for Community Events Funding Program in the amount of \$_____.

Attachment

RECEIVED
JUL 20 2023

Douglas DOWNTOWN DEVELOPMENT AUTHORITY
APPLICATION COMMUNITY EVENTS FUNDING PROGRAM

Please Review Attached Guidelines

ORGANIZATION REQUEST FOR DDA FUNDS

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; additional sheets may be attached

Submit complete application to the DDA office, City Hall, 86 W Center St, Douglas MI 49406

Submission Date: 7/19/2023
Name of Organization: Sangarude Douglas Historical Society
Address: 130 Center St PO Box 617 Douglas MI
Contact Name: Eric Gollanell
Phone Number: 269 857 5751

I ORGANIZATION MISSION OR PURPOSE

Date received _____ Meeting review date _____ Recommendation: _____

II DDA FUNDING HISTORY

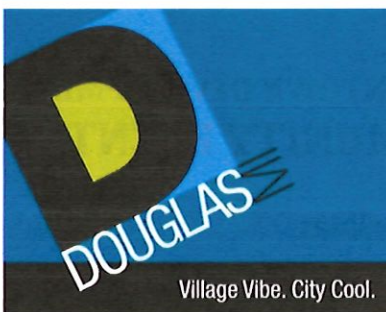
- A. Is this the first time you've applied for DDA funding for this event? Y N
- B. If yes, how many times have you applied previously?
- C. Is this a recurring event? Possibly based on outcome + impact

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.

III EVENT DESCRIPTION

Event Name Douglas Summer Social
Event Date(s) 7/20/2023 530 - 830
Location Click 130 Center St Douglas History Center gardens

Event Description/Activities Planned:
Community social event, free for all to attend,
featuring live music from Michael Hulett,
burgers + hot dogs from Unity Church + SDHC (purchase)
beer from SBC and wine from Modales (purchase)
ice cream + cookies (purchase).



Douglas Downtown Development Authority COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District.

- 1.) Local Organizations planning to present a public event(s) in Downtown Douglas may submit an application for funding in accordance with these Guidelines. The Douglas DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic. Funding recommendations are reviewed at the end of each quarter.
- 2.) To qualify for Douglas DDA funding events **must:**
 - **Include participation of local downtown businesses**
 - **Market the event as well as promote Douglas's Downtown**
 - Be open to the public
 - Preference will be given to events which attract a diversity of participation
- 3.) Community Organizations receiving Douglas DDA funding **must comply with the following:**
 - **DDA monies awarded must be used towards qualifying expenses related to Douglas's Downtown, Local Businesses, and marketing special events. Funds are disbursed as reimbursement after applicant presents itemized receipts.**
 - All necessary insurance and security must be provided by the event.
 - Event organizers must work with City of Douglas City Council/Administration /DPW/Police and Fire on road closures, use of public space and services, and other issues. Event organizations must receive City Council approval for their Special Events Application.
 - Event must use the DDA logo on all materials and to link to the DDA website (if applicable).
 - Event organizer must complete an Application Form and provide contact 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 amount requested
 - Organizations receiving DDA event funding must submit a written final summary on the events and how DDA funds were used prior to consideration of a new application.
 - Funded organizations may be asked to appear and submit their report at a DDA meeting following the event.

IV DOWNTOWN BENEFIT

A. How the proposed activity will benefit Douglas's Downtown and Local Businesses:

The Douglas Summer Social brings residents and visitors together as a fundraiser and awareness event.

B. List Local Businesses involved, include How Businesses are participating in the event.

No direct participation in this event.

V PROMOTION and PUBLICITY

A. How many participants expected: 250 attendees

B. Participant demographics (ages, special interests, where coming from, etc.):

Local residents and visitors.

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:

Facebook posts, posters, commercial record store and advertisement.

VI BUDGET Note: Please attach an Itemized Budget for the Event to Your Application.

Budget Summary:

Expenses are mostly in kind as we are providing facility. Food and drink will be for purchase.

Chair rental of \$140 direct expense.

Entertainment also deserves honorarium.

Seeking partial support for event costs.

TOTAL COST: *cost estimate of \$2,700. Expenses*

City of Douglas EVENT APPROVAL

Have you submitted a Special Event Application to the City of Douglas for approval? Y N

N/A

Has your Special Event Application to the City been approved by Douglas City Council? Y N

20-Jul-23

Budget for Douglas Summer Social

EXPENSES

TOTAL EXPENSES		Estimated	Actual
		\$2,687.00	\$0.00

Site	Estimated	Actual	Refreshments	Estimated	Actual
Site rental	\$0.00	In-kind donation	Food	\$500.00	
Site staff	\$0.00	In-kind donation	Drinks	\$1,400.00	
			Cookies	\$150.00	
Tables and chairs	\$140.00		Ice cream	\$240.00	
Total	\$140.00		Total	\$2,290.00	\$0.00

Publicity	Estimated	Actual	Program	Estimated	Actual
Graphics work	\$0.00	In-kind donation	Michael Hulett -- musician	\$150.00	\$0.00
Photocopying/Printing	\$0.00	In-kind donation			\$0.00
Advertising	\$107.00				\$0.00
Total	\$107.00		Total	\$150.00	\$0.00



The Saugatuck-Douglas Historical Society's Old School House front lawn boasts this Jason Quigno sculpture and, last week, a Beery Field kindness garden stone. (Photo by Scott Sullivan)

Douglas Socials get back to Garden

Douglas Socials — for years a popular summer Thursday tradition — will return for at least one night only in the Saugatuck-Douglas History Center's

Old School House Back-in-Time Garden, 130 Center St., Thursday, July 20 from 5:30 to 8:30 p.m. Downtown Development Au-

thority-sponsored past Socials tried several venues — most often Beery Field, but one year on Center Street, where hot asphalt created a different

atmosphere, and in the colorful, cooler SDHC garden — before ending a couple years ago. All will be welcome, free as ever, to enjoy music, en-

tertainment, food, drink and mingling summer night.

**THURSDAYS AT THE FELT
SUMMER CONCERT SERIES 2023**

FOOD SERVICE BEGINS AT 6:00
MUSIC STARTS AT 7:00

The Saugatuck-Douglas History Center

PRESENTS



DOUGLAS
Summer Social

THURSDAY

5:30-8:30 PM

JULY 20TH

FREE COMMUNITY EVENT

LIVE MUSIC FROM MICHAEL HULETT

FOOD AND DRINK FOR PURCHASE

LOCATED AT THE HISTORY CENTER-DOWNTOWN DOUGLAS
130 W CENTER STREET

SAUGATUCK-DOUGLAS
HISTORY
CENTER