

Elkton Downtown Development Authority, Elkton Michigan

Request for Funding an Event Program

Process Overview and Guidelines:

The purpose of the Elkton Downtown Development Authority is to correct and prevent deterioration in the Elkton Business District; to encourage historic preservation; to authorize the creation and implementation of development plans in the district and to promote economic growth.

The Elkton Downtown Development Authority may consider requests for funding events or programs within the DDA District that promote, enhance, and otherwise benefit the DDA District and help the DDA achieve the above stated purpose.

Please fill out the following one page form and attach any other pertinent information, either in written form, pictures, or any combination that may be necessary to describe the event or program. Upon submittal of all information, the applicant can expect the following process and time line:

- Processing requests will require two meetings of the DDA Board; the first meeting is to present a request; the second meeting is for the board to review the request and vote on it.
- Requests for funds must be made in person by the applicant during the first meeting.
- Forms and supporting information shall be received by the DDA at least seven(7) days prior to the first meeting and provide ten(10) copies to be distributed in the board members packets for review prior to the meeting.
- If the DDA Board requests additional information from the applicant, the same shall be provided at least seven(7) days prior to the second meeting and provide ten(10) copies to be distributed in the board members packets for review prior to the second meeting.
- If the request is approved, the Treasurer shall present the check to the applicant at the second meeting.
- The applicant shall provide paid receipts for all funds to the Treasurer within sixty(60) days of disbursement of funds.

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Request for Funding an Event or Program

Please provide the Following Information:

Request Date: _____ Proposed Event Date: _____

Requested by (Organization Name): _____

Name of Event or Program: _____

Detailed Description: _____

Amount Requested: _____
(attach any additional information that will assist in the review process of this request)

Contact Name: _____ (Provide contact name of person responsible for
Coordinating, chairing, and/or presenting the information and request to the Elkton DDA Board)

Address: _____

Daytime Phone: _____ Cell Phone: _____
Fax: _____ Email: _____

Note: Any Event or Program sponsored by the Elkton DDA shall acknowledge the Elkton DDA as a sponsor and/or source of funding on all publications, flyers, press releases, and/or advertisements.

FOR DDA USE ONLY-DO NOT WRITE BELOW THIS LINE

Reviewed By: _____ Meeting Date: _____

Budgeted Item: _____ Account: _____

Approved: _____ Denied: _____ (by Board Resolution or Motion)

Signed by Chairperson/Treasurer _____

NOTES: _____

