

Imlay City Downtown Development Authority

Request for Funding an Event or Program

Process Overview and Guidelines:

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

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

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 at least one meeting of the DDA Board, so that the Board is presented the request for their review, and vote on it.
- Requests for funds should be made in person by the applicant.
- Forms and supporting information shall be received in the DDA office at 150 N. Main Street, Imlay City, MI 48444 at least 7-days prior to the meeting, when possible please provide 10-copies, to be distributed in the board members packages for review prior to the meeting.
- If the DDA Board requests additional information from the applicant, the same shall be provided at least 7-days prior to the second meeting, provide 10-copies, to be distributed in the board members packages for review prior to the second meeting.
- If the request is approved, the DDA Director shall process the request through the Treasurers office for funding disbursement.
- The applicant shall provide paid receipts, if requested, showing the details of all expenditures for the amount of funds received.

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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 Imlay City DDA Board)

Address: _____

Office Phone: _____ Mobile Phone: _____

Fax Phone: _____ Email: _____

Note: Any Event or Program sponsored by the Imlay City DDA shall acknowledge the Imlay City 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)

_____ Chairperson/Treasurer

NOTES: _____
