

**CALUMET VILLAGE DDA MEETING AGENDA**  
**MONDAY, FEBRUARY 12, 9:00 AM**  
**CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET**

- I. Call to Order / Roll Call / Pledge of Allegiance
- II. Petitions from the Public (*members of the public have 5 minutes to speak*)
- III. Approval of Agenda
- IV. Review and approve minutes of January 8, 2023 Meeting
- V. Unfinished/Revolving Business
  - 1. Updates from Village Council, Historic District Commission, Planning Commission, etc.
  - 2. Main Street Calumet Report
  - 3. Fire Site Updates
  - 4. Greenspace Update
  - 5. District Property Updates
  - 6. Hwy 41 Signage
  - 7. DDA Grant Guidelines
  - 8. Realtor Meeting
  - 9. Review DDA Training from February 7th, 2024
- VI. New Business
  - 1. Recommend new DDA member
  - 2. Approval of DDA Bills / Transaction Report
- VII. Summarize Action Items
- VIII. Comments from the Public (*members of the public have 5 minutes to speak*)
- IX. Adjourn

# Village of Calumet DDA

## Guidelines for Large-Scale Project Grants (\$5,000-\$10,000)

### I. Overview

The Village of Calumet Downtown Development Authority (DDA) is pleased to offer a grant program to support large-scale projects within the DDA district. These grants are intended to foster community development, enhance the economic vitality of the district, and contribute to the overall improvement of the village.

### II. Eligibility

To be eligible for the grant program, projects must meet the following criteria:

**Project Value:** Projects must have a minimum valuation of \$50,000.

**Grant Request:** Applicants may request grant funds ranging from \$5,000 to \$10,000.

**Location:** All projects must be located within the boundaries of the DDA district.

**Project Scope:** Grant funds can be used for interior or exterior building or property improvements, including but not limited to windows, roofs, HVAC, facades, and sidewalk repairs.

**Compliance:** Property owners must be in compliance with all Village ordinances and must be up-to-date on all Village taxes and fees.

### III. Application Process

**Application Submission:** Applicants must submit a completed grant application form to the Village of Calumet DDA Administrator via email to [manager@villageofcalumet.com](mailto:manager@villageofcalumet.com), by mail to: Village of Calumet, 340 6th Street, Calumet, MI 49913, or dropped off at the Village Office (at the aforementioned address). The application form is available on the official Village website or can be obtained from the DDA office.

**Review Process:** The DDA will review applications based on eligibility criteria, project feasibility, alignment with the DDA's goals, and financial leverage.

**Certificate of Appropriateness:** Projects involving changes to the exterior of a building must obtain a Certificate of Appropriateness from the Village of Calumet Historic District Commission prior to construction.

**Application Period:** The application period for this program is rolling, with the DDA allocating funding annually. The DDA budget year is March 1- Feb 28. If funding allocated for this program is not committed by April 1, it may be reallocated at the discretion of the DDA Board. The DDA encourages interested applicants to reach out to the DDA Administrator or DDA Board members as they develop their proposed projects/applications and apply as early as possible to secure project support.

## IV. Funding Guidelines

**Project Scope:** Priority will be given to projects that show greater visual impact on the downtown streetscape, or address structural issues that could result in total building failure (collapse).

**Timeline:** Projects must include a proposed timeline within their application, if projects are not completed within the anticipated timeline, an extension can be requested, in writing, addressed to the DDA Administrator. Extension requests must be made PRIOR to original deadline and DDA funds will not be held for any project for more than one additional fiscal year.

**Financial Leverage:** Projects demonstrating greater financial leverage through additional funding sources will be given preference during the review process.

**Match Funding:** Grant funds may be used as match funding for other grant programs.

**Reimbursement:** Grants are of a reimbursing nature. Funds will be disbursed upon submission of a Reimbursement Request Form, which will require demonstration of proof of expenditures and proof of completion such as a Certificate of Occupancy or inspection by the DDA Administrator.

## V. Contacts

For inquiries or assistance regarding the grant program, please contact:

Village Manager:

Megan Haselden

Email: [manager@villageofcalumet.com](mailto:manager@villageofcalumet.com)

Village Address:

340 6th Street,

Calumet, MI 49913

## **VI. Conclusion**

The Village of Calumet DDA is committed to supporting projects that contribute to the growth and prosperity of the community. We encourage eligible applicants to carefully review these guidelines and submit their proposals to help enhance the vibrancy of our village.

*Note: These guidelines are subject to change at the discretion of the Village of Calumet DDA. Applicants are encouraged to check the official Village website for the most up-to-date information.*

## Village of Calumet DDA Small Scale Projects Grant Program Guidelines

### I. Overview

The Village of Calumet Downtown Development Authority (DDA) is delighted to introduce the Small Scale Projects Grant Program, aimed at fostering business growth and expansion within the downtown district. This program supports initiatives that contribute to the enhancement of the business climate and beautification of the DDA district, offering grants ranging from \$250 to \$2,500.

### II. Eligibility

To be eligible for the Small Scale Projects Grant Program, applicants must meet the following criteria:

**Project Size:** Projects must have a total budget within the range of \$500 to \$5,000, with a requested grant amount between \$250 and \$2,500.

**Cash Match:** Applicants are required to provide a minimum cash match of 50% of the total project budget.

**Location:** All projects must be located within the boundaries of the DDA district.

### III. Application Process

**Application Submission:** Applicants must submit a completed Small Scale Projects Grant Application form, available on the official Village website or from the DDA office.

**Review Process:** The DDA will assess applications based on eligibility, project feasibility, alignment with the DDA's goals and the impact the proposed project will have on the district as a whole.

**Timeline:** Applications will be accepted from March 1st - April 30th, 2024. Notification of awards will occur prior to May 31st, 2024.

**Reimbursement:** Successful grantees can request reimbursement as soon as their projects are completed, but reimbursement requests **MUST** be submitted prior to December 31, 2024. Please anticipate 30-60 days processing time.

### IV. Funding Guidelines

**Project Scope:** Grant funds can be used for the following purposes:

- Advertising (including print, or digital advertising, photography, website design, exterior signage, etc)
- Interior or Exterior Building or Property Improvements
- Equipment & fixtures (such as POS systems, security cameras, displays, etc)

**Match Funding:** Grant funds may be used as a match towards other grants. Applicants must provide a minimum cash match of 50% of the total project budget.

**Reimbursement:** Grants are reimbursing in nature. Funds will be disbursed upon submission of Reimbursement Request Form and receipts or paid invoices, demonstrating project expenses. Small Grant recipients will be required to submit before and after images of any print/digital advertising, signage, or improvements to the physical business location that were a part of the grant project and a Final Grant Report. [Final Report Guidelines are available at](#)

## V. Contacts

For inquiries or assistance regarding the Small Scale Projects Grant Program, please contact:

Village Manager:  
Megan Haselden

Email: [manager@villageofcalumet.com](mailto:manager@villageofcalumet.com)

Village Address:  
340 6th Street,

Calumet, MI 49913

## VI. Conclusion

The Village of Calumet DDA is committed to supporting business growth and expansion in the downtown district. Through the Small Scale Projects Grant Program, we encourage eligible applicants to contribute to the visual appeal and vitality of our community. We look forward to partnering with businesses to create an inviting and dynamic downtown environment.

*Note: These guidelines are subject to change at the discretion of the Village of Calumet DDA. Applicants are encouraged to check the official Village website for the most up-to-date information.*

## **Village of Calumet DDA Small Grants Final Report Guideline**

Please create a Final Report and submit it to the Village of Calumet DDA Administrator along with your Grant Reimbursement Request Form. Your Final Report should answer the following questions, at the top of the document please include the following information;

### **Small Grants Final Report**

**Grantee Name:**

**Project Title:**

**Grant ID #:**

**Date:**

1. Please provide a brief description of your project. What were the main objectives you aimed to achieve with the help of the DDA Small Scale Projects Grant?
2. Provide a detailed account of how the grant funds were utilized. Were the funds spent on advertising, building improvements, equipment, or other approved expenses?
3. How did your project align with the DDA's goals for business growth, beautification, and enhancement of the business climate within the downtown district?
4. Describe how the grant funding from the DDA was instrumental in the realization of your project. Would this project have been possible without the DDA's financial support?
5. What were the tangible outcomes of your project? Please include specific examples of how the project contributed to the visual appeal, vitality, and business climate of the downtown district.
6. Were there any significant challenges you encountered during the project? How were they addressed, and what lessons can be drawn from those experiences that will be helpful to you or other business owners?
7. How do you anticipate your project will continue to impact your business and the DDA district in the long term? Are there ongoing benefits that will be realized over time?
8. Based on your experience, do you have any suggestions for improving the Small Scale Projects Grant Program? How can the DDA better support businesses in the future?
9. Are there additional areas of support or types of resources that could further enhance your business's growth and contribution to the DDA district?



## Village of Calumet DDA Large & Small Grant Evaluation Form

### Evaluator Information:

Evaluator Name:  
Title/Position:  
Date of Evaluation:

### Project Title:

Project Location (Street Address):  
Estimated Project Value: \$  
Requested Grant Amount: \$  
Total Project Budget: \$  
Applicant Name:  
Organization/Business (if applicable):  
Contact Person:

### Project Details:

- ☐ Type of Project:
- ☐ Interior Building Improvements
  - ☐ Exterior Building Improvements
  - ☐ Property Improvements (e.g., sidewalks)
  - ☐ Advertising
  - ☐ Other

### Attachments Received:

Project Plan or Proposal:  
☐ Attached  
☐ Not Attached  
Budget Breakdown:  
☐ Attached  
☐ Not Attached  
Timeline Included:  
☐ Attached  
☐ Not Attached

### Evaluation Criteria:

#### Project Description and Feasibility (Total Points: 30)

- ☐ Clarity of project goals (0-10 points)\_\_\_\_
- ☐ Feasibility and practicality of methods (0-10 points)\_\_\_\_
- ☐ Timeline and project management plan (0-10 points)\_\_\_\_

#### Budget and Resource Allocation (Total Points: 20)

- ☐ Reasonableness of budget (0-10 points)\_\_\_\_
- ☐ Efficiency in resource utilization (0-10 points)\_\_\_\_

#### Impact and Relevance (Total Points: 25)

- ☐ Alignment with grant objectives (0-15 points)\_\_\_\_
- ☐ Potential impact and outcomes (0-10 points)\_\_\_\_

#### Innovation and Originality (Total Points: 15)

- ☐ Creativity and novelty of approach (0-15 points) \_\_\_\_

#### Organizational Capacity (Total Points: 10)

- ☐ Applicant's experience and qualifications (0-10 points)\_\_\_\_

**Total Points (100 max) \_\_\_\_\_**

## **Village of Calumet DDA Grant Program Application Form**

### **Grant Program:**

- ☐ Village of Calumet DDA Small Scale Projects Grant Program
- ☐ Village of Calumet DDA Large Scale Projects Grant Program

### **Project Title:**

### **Applicant Information:**

- ☐ Applicant Name:
- ☐ Organization/Business (if applicable):
- ☐ Contact Person:
- ☐ Mailing Address:
- ☐ Phone Number:
- ☐ Email Address:
- ☐ Property Owner Name (if different from Applicant):
- ☐ Property Owner Mailing Address (if different from Applicant):
- ☐ Property Owner Phone Number (if different from Applicant):
- ☐ Property Owner Email Address (if different from Applicant):

### **Project Location (Street Address):**

### **Total Project Budget: \$**

### **Requested Grant Amount: \$**

### **Type of Project (Select all that apply):**

- ☐ Interior Building Improvements
- ☐ Exterior Building Improvements
- ☐ Property Improvements (e.g., sidewalks)
- ☐ Advertising
- ☐ Equipment or Fixtures
- ☐ Other

**Please attach a detailed description of the proposed project, including its objectives, scope, timeline, and project contributors where relevant (ex. contractors, engineering**

firm, etc). If the project is to benefit a business, please include information on how this project will impact the subject business. If this project will result in rehabilitation of a building, please include how you intend to see the building utilized.

☐ Project description attached

**Please provide a project budget that includes project line items (materials, labor, design, printing, etc), expenses and sources of funds.**

☐ Budget attached

### **Eligibility Requirements:**

Are all property owners in compliance with Village ordinances? *(If no, please provide details and plans for compliance.)*

☐ Yes

☐ No

Are all property owners up-to-date on all Village taxes and fees? *(If no, please provide details and plans for compliance.)*

☐ Yes

☐ No

### **Project Details:**

Have you obtained or initiated the process of obtaining a Certificate of Appropriateness (COA) from the Village of Calumet Historic District Commission if you plan to make changes to the exterior of your building? Projects that have not yet received a COA will not be excluded from consideration, however **grantees will not be reimbursed if COA is not received prior to initiation of exterior projects.**

☐ Yes

☐ No

### **Attachments:**

Please attach the following documents:

- Project Description with Timeline (see below)

- Budget
- Project Timeline (for Small Grants - all projects must be completed by December 1st of application year and reimbursements requested no later than December 31 of the same year)
- Other Relevant Supporting Documents

**Certification:**

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that the Village of Calumet DDA may request additional information and documentation during the review process.

**Applicant's Signature:**

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Date:

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Submission Instructions:

Please submit the completed application form and all required attachments to the Village of Calumet DDA. You can submit the application via email to [manager@villageofcalumet.com](mailto:manager@villageofcalumet.com) or deliver a hard copy to the DDA office at 340 6th Street, Calumet, MI 49913.

*Note: Incomplete applications may delay the review process.*

## Village of Calumet DDA Large & Small Grants Reimbursement Request Form

### Project Information:

Project Title:

Grant Program:

☐ Large Scale Grant Program

☐ Small Scale Grant Program

Grant Amount Requested: \$

Total Project Cost: \$

Date of Grant Approval: [Insert Date]

Project Completion Date: [Insert Date]

### Payee Information:

Payee Name/Organization:

Contact Person:

Mailing Address:

Phone Number:

Email Address:

### Financial Details:

Total Project Cost:\$

Total Reimbursement Requested: \$

### Documentation:

- ☐ Attach Receipts or Paid Invoices
- ☐ Attach Certificate of Occupancy (if applicable)
- ☐ For Small Grants, please attach a Final Grant Report (format can be found in the Final Grant Report Guideline)
- ☐ For Small Grants, please submit digital images of advertising, signage, or physical improvements to [manager@villageofcalumet.com](mailto:manager@villageofcalumet.com)

### Certification:

I certify that the information provided in this reimbursement request form is true and accurate. All expenses were incurred as part of the approved project, and the attached documentation is a true representation of the expenses claimed.

Payee's Signature:

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Date:

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### Submission Instructions:

Please submit the completed reimbursement request form and all required attachments to the Village of Calumet DDA. You can submit the form via email to [manager@villageofcalumet.com](mailto:manager@villageofcalumet.com) or deliver a hard copy to the DDA office at 340 6th Street, Calumet, MI 49913.

*Note: Incomplete reimbursement requests may delay the processing of funds. The Village of Calumet DDA reserves the right to request additional information if needed. Expect 30-60 days from submission to receive reimbursement.*

**VILLAGE OF CALUMET DDA #07-716-3**  
**Transaction Report January 2024**

<u>NUMBER</u>	<u>Date</u>	<u>TRANSACTION DESCRIPTION</u>	<u>PAYMENT</u>	<u>DEPOSIT</u>	<u>BALANCE</u>
		Balance Forward			\$ 84,929.64
2079	01/24/24	Bart & Beth Baker - Christmas Wagon Rides	\$ 550.00		\$ 84,379.64
2080	01/24/24	Uppco	\$ 28.54		\$ 84,351.10

ACCOUNT DESCRIPTION	ACTUALS FY 2022	ACTUALS FY 2023	BUDGET FY 2024	ACTUALS AS OF JANUARY 2024	Amendments to FY 2024 Budget	DRAFT BUDGET FY 2025	FY 2025 PROPOSED BUDGET NOTES
<b>REVENUES(AND OTHER SOURCES)</b>							
Taxes Current and Delinquent	\$5,225	\$5,384	\$5,000	\$5,831	\$5,831	\$6,000	
Miscellaneous Income	\$0	\$20,320		\$320	\$320	\$320	
<b>TIF FUNDS</b>							
Village	\$27,077	\$32,659	\$32,000	\$32,424	\$32,000	\$33,000	
Township-Current	\$2,191	\$2,183	\$2,500	\$0	\$2,500	\$2,500	
County - Med Care	\$4,301	\$3,790	\$4,500	\$0	\$4,500	\$4,000	
County-Current	\$11,250	\$11,451	\$10,500	\$12,569	\$10,500	\$11,500	
Total Revenues	\$50,044	\$75,787	\$54,500	\$51,144	\$55,651	\$57,320	
<b>EXPENDITURES(AND OTHER USES)</b>							
Admin/Prof Services	\$583	\$3,260	\$3,000	\$0	\$3,000	\$0	*Do not include in FY25 budget, put everything under Contracted that is contract
Advertising & Promotion	\$127	\$583	\$750	\$351	\$750	\$5,650	Billboard US 41; Newspaper postings; flyers, etc.
Beautification	\$2,020	\$4,244	\$5,000	\$2,303	\$5,000	\$5,000	Watering flowers; beautification in district
Blight Enforcement/Ordinances	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	To support expenses for blight enforcement within the DDA district
Contracted Services/Admin	\$0	\$6,300	\$15,000	\$15,000	\$15,000	\$10,500	\$500 Auditor; \$10k Main Street Calumet
DDA Grants	\$0	\$15,000	\$15,000	\$5,000	\$15,000	\$15,000	\$5k available for larger projects (MEDC); \$10k for smaller grants
DDA Property Maintenance	\$1,390	\$597	\$1,500	\$2,218	\$2,500	\$2,500	DDA Property Utilities; Improvements or stabilization work on DDA owned property & sidewalk snow removal to DDA properties
Downtown Streets (to Gen Fund)	\$1,205	\$3,705	\$3,705	\$2,500	\$2,500	\$2,500	\$2500 contribution for sidewalks for downtown
Insurance Contribution (to Gen Fund)	\$0	\$500	\$500	\$500	\$500	\$500	\$500 to Village to cover DDA portion of insurance
Memberships & Trainings				\$0	\$0	\$500	For MDA Membership & Board Education/Training
Public Programming				\$550	\$0	\$6,500	Farmers Market, Sled Rides, holiday/event expenses
Public Spaces & Improvements	\$0	\$32,138	\$5,000	\$1,004	\$5,000	\$4,500	\$3K for Greenspace maintenance; Agassiz Park; other improvements in public spaces
<b>Transfers to:</b>							
Debt Service-Grader/Loader	\$9,825	\$8,842	\$9,000	\$8,842	\$9,000	\$8,850	FY 26 Expiration
General Fund						\$2,400	DDA Administration (\$200/month)
Historic District Committee	\$2,000	\$2,500	\$2,500	\$2,500	\$4,000	\$2,500	Contribution to HDC as required by KNHP Grant (exp. 2027) + \$1500 for streetsign grant
Audit Variance	(\$983)				\$0		
TOTAL EXPENDITURES	\$19,819	\$77,669	\$65,955	\$40,768	\$67,250	\$71,900	
NET REVENUES(EXPENDITURES)	\$30,225	(\$1,882)	(\$11,455)	\$10,376	(\$11,599)	(\$14,580)	
Fund Balance Beginning of Year	\$78,057	\$108,282	\$106,400	\$106,400	\$106,400	\$94,801	
Fund Balance End of Year	\$108,282	\$106,400	\$94,945	\$116,776	\$94,801	\$80,221	