

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 \$100,000.

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 at the time of application and reimbursement.

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, 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 at <http://www.villageofcalumet.com/dda-grants.html> 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.

Permitting & 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. Projects will also be required to acquire all necessary permits (e.g. Electrical, mechanical, structural) or proof that they did not need them for their project in order to be reimbursed. Selection for a grant does not guarantee reimbursement if rules are not followed.

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, 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 the original deadline.

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, proof of required permitting (electrical, mechanical, structural) or proof that it was NOT required (in a letter from the Houghton County Building Dept) and proof of completion such as a Certificate of Occupancy or inspection and approval by the DDA Administrator.

Documentation: Grantees will be asked to provide before and after images of the project/project location to document the improvements made. Images may be used by the DDA for promotional purposes.

V. Contacts

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

Village Manager:
Megan Haselden
Email: 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.