

**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. Grantees can also answer the questions below and attach them to the on-line Grant Reimbursement Request found at <http://www.villageofcalumet.com/dda-grants.html>. 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?