

# Village of Calumet (Michigan) DDA Small Scale Projects Grant Program Guidelines

Version February, 2025

## 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 February 15th - March 31st, 2025. Notification of awards will occur mid April, 2025.

**Reimbursement:** Successful grantees can request reimbursement as soon as their projects are completed, but projects must be complete and reimbursement requests MUST be submitted prior to December 31, 2025. Please anticipate 30-60 days processing time.

## IV. Funding Guidelines

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

- Exterior Building or Property Improvements (such as structural improvements, facade improvements, sidewalks, signage and security cameras)
- Interior improvements or renovations (these are not a priority for DDA at this time and will not be as competitive during grant evaluation)

**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.

**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.

**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 Guideline and Reimbursement Request Form are available at <http://www.villageofcalumet.com/dda-grants.html>

## 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.*