

## 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):
- Please attach a Letter of Permission from the property owner (if different from the Applicant)

### Project Location (Street Address):

### Total Project Budget: \$

### Requested Grant Amount: \$

Up to 50% of total Project Budget

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

The DDA's current focus is improving the exterior appearance of the district and encouraging building rehabilitation. Grants that help achieve this goal will be given higher priority. All grants are awarded at the discretion of the DDA Board.

- Interior Building Improvements
- Exterior Building Improvements
- Property Improvements (e.g., sidewalks)

- Exterior Signage
- Security hardware (cameras)
- Professional design fees for proposed building rehabilitations (structural analysis, renderings, etc)
- 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. Please include “before” images and designs that will help us better understand your project.**

- Project description attached

**Please provide a project budget that includes project line items (materials, labor, design, printing, etc), expenses and sources of funds. Third party cost estimates or quotes may also be included to justify your budget.**

- 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)
  - For Large Grants - please include a general project timeline with projected completion dates. Extension requests are permissible.
- 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.*