

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

**Project Information:**

Project Title:

Grant #:

Grant Program:

- Large Scale Grant Program
- Small Scale Grant Program

**Payee Information:**

Payee Name/Organization:

Contact Person:

Mailing Address:

Phone Number:

Email Address:

**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:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Financial Details:**

Total Project Cost:\$

Total Reimbursement Requested: \$

**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.

**Documentation:**

- Attach Receipts or Paid Invoices (for Small Grants only)
- Attach Certificate of Occupancy (-if applicable - typically for Large Grant) OR DDA Representative Inspection Approval Letter.
- For Small Grants, please attach a Final Grant Report (format can be found in the Final Grant Report Guideline)
- For All Grants, please submit digital images of physical improvements or completed design to [manager@villageofcalumet.com](mailto:manager@villageofcalumet.com). Images may be used by the DDA for promotional purposes.

*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.*