



ROMEO Downtown Development Authority

Request for Funding an Event or Program

Process Overview and Guidelines:

The purpose of The Romeo Downtown Development Authority is to correct and prevent deterioration in the Romeo Business District; to encourage historic preservation; to authorize the creation and implementation of development plans in the district and promote economic growth.

The Romeo Downtown Development Authority may consider requests for funding events or programs within the Downtown DDA District that promote, enhance, and otherwise benefit the Downtown DDA District and help the DDA achieve the stated purpose above.

Please fill out the following one page form and attach any other pertinent information, either in written form, pictures, or any combination that may be necessary to describe the event or program. Upon submittal of all information, the applicant can expect the following process and timeline:

- Processing requests shall be considered for approval at one DDA Board meeting.
- Applicants do not need to be present at the DDA Board meeting, however, it would be helpful to answer any questions from the board.
- Forms and supporting information shall be received by the DDA at least seven (7) days prior to the DDA Board meeting in order to be considered, and applicant shall provide a digital copy to be distributed in the board members' packets for review prior to the meeting.
- If the DDA Board requests additional information and a secondary meeting from the applicant, the same shall be provided at least seven (7) days prior to the second meeting, provide a digital copy to be distributed in the board members' packages for review prior to the second meeting.
- If the request is approved, the Treasurer shall process the check within 30 days of the meeting and provide to the applicant.
- The applicant shall provide paid receipts for all funds to the Treasurer within 60 days of disbursement of funds.

ROMEO Downtown Development Authority, Romeo Michigan



Request for Funding an Event or Program

Please Provide the Following Information:

Request Date: _____ Proposed Event Date: _____
Requested by (Organization Name): _____
Name of Event or Program: _____
Detailed Description: _____

Amount Requested: _____
(attach any additional information that will assist in the review process of this request)

Contact Name: _____ (Provide contact name of person responsible for coordinating, chairing, and/or presenting the information and request to the ROMEO DDA Board)

Address: _____

Daytime Phone: _____ Other Phone: _____
Fax Phone: _____ Email: _____

Note: Any Event or Program sponsored by the Romeo DDA shall acknowledge the Romeo DDA as a sponsor and/or source of funding on all publications, flyers, press releases, and/or advertisements.

For DDA USE ONLY-Do Not Write Below this Line

Reviewed By: _____ Meeting Date: _____
Budgeted Item: _____ Account: _____
Approved: _____ Denied _____ (by Board Resolution or Motion)

Chairperson/Treasurer

NOTES: _____
