

## Community Development Grant Guidelines

### Program Goals

The DDA hopes to help local individuals or organizations falling within the DDA District, to rise to new levels of service; meet an urgent need or take advantage of unique opportunities to promote and offer innovative programming that enhances the community's character and culture. Likewise, if we can help partner in a small or large improvement that will last for many years and contribute to life in Grass Lake, we are interested in making a one-time or occasional contributions.

### Program Eligibility

A property must be located within the legal boundaries of the DDA District to be eligible for assistance. Both owners and tenants (with owner permission) are eligible. All property taxes on a property must be paid in full at the time of application.

Public properties are eligible for assistance under the program, but tax paying properties shall receive priority consideration for participation in the program. Priority will also be given to applicants that intend to use businesses and/or contractors located within Grass Lake.

### Eligible Uses of Program Funds

Acceptable uses of funding include, but are not limited to:

- A. Event Sponsorship
- B. Community Art Exhibit
- C. Interior Enhancements
  - a. Construction or installation of interior partition walls, flooring and ceiling systems. All materials and labor for work performed in association with above-mentioned improvements
  - b. Renovation and repair costs that do not fall within the Grass Lake DDA Revitalization Program Renovation

### Limits On Assistance and Matching Requirement (excluding event sponsorships)

There shall be a limit of \$5,000 maximum grant awarded in a given year and there shall be a minimum matching financing requirement of 100 percent per project. In other words, matching funds must equal at least the amount of the funds provided by the program.

## Program Selection Criteria

- A. Funding does not apply to expenses incurred prior to application or payment of previous debt. Completion of the project should take less than twelve months after being approved for funding, barring any unforeseen circumstances
- B. All submittals become public once received by the DDA
- C. All recipient organizations must operate in an open and transparent manner with financial information made available for reasonable inspection upon request
- D. The DDA reserves the right to reject any and all applications and to waive minor irregularities in grant application
- E. DDA funding cannot be used to provide personal or relative financial benefit
- F. All activities must comply with the Village of Grass Lake ordinances and not break any laws

## Application and Funding Process

- A. Applicant submits completed application to the Village Office to the attention of the DDA Review Panel ("Review Panel")
- B. Applications will be accepted throughout the year
- C. Applications are due no later than the first week of a given month so they can be reviewed by the Review Panel with recommendations to the full DDA Board which meets on the 3rd Tuesday of each month at 4:30pm at the Village of Grass Lake Offices
- D. You may be asked to present your funding request to the DDA Board at a regularly scheduled DDA Board meeting

## Financial Assistance Checklist (for "Eligible uses of Program Funds" B and C )

- 1. Attach a narrative describing in detail how this project will benefit the DDA District and a description of your project or programming.
- 2. Attach a breakdown of the costs associated (estimates) with your project or programming. Please include the entire project or programming cost and the amount you are requesting. Note - applicants must pay a minimum of 50% of the cost of the eligible improvement prior to the Community Development Grant funding disbursement.

## Rights Reserved

The specific program guidelines detailed herein are subject to revision with the approval of the Village of Grass Lake DDA Board of Directors. The DDA and the Village of Grass Lake may discontinue this program at any time, subject to any prior agreements. **All grants are subject to DDA budget fund availability.**

Upon completion of the project or programming the DDA reserves the right to

- 1. Place a commemorative plaque on the building structure (in a location approved by the owner) to recognize the contribution of funding from the DDA.
- 2. Coordinate a ribbon cutting ceremony with the local Chamber of Commerce to highlight the completed improvements.

3. Include pictures and updates on the DDA website and/or other community media or social media as the project evolves.

For further information or questions, contact the DDA Chairman,  
Annie Lavergne @ [alavergne@grasslakeseniors.org](mailto:alavergne@grasslakeseniors.org) or (517) 522-8466