

# **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 time line:

- Processing requests will require two meetings of the DDA Board, the first meeting is to present a request, the second meeting is for the board to review the request and vote on it.
- Requests for funds must be made in person by the applicant.
- Forms and supporting information shall be received by the DDA at least 7-days prior to the first meeting, provide 10-copies, to be distributed in the board members packages for review prior to the meeting.
- If the DDA Board requests additional information from the applicant, the same shall be provided at least 7-days prior to the second meeting, provide 10-copies, to be distributed in the board members packages for review prior to the second meeting.
- If the request is approved, the Treasurer shall cut the check at the second meeting and provided to the applicant.
- The applicant shall provide paid receipts for all funds to the Treasurer within 60 days of disbursement of funds.

**ROMEIO 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: \_\_\_\_\_

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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 ROMEIO 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

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Reviewed By: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Budgeted Item: \_\_\_\_\_ Account: \_\_\_\_\_  
Approved: \_\_\_\_\_ Denied \_\_\_\_\_ (by Board Resolution or Motion)  
\_\_\_\_\_ Chairperson/Treasurer

NOTES: \_\_\_\_\_  
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