

DDA Special Event Sponsorship Funding Process

The Belleville Downtown Development Authority (DDA) will follow the process outlined below to review special event sponsorship funding requests. Those who wish to apply must follow these steps to ensure that a complete funding request is submitted for timely review and consideration.

- 1.** When applying for funding, the applicant(s) must complete and submit the **City of Belleville Downtown Development Authority Special Event Sponsorship Application**. ***Paper copies can be found at City Hall, 6 Main St, Belleville, MI 48111***
- 2.** Once an application is submitted, it will be reviewed by the DDA Director and applicants will be notified by email if their application is complete or additional information is required.
- 3.** The application will be reviewed first by the Finance Committee to determine if the requested funds are available.
- 4.** If funding is determined by the Finance Committee to be available, the applicant will be notified and a presentation to the DDA will be required at the next DDA meeting to describe the key details of the event.
- 5.** The DDA Board will consider the application at this meeting. A *yes* or *no* decision may be reached at this meeting, if no additional information is required.
- 6.** If approved, the applicant will be then notified via email with details of the funding distribution. Applicant must also attribute the Belleville Downtown Development Authority (DDA) as a "Proud Supporter of (the event)", comparable to the level of support agreed upon between the DDA and the applicant.

City of Belleville Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Organization Website: _____

Organization Agent/Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Event Details

Event Name: _____

Event Date(s): _____

Event Time(s): Start: _____ End: _____

Set-up Start time: _____

Event Location (Proposed location): _____

Event Type: (Check all that apply):

☐ Parade ☐ Concert ☐ Festival ☐ Car Show ☐ Open Air Market

☐ Athletic Event (run, walk, etc.) ☐ Other: _____

Event Focus/Purpose: **(Please be as detailed as possible)**

Event Description: **(Please be as detailed as possible)**

Event Impact to Downtown Belleville: **(Please be as detailed as possible)**

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before?

☐ Yes ☐ No

How will this event benefit Downtown Belleville, the DDA district and local businesses?

Are there any local business involved? ☐ Yes ☐ No **If yes, please list them below.**

Additional Event Details

Total expected number of participants: _____

Does your event require the use of any of the following? ☐ Yes ☐ No

If yes, check all that apply:

☐ Gazebo ☐ Horizon Park ☐ Victory Park ☐ Village Park ☐ 4th St Square
☐ 4th St Place ☐ Victory Station

Will any food be prepared, distributed, or sold at the event? ☐ Yes ☐ No

All food vendors must receive a permit approved by the Wayne County

**Environmental Health Department and the City of Belleville Fire Department
if propane is used**

Will any alcohol be served or sold at the event? ___ Yes ___ No

If yes, list all vendors of alcohol: _____

Is the event in the BORA-DORA district? ___ Yes ___ No ___ Partially in the BORA-DORA

Parking— Where do you anticipate attendees will park? _____

Will public lots be used? ___ Yes ___ No

Will private lots be used? ___ Yes ___ No

Do you have a plan for signage to direct attendees where to park? ___ Yes ___ No

Budget Summary

Total Cost of Event	\$	
Total Income Projected	\$	
DDA Funds Requested	\$	
List Names of Additional Funding Sources	Amount	Confirmed? (Yes or No)

Certification and Signature

I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Wayne County Environmental Health Department and City of Belleville/Belleville Fire Department
- b) This approval of this event may include additional requirements and/or limitations based of the DDA's review of the application
- c) Applicant must provide/present a recap of the event at a full DDA Board meeting

Applicant's Signature

Date

Printed Name of Applicant