**DDA Special Event Sponsorship Funding Process**

The Ypsilanti Downtown Development Authority (YDDA) 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 Ypsilanti Downtown Development Authority Special Event Sponsorship Application.**
2. Once an application is submitted, it will be reviewed by the Executive 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 Operations and Finance Committee and a brief presentation will be allowed at this meeting to describe the key details of the event. This presentation must not exceed 10 minutes with additional time allowed only for questions.
4. If recommended for approval, the applicant will be notified and the YDDA Board will consider the application at its next meeting. A yes or no decision must be reached at this meeting and no applicant is allowed to go through this process more than once per fiscal year. The applicant may not provide a presentation to the full board at this time but should be present to answer questions if needed.
5. The applicant will be notified via email of the outcome reached at the YDDA Board Meeting.

**City of Ypsilanti 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location (Proposed location): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type: (Check all that apply):

\_\_\_\_ Parade \_ \_\_\_ Concert \_\_\_\_ Festival

\_\_\_\_ Athletic Event (run, walk, etc.) \_\_\_\_Other:

Event Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**DDA Funding Details**

Has the applicant and/or organization received DDA funding for this event before? Yes or No \_\_\_\_\_\_\_\_\_

How will this event benefit the district and local businesses?

Are there any local business involved? **If yes, please list them below.**

**Additional Event Details**

Total number of participants: \_\_\_\_\_\_\_\_\_\_\_\_

Will the event require a pavilion and/or gazebo rental?

\_\_\_\_ Pavilion \_\_\_\_ Gazebo \_\_\_\_ Both \_\_\_\_ None

Will any food be prepared, distributed, or sold at the event? **All food vendors must receive a permit approved by the Washtenaw County Environmental Health Department and the City of Ypsilanti** \_\_ Yes \_\_ No

Will any alcohol be served or sold at the event and by whom?

**Parking**— Where do you anticipate attendees will park?

 Do you have a plan for signage to direct attendees where to park?

Will public lots be used? \_\_\_ Yes \_\_\_ No

Will private lots be used? \_\_\_ 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) |
|  |  |  |
|  |  |  |
|  |  |  |

**City Service & Equipment**

Certification and Signature: I understand and agree on behalf of the sponsoring organization that

1. All food vendors must receive a permit and be approved by the Washtenaw County Environmental Health Department and City of Ypsilanti
2. This approval of this event may include additional requirements and/or limitations based of the YDDA’s review of the application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date

Printed Name of Applicant