

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 DDA Grants 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 (July 1- June 30).
- 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

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: _____

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**)

If using City property for your event, have you reached out to the City and Facilities Events and Facilities Supervisor to reserve the space or notify them of your event?

Does this event be free and open to the public? If not, explain. _____

Is your audience local or regional? _____

DDA Funding Details

Has the applicant and/or organization received DDA funding for this event before? Yes or No _____ If yes, how much and what years? _____

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

Are there any DDA businesses involved? **If yes, please list them below.**

Additional Event Details

Total number of expected participants: _____

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

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

Will you provide additional bicycle parking or encourage alternative travel information for guests? ___ 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)

Budget breakdown of funds requested from the DDA.	Amount	Confirmed? (Yes or No)

If you run out of the space provided, please attach an extra sheet.

Please attach any relevant information or marketing for your event.

For street closure events:

1. Please provide completed City of Ypsilanti Street Closure application, and proof of City approval.
2. Has your event completed a petition of support from directly impacted residences and businesses? Yes _____ No _____
If yes, please attach petition to this application.

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 Washtenaw County Environmental Health Department and City of Ypsilanti
- b) This approval of this event may include additional requirements and/or limitations based of the YDDA's review of the application.
- c) The applicant will be required to secure insurance for the event.
- d) Applicant agrees to list the YDDA and its logo on all sponsorship/promotional materials, should funding be secured from this application.
- e) Sponsorship does not imply or grant approval or fee waivers from the City of Ypsilanti.

Applicant's Signature

Date

Printed Name of Applicant