

# Downtown Development Authority (DDA)



## DDA Application for Grant Funding

### Pre-Application Town Staff Contact:

Jeffrey Smith, Capital Projects Manager  
Town of Mt. Crested Butte  
911 Gothic Road, P.O. Box 5800, Mt. Crested Butte, CO 81225  
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Mt. Crested Butte, CO

# Downtown Development Authority (DDA) Request for Grant Funding

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## **Application Process:**

The following provides instructions for completing and submitting the application materials requesting Downtown Development Authority (DDA) grants. An application is required for each separate project request. Applicants are encouraged to contact the Town Staff prior to submitting the DDA Application Form.

## **Application Forms:**

The DDA Application includes the following items:

1. Application Form (Pages 2-3)
2. Application Attachment: DDA Grant Agreement (Page 4)
3. Application Instructions: DDA Grant Request Process and Reporting (Page 5)

Applicant is to submit the 2-page Application Form and a signed DDA Grant Agreement to the Town per the Application Instructions.

## **DDA Grant Projects:**

DDA grant funded projects include the development of public facilities and other improvements to public or private property, which in the opinion of the DDA, will aid and improve the downtown development area. DDA grant funded projects are intended to spur new development within the DDA district that would not otherwise occur without DDA assistance.

## **DDA Grant Funding Authority:**

Projects must be consistent with DDA priority goals and objectives, and deliver a clear public benefit. The DDA will evaluate proposed projects and financial assistance against the following DDA criteria:

1. Applicant's project is highly desirable, and
2. Applicant's project is consistent with the plans and objectives of the DDA, and
3. Applicant's project may not be otherwise economically viable without DDA funding



# DDA Grant Application Form

**APPLICANT:**

Applicant Full Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Business/Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT:**

Project Name: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

**PROJECT SPONSOR:**

Project Sponsor (Mark One):  Private Entity  Non-Profit

**DDA REQUEST:**

Total Project Cost: \$ \_\_\_\_\_

DDA Grant Funding Request Amount: \$ \_\_\_\_\_ % of Total

Applicant Requested Date for Receiving DDA Funding: \_\_\_\_\_, 20 \_\_\_\_\_

**DESCRIBE PROJECT – COMPLETE SEPERATELY FOR EACH PROJECT TYPE:**

Provide a detailed description of the project, including purpose, background, location, and improvements. Include or attach project documentation, including exhibits, drawings, project study/report findings. Please attach additional text and documents.

**DESCRIBE PROJECT PUBLIC BENEFIT – COMPLETE SEPERATELY FOR EACH PROJECT TYPE:**

Describe the project in terms of serving a public benefit. Please attach additional text and documents.

*End of Application Form*

# APPLICATION ATTACHMENT

## DDA Grant Agreement

The following terms and conditions apply to the Applicant receiving DDA funds.

1. DDA funds are not transferrable to other Applicant projects, nor are DDA funds transferable to other persons or entities, unless approved in writing by the Town.
2. The Applicant is responsible for obtaining all necessary permits and certifications prior to receiving DDA funds.
3. DDA funds are expected to be spent directly and promptly on the Applicant's project. DDA funds must be spent within the Project dates specified on the Application Form. If not spent during the specified Application Form, the Town Staff/DDA must be notified by the Applicant of the revised project dates and a schedule for spending DDA funds.
4. The Applicant must notify the Town Staff and discuss any project deviation between the Applicant's Application Form and the actual project and/or DDA funding.
5. If the Applicant does not honor the project intent or spirit of the Application, or if the Applicant's project fails to start or is not completed as reported by the Application Form, then the DDA may require a deferral, return, and/or reimbursement of either authorized and/or distributed DDA funds.
6. DDA funds are intended to be used for capital projects.
7. The Town has the right to request DDA project expense records from the Applicant, including purchase orders, invoices, receipts, and other forms of payment documentation. The Town reserves the right to audit the Applicant's project finances regarding the distribution and use of DDA funds.
8. If the Applicant fails to report or submit project information to the Town, as requested by the DDA in the time allotted, the Applicant is subject to DDA funds being discontinued and/or reimbursed to the DDA.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Town Official: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION INSTRUCTIONS

## DDA Grant Request Process and Reporting

**Step 1:** Applicant submits completed DDA Application Form electronically to:

Jeffrey Smith, Capital Projects Manager  
Town of Mt. Crested Butte  
911 Gothic Road, P.O. Box 5800, Mt. Crested Butte, CO 81225  
Mobile: (970) 596-5263 | Email: [jsmith@mtcb.colorado.gov](mailto:jsmith@mtcb.colorado.gov)

**Step 2:** Town Staff reviews Application Form for completeness. Town staff notifies Applicant, by phone and/or email, to request additional information or regarding application issues. Applicant revises Application Form as necessary. Town staff will notify DDA members of the Applicant's status and progress.

**Step 3:** Town Staff notifies Applicant of DDA required meeting appearance and presentation (DDA may request more than one Applicant meeting).

**Step 4:** Town Staff submits approved Application Form for DDA review.

**Step 5:** DDA makes the following grant recommendation/decision:

Outcome A: Applicant Application 'approved'  
Outcome B: Applicant Application 'approved with modification or conditions'  
Outcome C: Applicant Application is 'tabled' for further consideration  
Outcome D: Applicant Application 'not approved'

**Step 6:** Per Outcome A or B, the DDA approves the Grant Agreement, including any grant funding conditions or stipulations. Once the DDA Grant Agreement is executed, DDA grant funding can be awarded to the Applicant.

**Step 7:** Applicant shall update the Town Staff/DDA regarding the project status or completion on a monthly basis, through finalization of the project with DDA.

Note: Applicant attendance at DDA Meeting is mandatory.  
Note: Steps 3, 4 and 5 may be accomplished at DDA meeting.