



Jamestown Tourism



Interpretation Staffing Grant Guidelines

Mission Statement

The mission of Jamestown Tourism (JT) is to coordinate, promote and support tourism development and growth in the Jamestown and Stutsman County area.

The Purpose

To attract visitors to the Jamestown area and generate economic impact through strong and engaging visitor experiences, as funding for JT consists of a portion of the local lodging and restaurant tax. The purpose for the Interpretation Staffing grant is to create new interpretive experiences for visitors.

Overview

JT is driven to tell the Jamestown story. Jamestown Tourism believes in the engagement of visitors and community by providing opportunities to display the historic value of our past through interpretation. This grant process is intended to encourage agencies to create new interpretive experiences to promote history, foster education, and create visitor engagement.

JT will provide staff hours to develop a concept into a visitor experience to promote the history of this region, develop educational program and experiences and other concepts or ideas that will create stronger visitor engagement. Because research will be required to develop the story, Jamestown Tourism will reimburse each project up to 40 hours at a wage not to exceed \$15/hour.

The following grant application requires the applicant to identify the story and present a concept plan to research and develop that story. Successful outcomes include research related to historical figures influence, historical events, providing educational knowledge related to the features of the Jamestown region, and other cultural topics that will engage visitors.

Following the completion of this grant, the agency will have the opportunity to apply for funds to design, develop and install interpretive mediums based on the plan presented.

Amount Requested _____

Name of Organization Applying _____

Organization Address _____

City _____ State _____ Zip Code _____ Phone _____

Project Contact _____ Project Contact Phone _____

Project Contact Email _____

State Tax ID/Nonprofit # _____

Please list other major sources of funding for this project and the amount you anticipate receiving from each.

Source: _____ Amount: _____ Source: _____ Amount: _____

Letter of Agreement

I hereby certify that our organization, if awarded a grant, agrees to the terms and conditions set forth in Jamestown Tourism (JT) Grant Fund Request Guidelines. All information provided to the JT will be true and accurate at the time of the request. We have designated a "Program Contact" and indicated his/her name on page one of this application. We agree that all monies received from a successful grant application will be used by our organization as proposed within twelve months of grant notification.

Our organization shall hold harmless JT, its staff and Board of Directors for any losses incurred as a result of any legal action brought in connection with the use of the grant funds or in connection with any matter related to the grant process.



Signature of Chief Executive of Organization

Signature of Designated Project Contact

Date _____

In addition to the application, please submit the following:

1. Total Number of Research Hours Requested: _____ @ \$15 per hour = _____
2. What will be interpreted and what is the historical and cultural significance in relation to your organizations mission? Be specific – general requests will not be considered.
3. What are your projects goals and objectives and how will they support the mission of Jamestown Tourism?
4. Identify the time period and how will this relate to the mission of the organization?
5. How the research for the project be approached? What resources will you use?
6. Please define how the research hours will be spent (ie interviews, discovery, research)?
7. Where are the artifacts located for the project? Where will the work ultimately be displayed?
8. What medium for interpretation are you anticipating to utilize and what will be needed for installation? (digital display, print, kiosk, video, etc)
9. Will there be a need for long term maintenance, and if so, what are the agency's plans?
10. Define the outcomes for visitors with this project? How will you measure each outcome?
11. Jamestown Tourism is in support of agencies efforts to monetize "experiences" in order to supplement revenues for the agency sponsoring the project. Will this effort create new revenue, and if so how?

 Jamestown Tourism 

Interpretation Staffing Grant Guidelines Scoring Sheet

The following will be used by the review board to determine the strength of each questions response. APPLICANTS SHOULD NOT FILL OUT THE FOLLOWING. The scoring sheet is provided so the applicant can better understand the interests of Jamestown Tourism.

Using the suggested measurements for each questions, please rate the following application questions on a scale of one to five where one is Significantly Does Not Meet Expectations, two Does Not Meet Expectation, three is Neutral, Four is Meets Expectations, five is Significantly Meets Expectations.

1. Total Number of Research Hours Requested:

1 2 3 4 5

did the applicant fill it out, is it in line with the guidelines

notes:

2. What will be interpreted and what is the historical and cultural significance in relation to your organizations mission? Be specific – general requests will not be considered?

1 2 3 4 5

does the applicant provide ample detail for the nature of the request, do they relate the request to the mission of JT, does the request have a defined and understandable component

notes:

3. What are your projects goals and objectives and how will they support the mission of Jamestown Tourism?

1 2 3 4 5

are the goals and objectives defined, has the applicant fully explored the capacity for the projects impact, do they relate to tourism

notes:

4. Identify the time period and how will this relate to the mission of the organization?

1 2 3 4 5

does the application use a time period, does the applicant define the relationship to its mission and how does it fit into the organizations current efforts

notes:

5. How will you approach for the research for this project? What resources will you use?

1 2 3 4 5

are they suggesting a diversity of resources, are there experts being identified, have they considered resources that are trustworthy and reputable

notes:

6. Please define how the research hours will be spent (ie interviews, discovery, research)?

1 2 3 4 5

how does this funding inspire the agency and the potential of the this and future projects, are there collaborations related to the resources being considered, does the applicant provide a sense of how time will be spent researching this project

notes:

7. Where are the artifacts located for the project? Where will the work research ultimately be displayed?

1 2 3 4 5

is there an overall vision for the outcome of the project, does it make a logical connect to the location, how does it fit into the mission and time period identified, how has the applicant considered the location

notes:

8. What medium for interpretation are you anticipating to utilize and what will be needed for installation? (digital display, print, kiosk, video, etc)

1 2 3 4 5

is there an overall vision for the outcome of the project, does the applicant communicate a strong understanding for the possibility of the interpretation medium, does it appear to be cost effective, how are the costs for operation addressed

notes:

9. Will there be a need for long term maintenance, and if so, what are the agency's plans?

1 **2** **3** **4** **5**

has the concept for interpretation taken into consideration replacement costs and funds available for maintenance, who will oversee these needs, what will be the determination to ensure the exhibit is maintained, high tech solutions should be reviewed thoughtfully as they will be costly and difficult to maintain

notes:

10. What will be the visitor outcome for the final exhibit or project? How will the agency measure each outcome?

1 **2** **3** **4** **5**

does the applicant define the visitor and have they defined the "outcomes" (ie learn more about art, tell their friends about agriculture, leave with a stronger understanding of settlement) does the applicant have the visitor experience in mind, are they able to address the core factors for how time spent can influence the economic variables of tourism

notes:

11. Jamestown Tourism is in support of agencies efforts to monetize "experiences" in order to supplement revenues for the agency sponsoring the project. Will this effort create new revenue, and if so how?

Jamestown Tourism encourages these efforts, but because not all efforts create an opportunity to monetize the experience, the board will not place a score for this question.

notes:

Score _____ out of 50
Minimum Score for Consideration: 35

Action for Application:

Accept Revise and Resubmit Rejection
notes: