



# Jamestown Tourism

## 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 visitor experiences, as funding for JT consists of a portion of the local lodging and restaurant tax.

The Jamestown Tourism Grant Advisory Board is interested in funding projects that enhance the impact of the tourism industry in our city and county. New projects and events which bring overnight visitors to stay in our lodging facilities will be given top priority when awarding grant funds.

### **Eligible Recipients:**

Any agency whose work influences the businesses of Jamestown and meets the mission of Tourism.

### **Eligible Projects:**

**Staff Funding:** The employment of seasonal/part-time staff for the purpose of hospitality and outstanding customer service at venues in Jamestown and the county.

### **Project Requirements:**

1. Only completed applications will be considered and should include the required information as outlined on the Application Form.
2. The project receiving JT Grant Funds must be located within Stutsman County.
3. JT Grant Funds may not be used for any project designed to give personal or political gain to any organization or individual.
4. Applicants will assist with obtaining counts for JT to measure grant dollar's influence on economic impact.
5. All materials used for marketing the project must acknowledge Jamestown Tourism and where applicable contain the following phrase: "This event/project is fully/partially funded through a grant from Jamestown Tourism."
6. Applicants will be required to make a brief presentation to the JT to explain their need and answer and questions or concerns.
7. New applicants must apply 90 days before the start date of the project/event and 30 days before advertising begins.

### How to Apply:

The Jamestown Tourism Grant Advisory Board shall review applications on a monthly basis. Appointments are required.

Jamestown Tourism Executive Director, 701-251-9145, [office@DiscoverJamestownND.com](mailto:office@DiscoverJamestownND.com)

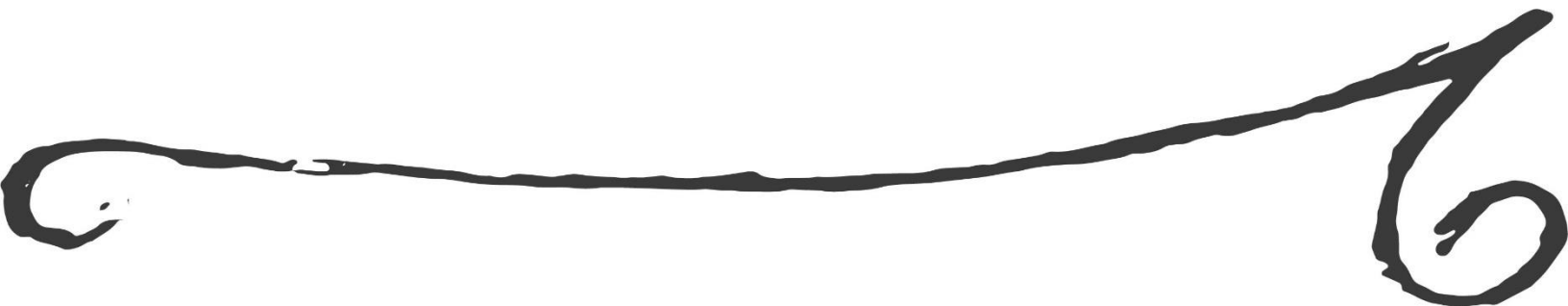
### Jamestown Tourism Disclaimer:

JT reserves the right to deny grant requests to organizations scheduling an event during an already over-booked time slot. Many events are scheduled up to three years in advance and groups are encouraged to work closely with JT personnel and Civic Center staff to avoid any conflicts.

The Grant Board reserves the right to consider special grant requests.

Applicants should be aware that JT is funded by tax dollars and is subject to public record. All grant applications and required paperwork will become public record.

JT does not provide insurance coverage for any project.





# Jamestown Tourism Grant Request Form Staff Funding

Name of Organization Applying \_\_\_\_\_

Amount Requested \_\_\_\_\_

Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

President/Director Contact \_\_\_\_\_ President/Director Phone \_\_\_\_\_

President/Director Email \_\_\_\_\_

State Tax ID/Nonprofit # \_\_\_\_\_

Date(s) of Request: \_\_\_\_\_ Location of Request: \_\_\_\_\_

Please list other major sources of funding for this program/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 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 the 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 Contact

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**In addition to the application, please submit the following:**

1. Realistic and Detailed Overall Budget for Organization
2. Job Descriptions for requested positions (if available)
3. How many employees will you hire?
4. How many employees will be full time and how many will be part time?
5. How much do you anticipate each employee's wage will be?

**Be prepared to answer the following questions during your project presentation:**

1. What is your sustainability plan: How will you fund the project if this grant funding becomes unavailable in the future?

**Only completed applications will be considered and should include the required information as outlined on this Application Form.**

**Please return this application to:**

Jamestown Tourism  
PO Box 917  
Jamestown, ND 58402

Email: [office@DiscoverJamestownND.com](mailto:office@DiscoverJamestownND.com)

Phone: 701-251-9145

