



Jamestown Visitor Promotion Capital Construction Fund Grant Application Guidelines

Capital Construction Grants

The City of Jamestown and Jamestown Tourism are interested in participating in projects involving costs related to capital construction that will have a demonstrable and positive effect on the community's economy. Any such projects must be in an area directly related to tourism. In general, the guiding philosophy of this grant program is to assist projects that:

1. Seek to create new economic benefits through tourism that will encourage overnight stays.
2. Seek to address needs that are currently being unmet.
3. Seek to create facilities that do not currently exist in the Jamestown area.
4. Seek to create experiences that will enhance the time visitors spend in Jamestown.

Grant Guidelines

1. Groups applying must be legally incorporated non-profit organizations. No individuals may be awarded grants.
2. All requests must be for capital construction related to tourism. Capital construction costs are defined as the purchase, equipping, maintenance, construction, repair, or acquisition of buildings or property consistent with visitor attraction. Strong consideration will be given to projects that enhance the experience of the visitor.
3. Projects will be considered based on their potential to affect the local tourism industry; that is, the potential to attract and/or retain visitors and events to Jamestown. Organizations requesting funds will be asked to demonstrate the potential economic impact on tourism.

4. Jamestown Tourism reserves the right to approve or reject requests and to ask for further clarification of the project by the requesting organization.
5. Jamestown Tourism requests that organizations receiving funds from this program agree to give Jamestown Tourism recognition proportionate with the level of the grant.
6. The Board of Directors of Jamestown Tourism will make all decisions regarding the grant request.
7. Grant requests must be made in writing and must be received at the Jamestown Tourism office.
8. Grant funds will be available for one year following the approval, after which funds will be returned to the Capital Construction Fund.
9. Jamestown Tourism President will decide, as he/she deems appropriate, a meeting at which the Board will hear individual requests, and may, in his/her discretion, ask for an appearance by the requesting organizations representatives to elaborate on their request and answer any questions that the Board may have. These meetings will take place twice per year order to effectively manage the number of applicants and the timing of the proposed projects. Application deadlines for these processes will be October 1st and March 1st of each year.
10. It is the expectation of Jamestown Tourism and the City of Jamestown that the organization responsible for the project will pursue the appropriate county and city permits as required. Non-compliance with these guidelines may result in denial of future consideration.
11. Upon completion, the Jamestown Tourism Board of Directors requires financial accounting for the project and a project completion narrative within 30 days. Funds are available on a reimbursement basis. Agencies will submit proof of payment and details related to that payment to Jamestown Tourism. Approved documents will be forwarded onto City of Jamestown for reimbursement.

Jamestown Capital Construction Fund

Application for Funds

Organizations wishing to apply for funds available through this program will submit the following to Jamestown Tourism:

1. Name and description of the project.
2. Project leader(s) with contact information and a list of officers/directors for the sponsoring organization(s).
3. Proof of non-profit status.
4. Financial Documentation
 - a. For established organizations - annual financial statements for the last 2 fiscal years.
 - b. For new organizations – projected financial cash flow statements along with the organizations business plan.
5. Purpose of the project:
 - a. What will it accomplish?
 - b. What will be created that doesn't already exist?
 - c. How does it directly relate to tourism?
 - d. What is the economic benefit to the community?
 - e. What is the project's timeline?
 - f. What is the budget for this project?
 - g. When will these funds be needed?
6. Purpose and Use of Capital Construction funds:
 - a. What is the amount requested?
 - b. How will requested funds be used?
 - c. What are the other funds and funding sources for this project?
 - d. Define the organization contributions and commitment (financial, in kind and/or volunteer time) for the project? Are there any additional factors that should be brought into consideration?