



Jamestown Tourism

Grant Opportunity 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:

Capital Construction: Capital costs associated with the acquisition, restoration, or enhancement of existing historic buildings and sites or the construction or expansion of new and existing buildings or sites. Projects must show an enhancement to tourism experiences and opportunities.

Feasibility Study: The development and implementation of a feasibility study designed to increase tourism or membership to a site or event.

Development of Marketing Materials: The development of materials, which aid visitors to better understand, appreciate or interpret their Jamestown area experience. This excludes program books and information to be distributed during the event, once it is taking place.

Unique Exhibits/Programs: Unique exhibits and/or educational programs at museums, historical locations and attractions that would be of interest to visitors. The sponsoring organization must demonstrate that the program and marketing plan are designed to reach outside the local constituency.

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. JT Grant Funds will NOT be awarded to a project that is completed.
5. Applicants will assist with obtaining counts for JT to measure grant dollar's influence on economic impact.
6. 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."
7. Applicants will be required to make a brief presentation to the JT to explain their need and answer and questions or concerns.



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

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

Capital Construction, Feasibility Study,
Development of Marketing Materials,
Unique Exhibit Development

Please indicate which eligible project best describes your request (choose one):

- Capital Construction
- Development of Materials
- Feasibility Study
- Unique Exhibit Development

Name of Organization Applying _____

Amount Requested _____

Organization Address _____

City _____ State _____ Zip Code _____

Phone _____

Project Contact _____ Project Contact Phone _____

Project Contact Email _____

State Tax ID/Nonprofit # _____

Name and description of project for which you are requesting funds: _____

Date(s) of Project: _____ Location of Project: _____

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

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

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 the 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 Project Contact

Date _____

In addition to the application, please submit the following:

1. Realistic and Detailed Budget document
2. For requests of \$10,000 please include a copy of the organization's Budget, Profit and Loss Statement, or any other appropriate financial statements.
3. For Capital Construction Projects, submit two bids for the project.

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?
2. Give some examples demonstrating cooperation and partnerships with other organizations/agencies/businesses and the sharing of resources.
3. How will your project enhance visitor experiences?
4. How will this project create economic impact within the Jamestown area?

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

Phone: 701-251-9145