

# City Promotional Capital Construction Grant Guidelines



Grants will be awarded twice each year in March and October.

Application deadlines will be March 1st and October 1st of each year.



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.

**How to Apply:**

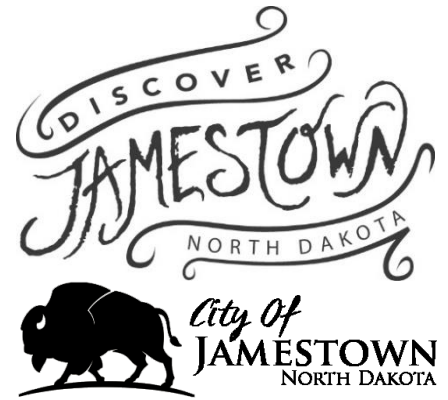
The Jamestown Tourism Grant Advisory Board shall review applications on a bi-yearly basis. Appointments are required.

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

**Application deadlines will be March 1st and October 1st of each year.**

# City Promotional Capital Construction Grant Request Form

These funds are awarded twice each year in March and October.  
Application deadlines will be March 1st and October 1st of each year.



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

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

Project Contact \_\_\_\_\_ Project Contact Phone \_\_\_\_\_

Project Contact Email \_\_\_\_\_

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

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

1. Realistic and detailed budget for the last 2 fiscal years. For new organizations, provide projected cash flow statements along with the organization's business plan.
2. Project budget and use of funds.
3. Project plan, renderings, and any other helpful elements for this application.
4. List of officers/directors for the sponsoring organization(s).
5. Purpose of the project:
  - a. What will it accomplish, what will be created that doesn't already exist?
  - b. How does it directly relate to tourism?
  - c. What is the economic benefit to the community?
  - d. What is the project timeline? When will these funds be needed?
6. Purpose and Use of Capital Construction Funds:
  - a. What are the other funds and funding sources for this project?
  - b. 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?

## 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 \_\_\_\_\_

### **Jamestown Tourism Disclaimer:**

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.

**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

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