

Jamestown Tourism

Event Marketing Grant for Annual Events

The Purpose

To attract visitors to the Jamestown area and generate economic impact through visitor experiences.

The Jamestown Tourism Grant Exec Committee 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 Events:

Any event that has received grant dollars in the past and is in good standing with Jamestown Tourism.

Non-Eligible Events:

Events that are applying for the first time or have not requested funds in the previous two years should use the New or Enhanced Event grant application.

Events intending to request additional funds for new partnerships and/or new added event elements are encouraged to use the New or Enhanced Event grant application.

Events that are competitive in nature are encouraged to use the Tournaments, Competitors Event grant application.



Process:

Organizations should fill out the Intent to Apply application below.

At the October or November Grant Exec Board meetings, the Jamestown Tourism Grant Exec Board will review the Event Reports from the previous year.

Agencies will be allowed to request additional marketing grant funds. Applicants should present a budget with changes and projected costs for the upcoming years proposed marketing plan.

Future Funding Requests:

Applicants who have followed the outlined process and complete the Grant Completion Report will be considered in future years. Funding will be measured on the organizations ability to influence the businesses of Jamestown. When applying for new or additional funds, previous applicants are encouraged to consider new partnerships, marketing that will invite new markets, and new added event elements.

Project Requirements:

1. Only completed applications will be considered.
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 has already taken place.

5. Applicants will assist with obtaining counts for JT to measure grant dollar's influence on economic impact. Detailed counts should be gathered when available. Examples include obtaining zip code counts at the door, photographs of the event, or a prize drawing to calculate the number of people in attendance.
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. Funds are available on a reimbursement basis. Organizations will be asked to provide documentation to prove funds were spent, and how those funds were spent for the purposes as defined in this grant request.
8. Jamestown Tourism encourages collaboration and communication. Please consult resources including JamestownCalendar.com, the Jamestown Tourism Office, the Civic Center and the University of Jamestown. Priority will be given to agencies working together to create bigger and wider community experiences.
9. Applicants should place events on JamestownCalendar.com. In instances where changes are time sensitive, location changes, cancelations, or adjustments to schedule, should be made to the online calendar and posted to facebook.com/Jamestown.ND, the Jamestown Tourism Facebook page.
10. Final Report forms are available at DiscoverJamestownND.com. Future year grants decisions will be influenced by these reports.
11. Applicants must apply 90 days before the start date of the project/event and 30 days before advertising begins.

How to Apply:

The Jamestown Executive Grant Committee reviews applications on a monthly basis. Applicants will be asked to present their request in person.

Submit completed applications to Jamestown Tourism Executive Director, 701-251-9145, office@DiscoverJamestownND.com

Jamestown Tourism Disclaimer:

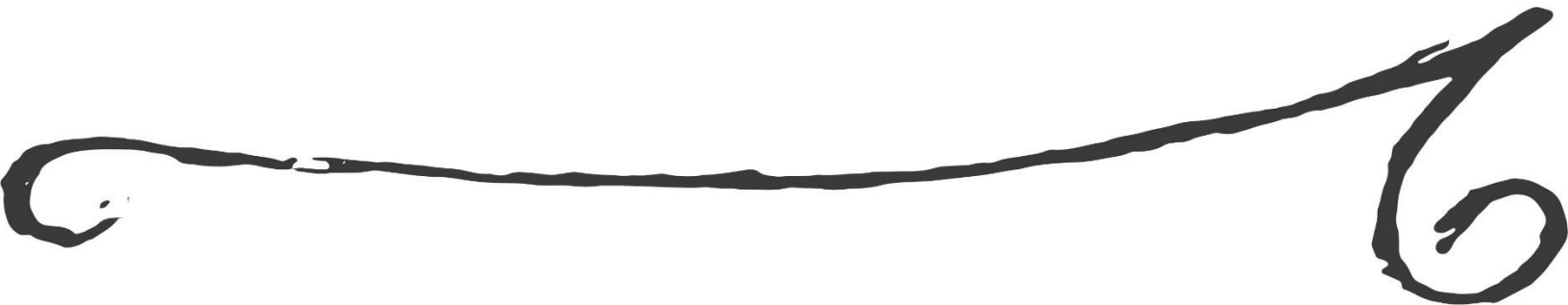
JT reserves the right to approve or deny grant requests.

The Grant Committee 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.

JT reserves the right to review applicants and place their funding on a declining/self-sufficiency scale.





Jamestown Tourism Grant Request Form Annual Event Intent to Apply

Name of Organization Applying _____

State Tax ID/Nonprofit # _____

Event Name _____ Event Date _____

Amount Requested _____

Organization Address _____

City _____ State _____ Zip Code _____

Project Contact _____ Project Contact Phone _____

Project Contact Email _____

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

Requesting additional marketing funds from previous year? yes no

If yes, please attach a new marketing plan and budget.

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

Source: _____ Value: _____ Source: _____ Value: _____

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 _____

Please return this application to:

Jamestown Tourism, PO Box 917, Jamestown ND 58401 office@DiscoverJamestownND.com 701-251-9145