



Jamestown Tourism Grant Request Form

Discover Jamestown

Name of Organization Applying _____

Organization Address _____

City _____ State _____ Zip Code _____ Phone _____

Project Contact _____ Project Contact Phone _____

Project Contact Email _____ State Tax ID/Nonprofit # _____

Amount Requested:	
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FILL IN YOUR GRANT TYPE SECTION ONLY

Capital Construction/Deferred Maintenance/Feasibility Study

Name and Location of Project _____

Description of Work _____

How will this project enhance or improve the visitor experience? _____

Does this project have other monetary or in-kind support/partnership? Yes No

Estimated number of visitors to your site: 100-500 501-1,000 1,001-5,000 5,000 +

Unique Exhibits/Programs

Name and Location of Project _____

Description of Exhibit or Program _____

How will this project enhance the visitor experience? _____

How long will this program/exhibit extend a visitors stay? 30 minutes – 1 hour 1-4 hours 4+ hours

Does this project have other monetary or in-kind support/partnership? Yes No

Estimated number of visitors to your site: 100-500 501-1,000 1,001-5,000 5,000 +

Events & Event Enhancements

Name and Location of Event _____ Event Date(s) _____

Description of Event Enhancement _____

What gap is this filling for your event? _____

Does your event last multiple days? [] Yes [] No

Do you advertise outside Stutsman County? [] Yes [] No

How many visitors does your event draw? [] 100-500 [] 501-1,000 [] 1,000+

Attendee Demographics consists mainly of: Family groups [] Couples/Singles [] Large Groups []

How long do you anticipate to run this event/use this enhancement? [] 1-3 years [] 3-5 years [] 5+ years

Sustainability: How will you maintain the event/enhancement for years to come? _____

Submit the following with your grant application:

Project Budget []

Bids and/or Quotes []

Requests of \$10,000 need to include a copy of the organization’s Budget, Profit and Loss Statement, and any other appropriate financial statements. []

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 because 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 _____ Date _____

Signature of designated Project Contact _____

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 or allison@DiscoverJamestownND.com

Jamestown Tourism's

Discover Jamestown Grant Guidelines

Mission Statement

The mission of Jamestown Tourism (JT) promotes, supports, and develops tourism growth in Jamestown, ND and the surrounding areas.

The Purpose

The Jamestown Tourism Grant Advisory Board is interested in funding projects that enhance the impact of the tourism industry in our city and county. Especially projects that generate economic impact in Jamestown.

Eligible Projects:

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.

Events & Event Enhancements: New or growing events can apply for support, for up to three years. Events can request dollars for new features or equipment adding to the experience for years to come. Items must fill a gap in the current event structure/program.

Capital Construction/Deferred Maintenance/Feasibility Study: 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 or the development of a study in regard to tourism. Projects must show an enhancement to tourism experiences and opportunities.



Eligible Recipients:

Any agency whose work influences the businesses of Jamestown and meets the mission of Tourism. Applicants must be legally incorporated or non-profit organizations. No individual may be awarded a grant.

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. Recognition commensurate with the award amount is required.
7. Applicants will be required to make a brief presentation to the JT to explain their need and answer questions or concerns.

How to Apply:

The Jamestown Tourism Grant Advisory Board shall review applications at their monthly board meetings (the 4th Monday). Submit applications by the second Friday of the month for review at that month's board meeting.

Jamestown Tourism Disclaimer:

JT reserves the right to approve or reject grant requests and to ask organizations for further clarification. The Jamestown Tourism Board will make all decisions regarding funds. Applicants are not guaranteed funding, the board may decide to award partial amounts if any at all.

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.