

Jamestown Buffalo City Tourism Foundation (BCTF) Grant Fund Request Guidelines



Buffalo City Tourism Mission Statement

The mission of the Buffalo City Tourism Foundation (BCTF) is to coordinate, promote and support tourism development and growth in the Jamestown and Stutsman County area.

The Purpose

It is agreed by the Jamestown City Council, Stutsman County Commission and the Jamestown Stutsman Development Corporation (JSDC) that tourism is a valuable economic asset. Funding for this Foundation consists of the local lodging tax and a portion of the restaurant tax. Operational expenses are granted on a contract basis through JSDC.

The BCTF 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 in overnight visitors to stay in our lodging facilities will be given top priority when awarding grant funds.

Eligible Recipients

1. Non-profit organizations
2. Municipal governments

Eligible Activities

1. 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, structures or sites. Projects could include the installation or upgrade of basic infrastructure such as kitchens, bathrooms, lighting, paving or landscaping, if these projects can be shown to enhance tourism experiences and opportunities.
2. Festivals, performances or other special events that will attract tourists from outside Jamestown.
 - 30% of funds granted for this type of activity must be dedicated to advertising. Grant recipients are strongly encouraged to target advertising at least 50 miles outside Jamestown to draw tourists to the area.
 - Special consideration will be given to festivals, performances or other special events scheduled November through March.
3. Unique exhibits and/or educational programs at museums, historical locations and attractions that would be of interest to tourists. The sponsoring organization must demonstrate that the program and marketing plan are designed to reach outside the county, as well as a local constituency.
 - 30% of funds granted for this type of activity must be dedicated to advertising. Grant recipients are strongly encouraged to target advertising at least 50 miles outside Jamestown to draw tourists to the area.
 - Special consideration will be given to festivals, performances or other special events scheduled November through March.

4. The development and implementation of a feasibility study designed to increase tourism or membership to a site, an event or a series of events.
5. The development of materials (printed, radio, tv, video or web-based) 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.
6. The employment of seasonal/part-time staff for the purpose of hospitality and outstanding customer service at venues in Jamestown and the county.

Matching Requirements

Special consideration will be given to grant seekers who have secured matching funds. “In-kind” will not be considered as part of matching funds.

Grant Application Process

The BCTF Grant Advisory Board shall review applications on a monthly basis. Appointments are required.

BCTF Executive Director
Telephone: 251-9145
Email: director@tourjamestown.com

Applicants must apply well before the date of the event or program. Applicants must apply 90 days before the start date of the project/event and 30 days before advertising begins. Applicants will be required to make a brief presentation to the BCTF to explain their need and answer any questions or concerns.

Requirements and Special Instructions

1. The activity, site or project receiving BCTF Grant Funds must be located within Stutsman County.
2. BCTF Grant Funds may not be used for any project designed to give personal or political gain to any organization or individual.
3. BCTF Grant Funds will NOT be awarded for a project/event that has already been started or completed. Fund raisers, t-shirts, promotional give-aways will not be funded.
4. Grant Fund Request applications MUST include all required information as outlined on the checklist.
5. All funding recommendations will be contingent upon the project/event occurring within the submitted time line on the Grant Fund Request Form.
6. All printed materials, collateral materials, advertising, banner, sign, tag lines must contain the following phrase: “This event/project is fully (partially) funded through a grant from the Buffalo City Tourism Foundation.”
7. Applicants must list a designated “Program Director” on the Grant Application.
8. A Report Form, provided by BCTF, with details of your event/program is due within 45 days after the completion of the event.

BCTF Disclaimer

BCTF 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 BCTF 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 BCTF is funded by tax dollars and is subject to public record. All grant applications and required paperwork will become public record.

BCTF does not provide insurance coverage for any event, program, festival, etc.

Jan 2011

Checklist

BCTF Grant Fund Requests MUST include the following information:

- BcbdfcZhi-FG
- Signed letter of agreement designating a program director responsible for the implementation of the grant proceeds and binding the organization to the terms and conditions set forth in these guidelines.
- Recent financial statement
 - Any organization submitting a request for \$10,000 or more is also required to submit a copy of its IRS 990 form for the last two fiscal years and a copy of their most recent Assets and Liabilities statement.
- Detail outlining the marketing strategy
- Realistic and detailed budget
- Indicate what your evaluation process will be. How will you determine number of out of town visitors? How will you measure impact?
- Sustainability Plan—How will you fund the project if this grant funding becomes unavailable in the future
- Demonstrate cooperation and formations of partnerships with other organizations/agencies/businesses and the sharing of resources.

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Jamestown Buffalo City Tourism Foundation (BCTF) Grant Fund Request Form



Name of Organization Applying _____

Purpose of Grant _____

Amount Requested _____

Organization Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Program Director _____ Program Director Phone _____

Program Director Email _____

Letter of Agreement

I hereby certify that our organization, if awarded a grant, agrees to the terms and conditions set forth in the Jamestown Buffalo City Tourism Foundation (BCTF) Grant Fund Request Guidelines. All information provided to the BCTF will be true and accurate at the time of the request.

We have designated a "Program Director" 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 BCTF, 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.

Name of Chief Executive of Organization _____

Signature of Chief Executive of Organization _____

(By typing your name and checking the box, you are providing your signature to this form)

Signature of designated Program Director _____

(By typing your name and checking the box, you are providing your signature to this form)

Date _____

Nonprofit =FC# _____

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

Capital costs

Special exhibits and/or educational programs

Feasibility study

Festivals, performances or other special events

Development of materials

Employment of seasonal/part-time staff

Is this your first request for BCTF Grant Funds? _____ YES _____ NO

If no, indicate dates of previous requests

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: _____

Total Cost of Program: _____

Date(s) of Program: _____

Please include any additional information that the BCTF Grant Advisory Board may find helpful while reviewing this request:

Please return to:
Buffalo City Tourism Foundation
PO Box 917
Jamestown, ND 58402-0917



director@tourjamestown.com
Phone: 701-251-9145
Fax: 701-251-9146