

LODGING TAX FACILITIES GRANT PROGRAM

APPLICATION FOR 2011 FUNDING

A Word version of this application is available at
[http://www.sanjuanco.com/Administration/docs/LTAC Facilities Application.doc](http://www.sanjuanco.com/Administration/docs/LTAC_Facilities_Application.doc)

1. Project Name: _____

2. Amount of Funding Requested from the San Juan County Lodging Tax \$ _____

What percentage of your total project budget does your request for County funds represent? _____ %

3. Type of Program to be Funded:

- Tourism Facilities Capital Program
 - Construction
 - Improvement
 - Renovation
- Tourism Event or Festival Matching Grant
- Tourism Facility Operations Matching Grant
- Tourism Goal Accomplishment through Special Investments

4. Name and Address of Applicant (Organization):

Organization or Festival web site address: _____

Agency Tax ID Number: _____

Form of Organization (Non-profit, etc): _____

5. Contact Person

Name: _____

Telephone: _____ Fax: _____

E-mail address: _____

1. Project Description 200 word limit

2. PROJECT ELIGIBILITY / SCOPE OF WORK

Please refer to the "Areas of Emphasis" section on page 3 of the RFP

In the space below, provide a concise summary of your project proposal. Specifically define your project and the tourism segment it will target. Keep in mind that your target audience relative to these funds is outside San Juan County. *350 word limit*

Tourism improvement during "off season":

Tourism that typifies the "best of the San Juans":

Key community assets / Special events or festivals / Meetings or retreats:

Innovative opportunities:

Improving the tourist/islander relationship through: Visitor education; Community involvement; Coordinated transportation and trail linkages including streetscapes and signage

Promote coordination and cooperation in tourism activities:

Projects that demonstrate countywide benefit:

4. RESOURCES AVAILABLE FOR THE EVENT

Identify other community capital and labor sources available that will ensure you projects success: *(150 word limit)*

- a. Is Lodging Tax funding critical to the success of the event?
- b. What other funding will be applied to the project?
- c. How will your event leverage capital and labor?

5. MEETS COMMUNITY OBJECTIVES

Explain how your proposal meets broader community objectives including: *(150 word limit)*

- a. How it meets the goals and criteria identified in this RFP or other community plan (i.e. trails plan);
- b. How it furthers the success of and coordinates with other scheduled community events, facilities, community promotion and marketing efforts; and
- c. Whether your event is open to the general public.

7. PROJECT BUDGET

Please detail the budget for your project in the table below or attach your project budget. Please delineate specifically how county grant funds will be spent, including the types of advertising and promotional materials, the vendors utilized, and the locations/venues where the advertising will be displayed.

BUDGET SHEET

Project Name: _____

BUDGET ITEM	TOTAL ESTIMATED COST	COUNTY FUNDED PORTION
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
10.	\$	\$
11.	\$	\$
12.	\$	\$
TOTAL	\$	\$

8. CASH FLOW REQUIREMENTS (3 points)

Please indicate, month by month, when you anticipate applying for fund reimbursement; **show only County funding on this worksheet.**

MONTH	FUNDS NEEDED
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

9. TIME LINE (3 points)

Use the chart below to break out your project into its major steps, showing when each will be accomplished and specifying the responsible party.

MONTH	TASK ITEM and RESPONSIBLE PARTY
JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

10. REQUIRED ATTACHMENTS (4 points)

Please attach the following information to your application. **ALL APPLICANTS MUST INCLUDE A COPY OF THE PERFORMANCE MEASURE PLAN AND/OR SURVEY AND SURVEY PLAN PER QUESTION #3F OF THIS APPLICATION:**

NON-PROFITS

- A. Copy of state certificate of non-profit incorporation and/or federal copy of 501 (c) (3), (4), or (6) letter
- B. Copy of articles of incorporation
- C. Copy of most recent proposed and approved budget of the organization
- D. Copy of meeting minutes showing official approval of project and authorization of application OR a signed resolution of the board of directors authorizing the application
- E. List of members of the board of directors

PUBLIC AGENCIES

- A. Copy of meeting minutes approving the project and authorization of application or a letter/resolution indicating official approval of project and application
- B. Copy of most recent proposed and approved budgets of the organizations involved

COOPERATIVE PROJECTS

- A. Reasons for the benefits of cooperation approach
- B. List of co-sponsors by title and type
- C. Project responsibilities for each individual co-sponsor
- D. Copy of most recent proposed and approved budget