

Clinton County Planning Department
232 East Main Street, Third Floor
Lock Haven, PA 17745
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PLANNING STAFF

Director: Katherine M. de Silva
Grants Administrator: Leah Mothersbaugh
Community Planner: Gregory T. Smith

March 15, 2018

To: Clinton County Tourism/Recreation Partners

From: Katie de Silva, Director
Clinton County Planning Department

Re: Clinton County Tourism/Recreation Grant Application

The Clinton County Commissioners, in conjunction with the Clinton County Economic Partnership's Tourist Promotion Agency and the County Planning Department, are accepting applications for the 2018 Tourism/Recreation Grant program. Enclosed please find the 2018 application form and grant guidelines.

The Tourism/Recreation Grant program allows the County to solicit proposals and support local events and projects based on funds generated through the County Hotel Tax. In general, the grant funds are intended for use as promotional funds and start-up money for activities that: promote or enhance tourism and recreational opportunities within our county, promote increased overnight visitor stays in the county, and benefit Clinton County as well as the broader geographic region known as the PA Wilds.

Applications for the Tourism/Recreation grants are reviewed by a committee and awards are announced annually by the Tourist Promotion Agency and County Commissioners. The awards are for the current calendar year, with no guarantee of funding in subsequent years.

To have your project considered for funding, please complete the enclosed form and submit all required information to the Clinton County Planning Department. The application deadline is April 20, 2018.

Please contact me at 570-893-4080 if you have questions about the application process. We also encourage you to contact Julie Brennan, tourism director with the Clinton County Economic Partnership, at 570-748-5782 for support with marketing and promotion of your event/project.

We look forward to reviewing your application.

A handwritten signature in black ink that reads "Katie M. de Silva". The signature is written in a cursive, flowing style.

CLINTON COUNTY TOURISM/RECREATION GRANT

2018 APPLICATION

Name of Event/Project _____

Sponsoring Organization _____ FED ID # _____

Contact Person _____ Phone _____

Email Address _____

Location of Event/Project, including date(s) and time(s)

Amount Requested _____ Total Event/Project Cost _____

(This grant program requires a cash or in-kind local match of at least 25 percent)

In addition to the above information, please provide a one page narrative that includes:

1. Overall event/project description.
2. The intended use of this grant award.
3. How this event/project promotes tourism and the uniqueness of Clinton County.
4. How this event might result in increased tourist visits and/or overnight visitor stays.

Attach the following documents to your application:

1. Most recent IRS letter confirming the organization's nonprofit status.
2. Insurance Certificate.
3. List of the organization's Board or Committee members.
4. Detailed event/project budget.
5. Event/project promotional plan.

RETURN COMPLETED APPLICATION AND SUPPORTING INFORMATION TO:

CLINTON COUNTY PLANNING DEPARTMENT
Garden Building, Third Floor
232 East Main Street
Lock Haven, PA 17745

APPLICATIONS MUST BE RECEIVED BY: April 20, 2018

CLINTON COUNTY TOURISM/RECREATION GRANT GUIDELINES

The purpose of the Tourism/Recreation Grant program is to: support nonprofit organizations and municipalities in the development and expansion of tourist and recreational assets/events that promote Clinton County and increase tourism and overnight stays within the county.

1. Grants may be awarded for: new project/event development; infrastructure improvements that benefit tourism and enhance the visitors' experience; and marketing, promotional and advertising expenses.
2. Grants will not be awarded for political or religious purposes. In addition, grants may not be used for signage that promotes a specific private entity on the situs of that entity, except where the signage also carries the logo of the recognized tourist promotion agency.
3. All grant awards require a cash or in-kind local match of at least 25 percent.
4. All grant awards are reimbursements for actual money spent. Vendor invoices for the granted services must be submitted to the Clinton County Planning Department in order for an award to be paid. If the invoice is for more than the grant amount awarded, only the awarded amount will be paid and the sponsoring organization will be responsible for the difference.
5. The grant application and required attachments are due to Clinton County Planning Department at 232 East Main St., Lock Haven, PA 17745, before close of business on April 20, 2018. Applicants will be notified of the results of the selection process.
6. The project must be completed and all invoices and any documentation showing in-kind services submitted to the Clinton County Planning Department for payment on or before December 1 of the calendar year in which the award is made. At the same time, the organization also must provide a full written report on the event/project, including estimated attendance, and a final budget report. Organizations not providing a full report will be ineligible for grant consideration in the following year.