

Clinton County Planning Department
2 Piper Way, Suite 244
Lock Haven, PA 17745
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PLANNING STAFF

*Director: Katherine M. de Silva
Grants Administrator: Gabriel Caprio
Community Planner: Gregory T. Smith*

December 31, 2019

To: Clinton County Tourism/Recreation Partners and Municipalities

From: Katie de Silva, Planning Director

Re: 2020 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 2020 Tourism/Recreation Grant program. Enclosed please find the 2020 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.**

NOTE: To be eligible to apply this year, applicants must attend a brief grant overview session in the second floor public meeting room of the Clinton County Piper Building, 2 Piper Way, Lock Haven.

January 13th at 6:00 pm or January 21st at 11:00 am

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 (address above) or by email kdesilva@clintoncountypa.com.

The application deadline is Friday, February 28, 2020.

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 if you have questions about the grant program and for support with marketing and promotion of your event/project.

We look forward to reviewing your application.

Sincerely,

A handwritten signature in black ink that reads "Katie M. de Silva".

Katie de Silva

CLINTON COUNTY TOURISM/RECREATION GRANT

2020 GUIDELINES

The purpose of the Tourism/Recreation Grant program is to: support local 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:** marketing, promotional and advertising expenses; new project/event development and expansion; and infrastructure improvements that benefit tourism and enhance the visitors' experience.
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 site of that entity, except where the signage also carries the logo and website of the recognized tourist promotion agency.
3. Applicants must use the official GRANT APPLICATION FORM, completing the information on the form and providing the required additional documents as highlighted on the form.
4. All grant awards require a cash or in-kind local match of at least 25 percent. In-kind services may include volunteer hours spent in completing the project. Volunteer hours are to be calculated at no more than \$25/hour.
5. The grant application and required attachments are due to Clinton County Planning Department at 2 Piper Way, Suite 244, Lock Haven, PA 17745, by **3:00 p.m. on Friday, February 28, 2020**. A committee reviews all applications, after which applicants will be notified of the results of the selection process.
6. Projects/events must be completed within the same calendar year as the grant award -- no extensions will be permitted. Organizations not completing their project, and all required final reporting, within the established time frame will forfeit their grant award and be ineligible for grant consideration in the following year.
7. All grant awards are reimbursements for actual money spent. You must submit a final report to the Clinton County Planning Department to receive your grant reimbursement. The final report must include: a full written summary of your completed event/project; an estimated attendance for your event/project, if applicable; a final project budget report; vendor invoices for the granted services (invoices must be marked paid, or checks showing payment must be included); documentation of any in-kind services. If the invoice(s) is/are for more than the grant amount awarded, only the awarded amount will be paid and the sponsoring organization will be responsible for the difference.
8. **To receive your grant reimbursement:** Organizations shall submit their final report as soon as possible upon completion of their project/event, but **no later than 3:00 pm on Tuesday, December 1, 2020**. To receive reimbursement, grantee must submit all required materials in a single packet to the Clinton County Planning Department, 2 Piper Way, Suite 244, Lock Haven, PA, 17745, or by email to kdesilva@clintoncountypa.com. Questions about grant reporting/reimbursement can be directed to the Clinton County Planning Department at 570-893-4080 or the Clinton County Tourist Promotion Agency at 570-748-5782.

CLINTON COUNTY TOURISM/RECREATION GRANT
2020 APPLICATION FORM

Name of Event/Project _____

Sponsoring Organization _____ FED ID # _____

Contact Person _____ Phone _____

Email Address _____

Mailing Address _____

Location of Event/Project

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, 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.
5. The event dates and times or project timeline.

The following documents must be included with this 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 budget for the event/project for which you are seeking funds.
5. Description of how you plan to promote the event/project, including how the Tourism/Recreation grant would be identified as a key sponsor/supporter.

SEND COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:

CLINTON COUNTY PLANNING DEPARTMENT
2 Piper Way, Suite 244
Lock Haven, PA 17745

APPLICATIONS MUST BE RECEIVED BY: 3:00 p.m., Friday, February 28, 2020