

Clinton County Planning Department
2 Piper Way, Suite 244
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PLANNING STAFF

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

January 18, 2019

To: Clinton County Tourism/Recreation Partners

From: Katie de Silva, Director
Clinton County Planning Department

Re: 2019 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 2019 Tourism/Recreation Grant program. Enclosed please find the 2019 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. Please take note of our new address on the letterhead.

The application deadline is Monday, April 1, 2019.

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.

Sincerely,

Kate de Silva

CLINTON COUNTY TOURISM/RECREATION GRANT

2019 APPLICATION

Name of Event/Project _____

Sponsoring Organization _____ FED ID # _____

Contact Person _____ Phone _____

Email Address _____

Mailing 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
2 Piper Way, Suite 244
Lock Haven, PA 17745

APPLICATIONS MUST BE RECEIVED BY: Monday, April 1, 2019

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: marketing, promotional and advertising expenses; new project/event development; 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 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 2 Piper Way, Suite 244, Lock Haven, PA 17745, before close of business on April 1, 2019. Applicants will be notified of the results of the selection process.
6. On or before Monday, December 2, 2019, in a single submittal after project completion, all invoices and match documentation (including in-kind services) must be submitted to the Clinton County Planning Department for reimbursement. This submittal must include 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.