

City Visitors' Promotion Fund Application

Name of Organization: _____

Address: _____

City: _____ Phone Number: _____

Email address for Contact Person: _____

Contact Person: _____

Activity: _____

Start and Completion Date for Activity/Project: _____

Use of funds:

_____ Use of Tourism Facilities

_____ Tourism Promotion Event

_____ Other – Specify _____

Proposed Funding Sources:

City Visitor's Promotion Fund \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

ADDITIONAL DOCUMENTATION REQUIRED WITH APPLICATION:

Please describe and attach the following criteria to the completed application:

1. Detailed description of the project/proposal. Include pictures, invoices and quotes.
2. Description of how this project will improve the community. Minimum requirement of 1 paragraph.
3. List other organizations supporting this project and proposed funding sources.

4. List principal participants involved in event, activity or project.
5. Description of how this project will impact visitor attraction and promotion for the City of Tioga. Minimum requirement of 1 paragraph.
6. If the applicant is a not-for-profit or non-profit entity/organization, please attach documentation demonstrating such status and that such status is current at the time of application.
7. If the applicant is a for-profit entity, please attach documentation showing that entity/organization is in good standing in the State of North Dakota.

CERTIFICATION

I, _____ (*insert name*), on behalf of _____ (*insert name of entity/organization*) do hereby state, under pains and penalties of perjury, that all of the statements made in connection with this application are true and correct to the best of my knowledge and belief. I further state, under pains and penalties of perjury, that all attachments made with this application are likewise true and correct to the best of my knowledge and I belief. I understand that any intentional misrepresentation or omission made in connection with this application may result in the denial of this application at any stage of this process, and may constitute grounds for return of any funds awarded hereunder if later discovered after approval of the funds so requested. I also state that I understand that falsely certifying the information contained herein may result in the imposition of other civil or criminal penalties.

Authorized Signature: _____ Date: _____

I, _____ (*insert name*), on behalf of _____ (*insert business or organization name*), state that I understand and acknowledge that I must produce credible receipts, documentation, invoices, and the like, not later than 30 days after completion of the project, event or funded purpose described herein, to the City of Tioga, evidencing the appropriate application of the funds requested hereunder. I further understand that the City may earlier request such documentation to verify the status and application of such funds on an interim basis as the City may deem necessary or appropriate, and I will promptly produce such documentation at the City's request. I understand that a failure to comply with this production requirement may result in a demand for the return of any and all funds awarded hereunder.

Signature: _____ Date: _____

Section I

City Visitors' Promotion Fund

The general purpose of the City Visitors' Promotion Fund is to promote, encourage, and attract visitors to come to the city and use the travel and tourism facilities within the city.

The Visitor Promotion Board will maintain a minimum balance of \$10,000.00 in the Visitor Promotion Fund.

Eligible uses

Grants are available for non-profit organizations that:

- Promote City of Tioga Tourism
- Use of Travel and Tourism Facilities

Grants to for-profit organizations are only eligible under special circumstances where it can be clearly demonstrated that the activity overwhelmingly meets the purposes of the fund.

Ineligible uses

Restructuring of existing debt will not be considered.

City Visitors' Promotion Fund Application Process

1. The applicant will obtain an application form at the Tioga City Hall.
2. The completed application, with attachments, will be returned to the Tioga City Hall. Incomplete applications will be returned to the applicant and must be fully completed prior to review by the City's Visitors' Promotion Fund Committee.
3. The completed application, with attachments, will be distributed to the members of the Visitors' Promotion Fund Committee.
4. The Visitors' Promotion Fund Committee will discuss and consider the application at the nearest practicable time set for Committee for its regularly scheduled meetings; the Committee has the authority of agenda and may consider the complexity and length of agenda in scheduling the application for review and consideration. Once the meeting date is known to the Committee, the applicant will be advised and should be prepared to give a presentation to the Committee or to appear to answer questions that the Committee may have regarding the application.
5. If the Visitors' Promotion Fund Committee recommends approval, in whole or in part, the application will be forwarded to the Tioga City Commission for review and consideration. The applicant will be advised of the date and time of the relevant commission meeting at which the applicant's application and the Committee's recommendation will be considered by the City Commission. The applicant should be prepared to appear before the Commission to answer any questions that the City Commission may have regarding the application and recommendation.
6. If the Visitors' Promotion Fund Committee recommends denial/disapproval of the application, the application will be returned to the applicant with written comments concerning the recommendation and the applicant may supplement and resubmit the application to the Committee for reconsideration after revision or supplementation.
7. The Visitors' Promotion Fund Committee may table a decision pending further information or assistance from an outside consultant.
8. An application which has been denied, in whole or in part, by the Tioga City Commission, may not be re-submitted by the applicant for a period of one-year (12 months), except and unless there has been a material change in the application which would justify such reconsideration. The Committee (and the Commission) has the discretion and authority to determine whether a material change has occurred that permit such resubmission.