

**Clearfield County Tourism Promotion Matching Grant
Clearfield County Commissioners Discretionary Hotel Tax Fund
Criteria and Unified Application Guidelines
2010**

In accordance with state guidelines, portions of collected Clearfield County Hotel Tax revenues are allocated each year to support the county's tourism assets. Awards are granted on the basis of merit to qualified applicants and projects as determined by the Clearfield County Recreation and Tourism Authority and Clearfield County Board of Commissioners.

ALL APPLICANTS ARE ADVISED TO READ THROUGH THE GUIDELINES AND APPLICATION THOROUGHLY AS THE APPLICATION, GUIDELINES, SUPPORTING DOCUMENT REQUIREMENTS AND REPORTING FORMATS HAVE CHANGED.

Applicants with questions may call 814-765-5734.

Schedule for Spring 2010 Applications*:

February 1: CCTP application period opens

April 16: CCTP spring round application deadline

May : Spring awards announced.

****Applications for Commissioners Discretionary Hotel Tax Funds will be accepted on a year-round basis.***

All grant reports must be in to CCRTA office within 60 days of project completion. Reports shall be submitted on approved report form. Incomplete projects as of April 16, 2011 should submit a one-page progress narrative with an estimated date of project completion. **Any awardee not in compliance will be ineligible for future awards.**

Criteria and Guidelines

1. A cash match equal to the grant amount is required for all awarded CCTP projects. For example, a request for \$5,000 should document an equivalent \$5,000 cash match in the appropriate section of the grant application.

Up to 100 percent of the amount requested may be awarded for any tourism promotion project sponsored by a nonprofit organization, business, attraction or event located within Clearfield County that submits a request for such funds. Applicants must provide proof of how tourism visitation and overnight stays will be increased through the granting of funds. *Approximate number of visitors impacted or reached MUST be included in application narrative.*

Grants will not be awarded for standard or event operational expenses or sectarian religious purposes. Fireworks displays, entertainment, and local advertising are not eligible. The grant program will not fund advertising in local publications, local school sports programs, local dance or theatre programs, etc.

2. As a provision of accepting these monies, awardees must provide adequate proof that the funds received were used for their intended purpose. A final project report is required as outlined in the Award Agreement.

3. Nothing shall prevent the Clearfield County Recreation and Tourism Authority from withholding all or part of the monies available in a current grant cycle. Should funds be remaining at the end of any single fiscal year, those funds may be rolled forward into the following year for grant consideration.

4. It should not be presumed that any applicant will be awarded a grant on an annual basis, nor should the availability of these grant awards be considered an annual part of any applicant's budget.

5. The CCRTA Hotel Tax Grant Committee is responsible for reviewing all CCTP grant applications and making a recommendation to the CCRTA board of directors, which will approve all awards.

6. Projects forwarded to the Clearfield County Board of Commissioners for Discretionary Hotel Tax Fund consideration will be reviewed and final determination made by the Clearfield County Commissioners.

7. Awardees shall publicly acknowledge the Clearfield County Recreation and Tourism Authority/ Tourism Promotion Grant support through all reasonable vehicles as a stipulation of receiving such awards.

8. Awards shall be presented by the County Tourism Promotion Agency.

9. The CCRTAHT Committee will review the criteria and guidelines annually to enhance, amend or dissolve said guidelines.