

Thank you for your interest in the Clearfield County Recreation & Tourism Authority's Tourism Promotion and Clearfield County Commissioners Hotel Tax Discretionary Fund Grant programs. This brochure is designed to provide you with basic information about both programs and familiarize you with the tools and forms needed help you submit your request for funding. The information contained in this brochure should not be considered complete. A complete list of guidelines and criteria is available online at www.visitclearfieldcounty.org or by contacting our office at 814-765-5734.

Note these dates: **NO EXCEPTIONS**

April 15, 2009

CCTP spring application deadline

May 2009

Spring awards announced

October 15, 2009

CCTP Autumn application deadline

November 2009

Autumn awards announced

* Applications for the Commissioners' Discretionary Fund will be accepted year-round.

You will be contacted about your grant by email for the Spring and Autumn awards.

Please submit Grants Electronically

Clearfield County
Recreation and Tourism Authority
12 N. Front Street
Clearfield, PA 16830
Phone: 814-765-5734
Fax: 814-765-4130
email: ccrta@clearfieldco.org

Clearfield County Recreation and Tourism Grant Information

Ineligible projects:

- 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.
- Grant amount should not exceed \$5,000 per tourism project.
- You may not apply for funding for a previous project.

The last word in the fine print:

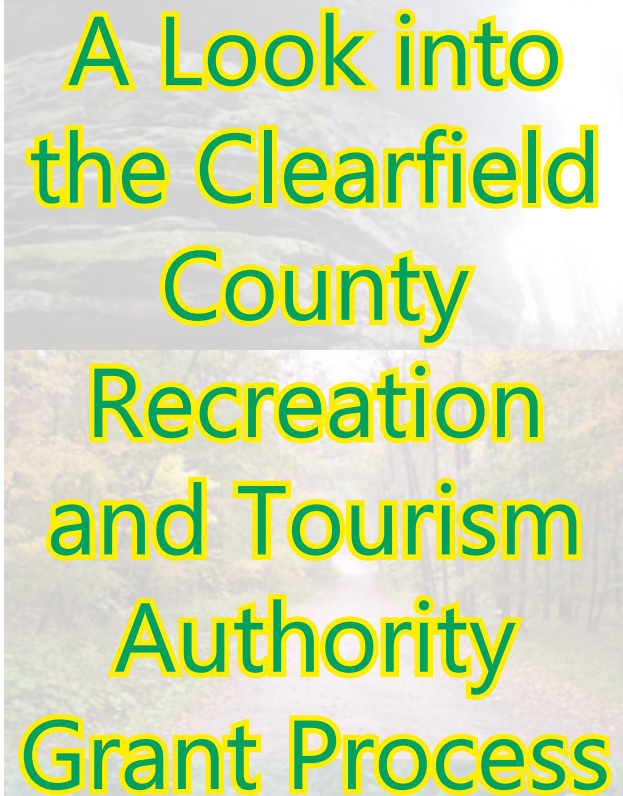
Grant awards should not be considered as an annual line item on your budget. Grants will be awarded annually.

Submit of only one application for review by both programs

It is not necessary to follow up on grant awards. All awardees will be notified in order to complete the award agreement.

WWW.VISITCLEARFIELDCOUNTY.ORG

Backwoods Backroads Backwaters



**A Look into
the Clearfield
County
Recreation
and Tourism
Authority
Grant Process**

WWW.VISITCLEARFIELDCOUNTY.ORG

Grant Application Checklist

___ Application Checklist Form.

___ *Marketing Plan (included in application or may be submitted as separate Word attachment.*

___ 2009 Unified Grant Application.

___ Budget Form

___ A copy of your most recent 501C-3 Certification if applicable and not yet on file.

___ One of the following:
Two (2) year, verifiable, audited financial history of business, organization or event. If audited financial are not available, a copy of your annual budgets or year-end financial will suffice.

___ List of Board of Directors or Advisory Committee if a non profit or event

___ Proof of insurance for the organization and/or event.

___ Support letters from individuals or groups benefiting from your grant application.

Summary of Requirements

1. A cash match equal to the grant amount is required for all awarded CCTP (Clearfield County Tourism Promotion) projects.

2. 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. 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.

4. Grants will not be awarded for standard or event operational expenses or sectarian religious purposes.

5. It should not be presumed that any applicant will be awarded a grant on an annual basis.

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

7. 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.

8. Awardees shall publicly acknowledge the CCRTA/ Tourism Promotion Grant support through all reasonable vehicles as a stipulation of receiving such awards.

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

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

Be Sure You

- Approximate number of visitors impacted or reached **MUST** be included in application narrative.
- All applicants must submit a brief and concise Marketing Plan
- ALL applicants must complete all sections of the Grant Application and submit all required supportive documents to be considered for funding
- Applicants are encouraged to apply via email. Submit application online to ccrta@clearfieldco.org
- The Unified Grant Application must be used for applicants seeking funds from the Clearfield County Tourism Promotion Grant Program or the Commissioners' Discretionary Fund
- Complete and submit the Application Checklist Form in your grant application kit.
- Seek support letters from individuals and/or groups.
- If this is an existing event or business show proof of in county overnight stays.
- Read the Guidelines and application thoroughly before completing and submitting.