



MARSHALLTOWN AREA CHAMBER OF COMMERCE

Capital Funding Grant Guidelines & Application

Introduction

The Marshalltown Area Chamber of Commerce Tourism office reviews grants four times a year. **This application must be received or postmarked by the 1st day of January, April, July or October.**

A representative of the organization requesting the grant must contact the Tourism Director to discuss the project prior to submission.

Marshalltown Area Chamber of Commerce Tourism sets aside a portion of the budget each year to offer financial assistance toward capital improvements for existing or newly developed building and/or structures of Marshall County. This funding is acquired through the collection of Hotel/Motel tax dollars.

All grants are subject to the potential impact on tourism.

Eligible Costs

Eligible applicants are limited to capital improvements for existing or newly developed projects within Marshall County that generates tourism impact for the Marshalltown area.

Requirements Check List

- Application received or postmarked by the 1st day of January, April, July or October.
- Projected budget for project.
- Organization is a non-profit group
- All** areas of the application are completed.

Funding

All funds awarded must be expended within 12 months of the date of the award notification. Grant requests are based on tourism impact and at the discretion of the Chamber Tourism Grant Committee.

Application Process

This application begins the process for grant consideration and applicants will be notified within 60 days after the grant application is submitted regarding their funding status.

Grant Evaluation

A grant evaluation form will be included with a check, if grant money is awarded. The evaluation form should be turned in 60 days after the project has been completed.

Capital Funding Grant Application

Organization name:

Contact person:

Mailing address:

City, State, Zip:

Phone:

Email:

Name of project:

Project location:

Project start & completion date: (month|day|year)

Dollar amount requested:

Total cost of the project:

Non-Profit status EIN#:

Brief summary of project – what you propose to do, how you will do it and why:

Organization Information

Brief summary of organization history:

Brief statement of organization mission, goals and population served:

Description of current programs that relate to this project plus fundraising activities and plans:

Project Description

Describe the project you are applying for with specific details. Attach drawings or visual documentation:

Project timeline:

Description of target population and how they will benefit:

Project goals and objectives:

Signature Authorization

This application has been reviewed by the organizations board chair and/or executive director and approved for submission by the Tourism office. Information provided pertains to the organization that is applying for the grant and accepting responsibility for any funds received.

I understand projects funded through Marshalltown Area Chamber of Commerce Tourism and must contain the Marshalltown Chamber Tourism logo or acknowledgment as applicable. I agree to comply with all requirements.

Signature of board chair and/or executive director

Date

Questions

Andrew Potter, Tourism Director

641-753-6645

Email: apotter@marshalltown.org

Confirmation email

You will receive a confirmation email acknowledging receipt of your application materials. If you do not receive an acknowledging receipt within 7 days, contact our office.

Mailing Address

Marshalltown Area
Chamber of Commerce Tourism
Grant Program
PO Box 1000
Marshalltown, IA 50158

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