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**Capital Funding**

Tourism Grant Guidelines & Application

**Introduction**

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

Marshalltown Area Chamber of Commerce sets aside a portion of the budget each year to offer financial assistance toward capital. 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 generate tourism impact for the Marshalltown area.

**Organization Name:**

**Capital funding project:**

**Total amount of grant request:**

 **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 and the Chamber Board of Directors.

**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:

What is the tourism impact of this project once completed?

How will this project fulfill a facility need in the community?

**Financial Information**

Project budget – demonstrate how requested funding will be spent. Attach additional material.

List other sources of funding for this project: pledged, paid or pending.

Has this organization received capital funding from Chamber Tourism (formerly known as MCVB) in the past?

 Yes No

If yes, what was the project and how much grant money was awarded from the MCVB/Tourism?

If Chamber is unable to fund this request, will the project still occur? Yes No

How do you intend to market this new project?

**Attachments**

-Fundraising committee names

- Bids received or architects estimates if applicable

**Requirements Check List**

Application received by our office 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.

Final report evaluation with 3 months of project completion

**Signature Authorization**

This application has been reviewed by the organizations board chair and/or executive director and approved for submission by the Chamber 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 must contain the Marshalltown Chamber logo or acknowledgment as applicable. I agree to comply with all requirements.

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Signature of board chair and/or executive director Date

**Questions:**

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**Mailing Address**

Marshalltown Area

Chamber of Commerce

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