

**MOREHOUSE PARISH
TOURISM COMMISSION**

**TOURISM DEVELOPMENT
GRANT PROGRAM
APPLICATION**

**Morehouse Tourism Commission
Bastrop-Morehouse Chamber of Commerce
110 N. Franklin Street
Bastrop, LA 71220
318-281-3794**

GUIDELINES FOR TOURISM GRANTS

Note: It is imperative that all the guidelines be reviewed before submitting an application for a grant.

1. **Mission Statement** - The Morehouse Tourism Grant Program is intended to provide for the development and enhancement of tourism in Morehouse Parish, including, but not limited to, the support for historic preservation, sports and other special events including the arts and humanities.
2. **Awarding of Grants** - This program provides funds for qualified applicants submitted by eligible organizations. Organizations with matching funds will be given priority consideration. All funding decisions are made with consideration of the best interest of Morehouse Parish. If an organization receives grant funds from the Morehouse Tourism Commission for a certain program in one year does not guarantee that a grant request from the same program will be funded in future years. Grant recipients may use allocated funds only for such purposes stated in the grant proposal that is approved by the Morehouse Parish Tourism Commission. Reallocation of grant funding for purposes other than those specified in the grant proposal shall require written approval by the Tourism Commission. **Effective July, 2010 organizations awarded a grant during one of the cycles must spend the money before being allowed to apply for another grant. As grants are awarded twice a year, organizations have 6 months to spend the awarded money if they want to apply for the next grant. If the organization chooses to not apply for the next grant, then the usual one year to spend the awarded money remains in effect.**
3. **Eligibility for Grants** - Grants will be approved by the Morehouse Tourism Commission to only existing 501(c)(3) organizations or any other federal/state approved non-profit status organization.
4. **Purpose and Use of Grant** - The grant must provide for the growth of tourism in Morehouse Parish. Grants showing the fastest and highest return on the investment will be given the highest priority. In addition, grants must improve the overall quality of life for the citizens in Morehouse Parish. Grant requests may be used for the bidding or promotion of bringing a convention to the area, advertising and promotion to expand the attendance at a new or existing tourism event, the survey and planning expenditures for developing and revitalizing an existing tourism oriented attraction, for capital improvements of new or existing tourist oriented attractions, co-op advertising directed to out of state visitors, special projects deemed to be of a community wide tourism interest, and for brochure development for a festival, attraction or other non-profit tourism entity.
5. **Size of Eligible Grants** – Grants in the amount of \$1,650 are awarded.
6. **Submission of Grant Applications** - Applications for a grant must be submitted to the Morehouse Parish Tourism Commission by February and July of each year for consideration. In the event that an incomplete application is received, the Executive Director for the Tourism Commission will notify the applicant of the deficiencies. Contact the Tourism Commission for exact date for submission.
7. **Grant Funding Procedures** - Those that are awarded grants are required to submit their expenditures within 30 days after the event. Grant reimbursement will be awarded within 30 days after receipt of said expenditures. If grant funds are not disbursed prior to the end of the fiscal year that the funds were allocated for, the grant recipient will forfeit the remaining funds and the funds will be incorporated into the general funds of the Morehouse Parish Tourism Commission. No payment will be made for invoices for project work completed prior to award of the grant.
8. **Validation of Grant Money Usage** - For those awarded grants, it is required that photographs and other forms of validation of the grant money usage be submitted within 30 days after the event.

APPLICATION FOR GRANT FUNDING

I. CHECKLIST

The following forms must be submitted to the Morehouse Parish Tourism Commission

- ___ Applicant Information
- ___ Project Description
- ___ Proposed Budget Summary
- ___ 501(c)(3) Certificate (a copy is sufficient)

II. APPLICANT INFORMATION

Name of Organization: Bastrop-Morehouse Chamber of Commerce

Address: 110 N. Franklin Street; Bastrop, LA 71220

Contact Person: Dorothy Ford

Daytime Phone: 281-3794

Email Address: director@bastroplacoc.org

Application Prepared By: Dorothy Ford

Non-Profit ID Number: 72-0489761 501(c)(6)

Amount Requested: \$ 1,650

Project (i.e. festival): Round Up at the MAC

III. PROJECT DESCRIPTION

Be specific and state what you plan to do with the money. State what, where, why and how. Be sure to give us the date of the event the grant is being applied for, if applicable. The Tourism Commission needs all information to process, review and rate the applications. Grant applicants cannot be reviewed without detailed information on the benefit to the parish and/or local community with regards to tourism and how the money will be spent.

Purpose of Project: Describe the full intent (purpose) of the proposed project. Attach additional sheets if needed.

Detailed Description of Project: Specify and itemize what the funds will be used for.

Impact of Project: What impact will the proposed project have on the community and particularly in relationship to tourism?

Approximate Number of Hotel/Motel Rooms Rented as Result of the Project:

IV. PROPOSED BUDGET SUMMARY

<u>Spending Category</u>	<u>Amt. Requested From Tourism</u>	<u>Amt. Matched By Organization</u>	<u>Specify Funds And Sources</u>	<u>Total</u>
Contracts:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Supplies:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Permanent Property:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Publicity:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Other Items:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Project Total	_____	_____	_____	_____

Instructions for Completing Tourism Grant Proposed Budget Summary:

Contracts: Amounts to be paid by the grant recipient for contracts related to the project.

Supplies: Only project related material will be reimbursed. This is not for permanent supplies.

Permanent Property: This category is for expenditures for acquiring fixed assets, which includes land or existing buildings, improvements of the grounds, initial equipment, additional equipment, and replacement of equipment.

Publicity Items: This category includes expenditures accrued for advertising relating to the specific project (such as media advertising) or other tourism related advertising (such as tourism brochures).

Other Items: Use this category for amounts paid for goods and services not otherwise listed in the above categories, but that are directly related to the proposed grant project.

List local funds, private funds and other funds in the "specify funds" column. "Local funds" are any funds included in the total project costs, which are contributed by the organization making the application. "Private funds" are those funds from sources other than the organization, such as private businesses, banks, etc. "Other funds" include any funds received through other programs or grants, such as from USDA, Louisiana Tourism, etc.