



2024 Tourism Development Grant Application

APPLICANT INFORMATION

1.	Date:		
2.	Name of Municipality/Organization		
3.	Street Address : City, State, ZIP:		
4.	Telephone:	5.	Fax:
6.	Type of Organization: <input type="checkbox"/> Municipality <input type="checkbox"/> Arts and Cultural <input type="checkbox"/> Redevelopment Authority/Non-Profit <input type="checkbox"/> Civic <input type="checkbox"/> Recreation (1-time grant only)		
7.	Contact Person for Project:		
8.	Title:	9.	Telephone:
10.	Email address (Mandatory):		
11.	Amount of grant funds requested: \$		
12.	Funds from other sources: \$		
13.	Total project cost (Line 11 + Line 12): \$		

Please provide a brief description of the event/project (a detailed description must be provided in the "Questions to Complete" section following).



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QUESTIONS TO COMPLETE

Answer the following questions as clearly and succinctly as possible in the space provided. If additional space is required please attach any supplemental documentation as PDF when uploading application.

FOR EVENT GRANTS:

1. What type of event is this request for (one-time, first-year, or annual event)?

2. Briefly describe the goals of your organization.



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3. Provide a detailed event description.

4. Provide the expected event attendance.



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5. Will your organization be working with Discover Lehigh Valley to increase the success of your event? Yes ___ No ___

If yes, please explain and include a completed Discover Lehigh Valley Partnership Form with this application (see form after the Checklist of Required Documents page in this document). Contact Alex Michaels, President & CEO, Discover Lehigh Valley: alex@discoverlehighvalley.com, 610.882.9200.



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6. Calculate the projected economic impact based on a day-visitor estimate of \$74/day or an overnight estimate of \$182/day. (A visitor is defined as someone who resides fifty (50) miles or more from the venue.)

7. Describe the manner in which attendance was calculated.

8. Calculate the grant dollars sought per person served.



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9. Calculate the ratio of private dollars to grant dollars requested.

10. List all matching funds (if grant request is more than \$2,500.00).



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11. Should your organization only receive a partial Tourism Development Grant, can the project move forward?

12. If the project spans Lehigh and Northampton Counties, a 1:1 match from Northampton County is required. Please list the amount received and supporting county documentation.



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FOR CAPITAL PROJECT GRANTS:

1. Briefly describe the goals of your organization.

2. Provide a detailed project description.



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3. Describe the project's goals and objectives.

4. Provide a summary of the project's benefits.



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5. Provide the estimated annual attendance to the venue.

6. Describe the manner in which attendance was calculated.



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7. Provide a detailed budget and a project timeline.

8. Calculate grant dollars sought per person served.



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9. Calculate the ratio of private dollars to grant dollars requested.

10. List all matching funds (if grant request is more than \$2,500.00)



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11. Should your organization only receive a partial Tourism Development Grant, can the project move forward?



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CHECKLIST OF REQUIRED DOCUMENTS

1. Completed "Applicant Information" form.
2. Answers to the questions in the "Questions to Complete" section.
3. Evidence of matching support, if required.
4. Completed "Discover Lehigh Valley Partnership" form (*if applicable*).
5. Request for "Waiver of Financial Information" form, if required.
6. Signed "Certification of Non-Delinquency to Lehigh County" form.
7. A copy of the IRS letter certifying your organization has 501(c)(3) nonprofit status.
If your organization qualifies because it is a nonprofit unit of local government, name the government body.
8. A completed W-9 form.

FINANCIAL INFORMATION

As per Ordinance 2017-131, the following information will be posted on the County website for **all grant requests over \$2,500.00** and must be submitted with the application. *Due to the large number of files received, please label each item listed below.* Organizations which cannot comply with these provisions must obtain a waiver recommended by the County Executive and approved by motion of the Board of Commissioners to be eligible to be considered for grant funding. *Request for Waiver of Financial Information Form is included in this document.*

9. The current and previous fiscal years' budgets, including the actual revenues and expenditures for the previous year.
10. Audited financial statements for the two (2) previous fiscal years.
11. The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization.
12. The total compensation of the organization's five (5) highest compensated individuals.
13. A list of all funding sources from the previous year and the total amount received from each funding source.
14. A list of all funding sources for the current year, and a list of all pending applications for funding, INCLUDING the amount being requested from this grant.

EXCEPTIONS: Ordinance 2017-131, 614A states: "The provisions of section 610.C shall not apply to organizations whose TOTAL amount of grants RECEIVED from the County in any one calendar year is **Two Thousand Five Hundred Dollars (\$2,500.00) or less.**"



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DISCOVER LEHIGH VALLEY PARTNERSHIP FORM

1.	Name of Organization/Municipality:		
2.	Name of Event:		
3.	Contact Person for Project:		
4.	Telephone:	5.	Email:
6.	Grant Funds Requested:		
7.	Detailed List of Joint Advertising Efforts (type of advertising, placement, etc.):		
8.	Amount to be Paid by Applicant:		
9.	Estimated Total Audience to be Reached:		
10.	Signature of Applicant:		
11.	Discover Lehigh Valley Contact & Signature:		
Additional Comments:			



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REQUEST FOR WAIVER OF FINANCIAL INFORMATION

According to Ordinance 2017-131, organizations which cannot comply with providing the financial information listed below for all grant requests over \$2,500.00 must obtain a waiver recommended by the County Executive and approved by motion of the Board of Commissioners to be eligible to be considered for grant funding.

Please complete this form to indicate your request for a waiver.

1.	Date:	2.	Organization:
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3.	Contact Person for Project:
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Information NOT provided with this application

PLEASE CHECK ALL THAT APPLY AND PROVIDE EXPLANATION:

4.	The current and previous fiscal years' budgets, including the actual revenues and expenditures for the previous year.
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5.	Audited financial statements for the two (2) previous fiscal years.
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6.	The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization. <i>Please note: If there aren't any individuals in the organization who receive \$50,000.00 or more, simply indicate "NONE." A waiver will not be required.</i>
7.	The total compensation of the organization's five (5) highest compensated individuals.
8.	A list of all funding sources from the previous year and the total amount received from each funding source.
9.	A list of all funding sources for the current year, and a list of all pending applications for funding, INCLUDING the amount being requested from the grant.
Exceptions: Ordinance 2017-131,614A states: "The provisions of section 610.C shall not apply to organizations whose TOTAL amount of grants received from the County in any one calendar year is Two Thousand Five Hundred Dollars (\$2,500.00) or less. "	



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Certification of Non-Delinquency to Lehigh County

By signing this page, you certify that your organization is not delinquent on taxes or other obligations owed to Lehigh County.

According to Ordinance 2017-131 under Tax Delinquency: Grants shall not be given to an organization that is delinquent on any taxes due the County until taxes are paid in full. If an organization becomes delinquent on taxes owed the County during a year when said organization is budgeted to receive a grant, the County shall withhold grant funds in lieu of taxes until taxes are paid in full.

The County shall not give grants to an organization that is also a lessee of the County until the rent due the County is paid in full as provided for in the terms of the lease agreement.

Signature:

Organization/Municipal Authority Signature

Date



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Application deadline is on or before Friday, April 28, 2023 by 4:00 p.m.

Applications may either be uploaded to the Lehigh County website, emailed to lccommdev@lehighcounty.org, or mailed to the following address:

Virginia Haas, Community Revitalization and Development Manager
Room 519, Office of Community and Economic Development
Lehigh County Government Center
17 South Seventh Street
Allentown, PA 18101-2401