



COUNTY OF LEHIGH
Office of Community & Economic Development

Virginia M. Haas
Community Revitalization
and Development Manager

March 10, 2023

Dear Tourism Development Grant Applicant:

Although we are not aware of the level of funding that will be available, the County of Lehigh is currently requesting applications for its 2024 Tourism Development Grant Program. The main goals of this grant are to assist organizations who are promoting tourism on a regional level and who encourage visitors to plan overnight stays in our local hotels.

Regional tourism venues that are non-profit 501(c)3 organizations or government entities are eligible for Tourism Development Grants.

Tourism Development Grants may be awarded for projects occurring in Lehigh County that encourage substantially large events or improve facilities, are regional in nature, and have the potential to draw a significant amount of people. Capital projects (but not general maintenance) which will promote tourism, events, or conventions are also acceptable.

Organizations that receive this funding are not eligible to receive any other grant funds from Lehigh County in the same year for the same project. If the project spans Lehigh and Northampton Counties, a one-to-one funding match will be required. All awarded grant projects must be completed within two years and are paid on a reimbursement basis.

Priority will be given to those organizations who partner with Discover Lehigh Valley to increase the success of their events (documentation of partnership will be required). Information on how to partner with this organization is included in the program guidelines.

Applications and program guidelines are available on the Department of Community and Economic Development's webpage on Lehigh County's website: <https://www.lehighcounty.org/Departments/Community-Economic-Development/Grant-Programs>

The application is a form fillable PDF that must be downloaded, completed and saved on your computer as a fillable form. Applicants must save the application as a fillable PDF form and not a Word document or any format other than the original format. Once the application is completed, it can be uploaded to Lehigh County, inclusive of all required supplemental documentation.

The application is due by 4:00 p.m., Friday, April 28, 2023. Applications may be uploaded via the Lehigh County website or emailed to lccommdev@lehighcounty.org

Applicants who choose to mail their submissions may send to me at Virginia Haas, Community and Revitalization Manager, Lehigh County Government Center, Room 519, 17 S. 7th St., Allentown, PA 18101. Please do not use binders (three-ring or plastic binding) or staples. Applications must arrive in the office no later than 4:00p.m. on the due date.

The review committee's recommendations for awards will be included in the County of Lehigh 2024 budget that will be presented to the Board of Commissioners by August 31, 2023. Grantees will be notified of their awards in December 2023.

Lehigh County has continuously shown a strong commitment to the civic, cultural and recreational well-being of our communities. We are proud of the support we provide to organizations in the County. We look forward to your participation in this program. Please feel free to contact me if you have any questions or if you would like additional information.

Sincerely,

Virginia Haas

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