



# Tourism Development Grant & Loan Application

FUNDED BY THE RESTAURANT (FOOD & BEVERAGE) TAX AND IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-05.1

## GRANT MISSION

To create grants/loans for tourism projects that support sustained, long-term visitor attraction and promotion.

## GRANT & LOAN DETAILS

- Distributed as grants or 0% interest loans
- Committee can recommend grants as up to a 3:1 match. Documented in-kind services can be included in match
- Grants and loans paid as invoices showing completed work are submitted
- Projects should be self-supporting upon project completion.
- Projects can include developing, purchasing, equipping, improving, constructing, maintaining, repairing or acquiring buildings.

## APPROVAL PROCESS

- Application must be submitted to the City\* prior to the project starting.
- Checklists prepared for Visitors Committee review and meeting scheduled
- Visitors Committee convenes to review application, supporting documentation and checklists. Applicant shall attend meeting to offer information.
- Application recommended to Valley City Commission for final action.
- Project executed within one year.
- Receipts & photos and final report submitted to City.
- Grant money distributed via reimbursement

*\* Assistance: Valley City-Barnes County Development Corporation (701) 490-9010 or (701) 490-9012*

## APPLICATION CONTACT INFORMATION

Business Name

Contact Name

Business Address

Mailing Address

Business Phone Number

ND Sales & Use Tax Permit Number

Email

Contact Name

Has this business applied for a Tourism Development Grant before: Yes \_\_\_\_\_ No \_\_\_\_\_

## PROJECT INFORMATION

Project Start Date: \_\_\_\_\_ Project Length: \_\_\_\_\_ Grant or Loan: \_\_\_\_\_

Total Project Cost \_\_\_\_\_ Amount Requested \_\_\_\_\_





# Tourism Development Grant & Loan Guidelines & Documentation to Include with Application

FUNDED BY THE RESTAURANT (FOOD & BEVERAGE) TAX AND  
IMPLEMENTED BY VALLEY CITY MUNICIPAL CODE CHAPTER 20-05.1

## PROJECT REQUIREMENTS

1. Projects must include a project that will draw NEW visitors to Valley City indefinitely.
2. Projects must be consistent with any existing city-endorsed tourism plan.
3. The completed project must demonstrate an economic tourism benefit to Valley City.
4. There must be recognized fiscal and legal structure for the requesting applicant or organization.
5. Organizations applying for a project must be current on taxes, utilities and obtain all required City permits.
6. Grant & loan funds must be spent within one year. A maximum six-month extension may be approved by the Visitors Committee. Projects not completed within 18 months must reapply.
7. For-profit entities must have adequate insurance and operate for a minimum of three years from the date final grant & loan funds are distributed or be subject to a pro rata payback.

## GENERAL GUIDELINES

1. Grant funds are intended to organizations support adding, expanding or developing tourist-focused projects to increase the number of visitors to Valley City.
2. Projects that preserve the historical integrity and characteristic details of a building are highly encouraged. Please note, projects cannot be used to cause irreversible harm to a historic property. Preservation Design Guidelines are available on the City website.

---

## APPLICATION DOCUMENTATION

- \_\_\_ **Application** submitted via email or hard copy to the City of Valley City prior to the start of the project.
- \_\_\_ **Detailed Project Budget**
- \_\_\_ **Business Plan and Documentation** that includes details and associated costs of the planned project.
- \_\_\_ **Letters of Public Support** include from applicable organizations
- \_\_\_ **Articles of Incorporation** or other documentation outlining structure and legal status of requesting organization
- \_\_\_ **Drawings, mockup or photos of project**
- \_\_\_ **Quotes** and project estimates

### New Businesses shall also provide:

- \_\_\_ **Market Analysis** provided by the Small Business Administration, SBDC, SCDRC or SCORE