

**TOWN OF HOUNSFIELD
COMMITTEE FOR THE ADVANCEMENT OF TOURISM
February 19, 2024**

Dear Grant Applicant:

The Town of Hounsfield Committee for the Advancement of Tourism was appointed for the purpose of distributing funds to non-profit agencies and organizations. These funds are to be used for the exclusive purpose of promoting and developing tourism in the Town of Hounsfield and the Village of Sackets Harbor.

Not for Profit organizations are encouraged to apply for funds provided their intended project will enhance the tourism business within the Town of Hounsfield and /or the Village of Sackets Harbor.

The Committee for the Advancement of Tourism will disperse the Bed Tax funds, subject to the grant application process. Applications will be reviewed on the basis of relevancy to the intended purpose for the funds ability of the organization to complete the project described, completeness of the application, and on the basis of nonavailability of other traditional sources to fund proposed projects.

**QUESTIONS MAY BE DIRECTED TO Brenda Bockus, 315-782-6380 option 1.
(townclerk@townofhounsfield.com)**

**Completed applications should be hand delivered to Brenda Bockus, Town Clerk,
18774 Co. Rt. 66, Watertown, NY 13601**

**GRANT APPLICATIONS FOR FUNDS FROM THE COMMITTEE FOR THE
ADVANCEMENT OF TOURISM, TOWN OF HOUNSFIELD, NEW YORK**

Funds shall be allocated “for the purpose of promoting and developing tourism related resources in order to increase conventions, trade shows and tourism business.”

PROJECT INFORMATION

Contact person: _____

Organization Name: _____

Mailing Address: _____

Email address: _____

Telephone: _____

A. Describe your organization and the organization’s purpose.

B. Provide the total budget of your organization for: Last year _____ Current Year _____

C. How long has your organization existed in the Town of Hounsfield? _____

D. Identify your sources of revenue and the amounts:

E. If you received from the Committee for the Advancement of Tourism in 2023, please explain how those funds were used.

PROJECT DESCRIPTION

Provide a description of the project in the space provided. The following items *must* be addressed (attached individual sheets if necessary).

A. Rationale/Need:

B. Target Audience

C. Goals

D. State the amount of our request for tourism funds: _____

E. Explain specifically how the funds will be used:

STATEMENT OF ASSURANCES

In order for the organization to be eligible for funds, compliance with all the statements below must be met and attested to by the chief administrator of the organization.

A. The organization agrees to keep such records and provide such information as reasonably may be required by the granting committee.

B. Funds provided will be controlled by the organization to be used only for activities and items outlined in the approved application.

C. Funds received will be used only to supplement and to the extent practical increase the level of activities and services that would be available and in no case will be used to supplement other funds.

D. Any publication or public announcement produced with the Advancement of Tourism Funds will be clearly identified as such.

I hereby certify that the information contained in this application is correct and that I am authorized to represent this organization and to file this request for funds for the committee for the Advancement of Tourism, Sackets Harbor, New York.

Date

Signature of Chief Administrative Officer

Return completed application, in person to Brenda Bockus, Town Clerk 18774 Co. Rt. 66 Watertown NY 13601 by noon of March 22, 2024.