

**TOWN OF HOUNSFIELD  
COMMITTEE FOR THE ADVANCEMENT OF TOURISM  
February 15, 2018**

Dear Grant Applicant:

The Town of Hounsfield Board, as of 2018, has assumed the responsibility 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 Town Board Committee 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 non-availability of other traditional sources to fund proposed projects.

**Questions and requests for applications may be emailed to Diane Nier  
([townclerk@townofhounsfield.com](mailto:townclerk@townofhounsfield.com))**

**Date due: February 28, 2018 (noon)**

**Completed applications should be  
mailed to Diane Nier, Town Clerk, Email: [townclerk@townofhounsfield.com](mailto:townclerk@townofhounsfield.com)**

18774 County Route 66, Salt Point Road, Watertown, N.Y. 13601

**GRANT APPLICATION FOR FUNDS FROM THE TOWN BOARD 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 all sources of revenue and the amounts:

\_\_\_\_\_

-

\_\_\_\_\_

-

\_\_\_\_\_

-

**E. If you received funds from the committee for the Advancement of Tourism in 2017, 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 (attach individual sheets if necessary)

A. Rationale/Need:

---

-

---

-

---

-

B. Target Audience

---

-

---

-

C. Goals

---

-

---

-

---

-

D. State the amount of your 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 service 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 from the Committee for the Advancement of Tourism, Sackets Harbor, New York.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrative Officer

Return completed application to Diane Nier, Town Clerk or email to [townclerk@townofhounsfield.com](mailto:townclerk@townofhounsfield.com). with the words "tourism application" in subject line by noon, February 28, 2018.