Tourism & Community Placemaking Program

Application

Dunn County
Job Development Authority
Bridging People and Opportunities

General Information
Applicant Name:
Organization Name:
Physical Address:
Mailing Address:
Phone:
Email:
Are you applying as a(n): ☐ Non Profit ☐ Organization ☐ Business ☒ Individual/Group

Project Information
Project Title:
Project Description:
Location or Service Area of Project:
What needs does your project address?
Which specific group(s) within the community will benefit from your project?

Project Implementation		
Project Start Date:		
Project End Date:		
Detailed Project Plan:		

Budget: Provide a detailed budget for your project, including all anticipated expenses and funding sources. Please also list if funding is secured or pending. Attach additional documents as needed.

Income Sources	Amount	Secured or Pending
Tourism & Community Placemaking Grant	$	Pending
	$	
	$	
	$	
	$	
	$	
	$	
	Total Income $	

Expenses	
	$
	$
	$
	$
	$
	$
	$
	Total Expense $

	Net Income $

Amount of Funding Requested $

Project Feasibility and Sustainability
How will you sustain the project after the funding period ends?

Who is responsible for ensuring the success of the project? Please list out all people involved. If a non profit, please list out board members.

Additional Information
Is there any additional information you would like to provide about your project or application?

Compliance and Agreement		
All things listed below are required for funding from the Tourism and Community Placemaking Program.		
	Yes	No
I agree to submit progress and completion reports.	☐	☐
I agree to publicly acknowledge the support of this grant in project materials and communication	☐	☐
Completed application included.	☐	☐
I hereby declare that all the above provided information is correct and accurate to the best of my knowledge. I agree to the terms and conditions outlined.		
Applicant Signature:		
Applicant Name:		
Date Submitted:		
Application is to be filled out in its entirety. All requested information will be used to process the application. Dunn County JDA reserves the right to request more information on any project at any time.		
Carie Boster, Executive Director:		
Approved on:		

Tourism & Community Placemaking Program

Checklist

For Internal Use Only
Name of Applicant:
Date Application Received:
Eligibility Checklist
☐ Must be a project/event that enhances tourism or community development.
☐ Funding up to $20,000 once per calendar year
☐ Eligible applicants: non profits, community organizations, businesses with projects not for business gain, and individuals.
Approval
Application Approved by Dunn County JDA: _____ / _____ / _____
Funding Amount Approved: $
Notification of Funding: _____ / _____ / _____ Send MOU with notice of funding.
☐ Signed Memorandum of Understanding
☐ Add Applicant and applicant information into the Master Incentive Tracker
Disbursement of Funds
Applicant Notice of Project Start: _____ / _____ / _____
1. Initial check of 50% of the award ($) given to applicant: _____ / _____ / _____
Receipts for 50% of the award ($) received from applicant: _____ / _____ / _____
2. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
3. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
4. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
5. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
6. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
7. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
8. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
9. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
10. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / _____
11. Check for $1,000 given to applicant: _____ / _____ / _____
Receipts for $1,000 received from applicant: _____ / _____ / ____ Due within 60 days of project completion.
Reporting
After Action Report Received: _____ / _____ / _____ Due within 90 days of receiveing final funds.
☐ Update Master Incentive Tracker Upon Completion