

SEDALIA AREA TOURISM COMMISSION

600 East Third Street • Sedalia, Missouri 65301 • (660) 826-2222

Download a modifiable pdf version of this form online at: www.freewebs.com/tourismcommission

Indicate Type of Application

Development

Section A- Organization Information

- A1— Title of project.
- A2— Official name of participating organization as stated on Certificate of Incorporation.
- A3— Address where the organization is officially located.
- A4— Federal Employee Identification Number.
- A5— Name, title, etc., of person responsible for completion of the project. This will be the official contact for all correspondence.
- A6— Used by Tourism Commission.

A1— Project Name: _____

A2— Organization Name: _____

A3— Address: _____

City, State, Zip: _____

A4— FEIN # _____

A5— Project Director: _____

Title: _____

Organization (if different than above): _____

Address: _____

City, State, Zip: _____

Phone #: _____ FAX #: _____

E-Mail Address: _____

A6— Received _____
Approved _____
Withdrawn _____
Project Summary Received _____

Presented _____
Rejected _____
Completed _____

When signed by all parties, this application becomes a contract. By signing this form, I agree to the following:

If approved, I intend to complete the project as described in this application. I agree that the information provided in and submitted with this application is, to the best of my knowledge, complete and accurate.

Project Director (please print)

President/CEO of Applicant Organization (please print)

Signature

Date

Signature

Date

Chairman, Sedalia Area Tourism Commission

Date Approved

Section B - Application Requirements and Responsibilities

The following action is required prior to submitting an application. Initial to indicate that you have fulfilled the requirement as indicated.

_____ B1—My organization has submitted the Project Summary for previously funded projects. I understand that my organization will not be eligible to apply for funds if we did not file the Project Summary. (If your organization has not participated in the past, write N/A in the space at the left.)

Initial each of the following items to indicate that they have been included with your original application. (No copies are required.)

_____ B2—My organization has attached the following documentation:
 _____ Certificate of Incorporation from the Secretary of State
 _____ Proof organization promotes tourism (mission statements, bylaws, etc.)
 _____ Past two (2) years' annual reports or financial statements
 _____ (If your organization has established eligibility, write N/A in the space at left.)

_____ B3—Current marketing plan or development plan that ties to project application

Initial each of the following items to indicate that they have been included with your original application and/or copies of the application. An original application and 10 copies are required.

_____ B4—Completed application, with all additional Evaluation Criteria pages attached

_____ B5—Sample layout or artwork for all project products

_____ B6—Estimates and bid records for expenses of \$3,000 or greater

All applicants must fulfill the requirements listed below. Initial each item to indicate that you understand your organization's responsibility to complete the requirement.

_____ B7 —Agree to incur all approved expenses within the contract year (January 1 - December 31).

_____ B8 —Submit all requests for reimbursement within 90 days of the completion of the project, or no later than January 30.

_____ B9 —Submit a Project Summary reporting the outcomes of your project no later than January 30.

_____ B10—Retain all project records for a minimum of three years. Agree to a project audit, if requested.

_____ B11— I understand that failure to comply with project completion, reporting, and reimbursement requirements may result in forfeiture of funds for this project and ineligibility for future projects.

Evaluation Criteria Rating Scale for Section D

Applications are scored on the responses to the Evaluation Criteria using the following scale:

5 pt. questions	10 pt. questions	Scale
0	0	Unacceptable
1	2	Poor (vague, proposal lacks substance)
2	4	Needs Improvement (somewhat less than adequate)
3	6	Minimally Adequate (the basic idea is sound)
4	8	Above Average (very good, substantive proposal)
5	10	Excellent (exceptional, presents a model proposal)

In addition to the evaluation criteria on the following pages, your application will be rated on the basis of "overall impression" using the same scale. **There are 50 points possible per application.** Applications scoring fewer than 30 points will be considered ineligible for funding.

Section D - Development Evaluation Criteria

Please respond on this form to the following within the space allotted.

D2—Describe your project clearly and concisely.

Potential Points: 10

Points Received:

D3—Explain how this project furthers the goals of your organization to promote tourism.

Potential Points: 5

Points Received:

D4—Describe how this project will increase visitation, length of stay and/or tourism expenditures in the area. Include hours of operation, months of operation or use. Explain how this project furthers the local tourism industry, creates new tourism opportunities or strengthens the existing tourism industry. Identify the expected benefits resulting from this project.

Potential Points: 10 Points Received:

D5—Explain how this project demonstrates financial and/or other partnership between two or more eligible organizations. If no partners are included, detail the efforts made to collaborate on this project.

Potential Points: 5 Points Received:

D6—Explain how this project will be maintained in the short and long term. Identify all institutions involved and for what they are responsible.

Potential Points: 5

Points Received:

For Evaluators Only:

D7—Overall impression of proposed project

Potential Points: 5

Points Received:

Evaluator's Signature:

Date:

TOTAL POINTS RECEIVED: