

Rockingham County
Community and Tourism
Enhancement Grant Program



Applications due by Friday, October 4, 2024

Return Applications to:
Trish Davidson
Finance Department
20 East Gay Street
Harrisonburg VA 22802
540-564-3010

Rockingham County
Community and Tourism Enhancement Grant (CTEG)

Purpose:

To assist Rockingham County communities in increasing the quality of facilities provided for its citizens and in the attraction and sustainability of facilities that serve and promote County tourism.

Process:

Proposals will be accepted by the County. Eligible proposals will be reviewed by a committee comprised of three staff members. The list of applicants will be posted on the County website. The committee will hold a public hearing two weeks after the close of the grant period to offer public input on the applications. The committee will then meet to rank each project and consult with the tourism industry for their feedback on the proposed projects. A recommendation will be presented to the Board of Supervisors for final approval. Funding will be available to the applicant no later than January 1.

Each project application will begin with an identified community need and scope of work, followed by an itemized quote for the work to be performed and an estimated time of completion. (Proof of a licensed and insured contractor will also be required.) Consideration will be given to projects that offer a match provided by the grantee.

The County will review the quote and, if all requirements are met, will give notice to proceed with the project. The County will pay the grant recipient directly. The grant recipient MUST remit payment to the contractor immediately and provide proof of payment to the County. For projects requiring more than one payment, the County will work with the grantee to develop an appropriate payment schedule. Prior to the issuance of funds, the project must comply with all state and county regulations.

Upon completion of the project, the Board of Supervisors and key staff may request an on-site tour and the applicant will provide County staff with project photographs and documentation.

Eligibility:

Eligible projects must serve an identified need in the community or promote tourism. Tourism activities must be clearly defined in order to receive the restricted funds. The project must be located in Rockingham County or within its seven incorporated towns.

Conditions:

Requests must be made by the application deadline

Address and project benefit within the County limits, including towns

A detailed scope of work must be presented with the application

All requests must be approved by the Board of Supervisors

All applicants must be an appropriately incorporated body

Application

Name of Organization:

Organization TIN:

Rockingham County District: 1 2 3 4 5 (circle one)

Mailing Address:

Website Address:

Social Media:

Primary Contact:

Position:

Email:

Phone:

Alternate Contact:

Position:

Email:

Phone:

Is this a new project or ongoing?

Project Start Date: Project End Date:

Will there be a fee for use of the project result?

Who will be responsible for maintenance and utility expenses?

What is the geographic area within Rockingham County that this project will benefit.

Provide a brief description of your organization and why you are seeking funding:

Identify the community need this project will address.

Provide details of how this project will be used and how it will benefit the community:

How many people is the project projected to benefit?

What is the timeline for the project?

What is the scope of work?

Please provide supporting documentation for quotes obtained for performing the work. If formal quotes have not been sought, please provide an explanation of the estimates used in the request.

Are matching funds available?

Have you applied for funding from other organizations or programs?

Will this project promote tourism? Yes or No

If yes, how will this promote tourism?

Should your application be successful, please indicate your approval of the following:

Press Release regarding the project and organization

Yes or No

Agreement to attend and present at a Public Hearing

Yes or No

Agreement to pay any contractors within 5 business days of receipt of County funding

Yes or No

Agreement to adhere to all established local, state and federal regulations

Yes or No

Agreement to allow County staff to monitor the project at any time

Yes or No

Agreement to invite the Board of Supervisors and staff to view or experience the end product

Yes or No

Fill out and attach the budget document with the application

Please provide detailed line item expenses, including but not limited to salaries/wages, supplies/materials and construction or expansion expenses.

AMOUNT

Category	Value	Percentage
Category 1	10	10%
Category 2	20	20%
Category 3	30	30%
Category 4	40	40%
Category 5	50	50%
Category 6	60	60%
Category 7	70	70%
Category 8	80	80%
Category 9	90	90%
Category 10	100	100%
Total	1000	1000%

Total Cost:

Date _____