



City of Kingman

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www.ci.kingman.az.us

To All ETDC Funding Applicants,

On behalf of the City of Kingman, the Economic and Tourism Development Commission (ETDC) is charged with enhancing economic and tourism development for the Kingman area through management and distribution of “seed money” to organizations that expand and diversify economic and tourism activities in the community. ETDC is beginning its budget process and will soon consider funding applications for next fiscal year. Applicants should propose activities and events that emphasize overnight stays in Kingman hotels/motels. The enclosed application is available for your organization’s consideration.

All applications must be received on or before January 24, 2008 at 5:00 P.M.

A formal presentation to the Economic and Tourism Development Commission by a representative from your organization may be required at a later date. You will be notified of the date for this presentation after the application has been received and reviewed. ETDC meetings are usually held the first Thursday of each month at 7:30 a.m. at the Powerhouse, 120 West Andy Devine Avenue. Any group receiving funding will be required to provide a follow-up presentation, including a budget and financial report detailing how ETDC funds were used.

If you have any questions regarding this letter or the funding application, please contact Krista Toschlog at (928)753-8583. Thank you for your interest in the City of Kingman!

4. WHAT OTHER GROUPS OR PROGRAMS IN THE COMMUNITY ARE INVOLVED IN SIMILAR EFFORTS? HOW DOES YOUR PROJECT DIFFER FROM, COMPLIMENT, OR OTHERWISE RELATE TO THESE EFFORTS?

5. DESCRIBE YOUR WORK PLAN FOR ACHIEVING PROJECT OBJECTIVES (i.e., tasks schedule, major milestones, etc.):

6. DESCRIBE THE CAPABILITY OF YOUR ORGANIZATION TO CONDUCT THIS PROJECT (personnel, skills, experience, etc.):

7. ATTACH A DETAILED PROJECT BUDGET TO THIS REQUEST.

8. WHAT OTHER FUNDING SOURCES HAVE YOU APPROACHED OR RECEIVED COMMITMENTS FROM FOR THIS PROJECT?

9. DO YOU HAVE FUTURE PLANS FOR SELF-SUFFICIENCY OF THIS PROJECT?

10. HOW WILL THIS PROJECT BE FUNDED IN THE FUTURE? (Be as specific as possible.)

11. HOW DO YOU PROPOSE TO ACKNOWLEDGE THE CITY'S GRANT?

12. WOULD YOU BE WILLING TO HAVE AN AUDIT CONDUCTED, AT YOUR OWN EXPENSE, WHEN THE PROJECT IS COMPLETED?

13. IN ORDER TO RECEIVE FUNDING YOUR ORGANIZATION MAY BE REQUIRED TO SIGN A PERFORMANCE CONTRACT. **YOU ARE ADVISED THAT THE ETDC WILL REQUIRE A FINAL ACTIVITY REPORT INCLUDING FINANCIAL STATEMENTS WITHIN 3 MONTHS OF THE COMPLETION OF YOUR ORGANIZATION'S ACTIVITY.**

14. YOUR MISSION STATEMENT IS (one paragraph of 100-words or less):