

**GUIDELINES AND APPLICATION FOR
INGHAM COUNTY HOTEL/MOTEL FUNDS FOR ARTS AND TOURISM**

Deadline to Apply: March 1, 2017

PURPOSE

To promote and encourage tourism and convention business in Ingham County through cultural activities.

STRATEGY

Provide funding for grants to nonprofit organizations. Funds shall be earmarked for publicity and promotion projects, which would be eligible for funding from hotel/motel revenues. These projects shall specifically attract out of county visitors into Ingham County. Grants will be made annually based on estimated revenue for the following year.

FUNDING

Five percent (5%) of hotel/motel revenues, per Board of Commissioners resolution.

ADMINISTRATION

The Arts Council of Greater Lansing is contracted by the COUNTY OF INGHAM to administer this grant program.

ELIGIBILITY

To be considered for a grant from the Ingham County Arts and Tourism Fund, an applicant must:

1. Be a Michigan public or private not-for-profit corporation as evidenced by an Internal Revenue Service 501(c)(3) letter of determination or a copy of the Articles of Incorporation as filed with the State of Michigan, Department of Commerce. Public universities and units of government are exempt from having to furnish proof of non-profit status.
2. Be established primarily for cultural, educational, artistic, historical, or entertainment purposes.
3. Offer activities open to the general public.
4. Propose a project or activity which is a legally-permitted use of hotel/motel tax receipts to promote and encourage tourist and convention business in the county.
5. Propose a project or activity that is within the intent and purpose of the Ingham County Board of Commissioners as outlined in paragraph 7, a., b., and c.
6. Complete an application (no more than one grant request per organization each year) and any additional information required to evaluate the application.
7. Provide, as the major purpose of the group, one of the following types of activities or services **in Ingham County**:
 - a. A permanent cultural facility, located in Ingham County, open to the public for free or by a moderate admission charge, on a daily basis at least nine months of the year, such as a museum, art gallery, zoo, or historical site, that would reasonably be expected to attract out-of-county visitors.
 - b. A regular schedule of performances in Ingham County, open to the public for free or by an admission charge, of plays, opera, dance or music, of such quality or format as is not generally provided in mid-Michigan by private firms for profit and that would reasonably be expected to attract out-of-county visitors.
 - c. An annual or non-regular schedule of performances, events or entertainment.
8. Structure the request for funding in such a fashion as to provide the committee with the information necessary to establish priorities within the amount requested.

FACTORS FOR DETERMINING ELIGIBILITY

1. Organizations receiving funds in the Ingham County annual budget process or a supplemental appropriation will not be eligible for Ingham County Arts and Tourism Funds during the same budget year.
2. Proposed activities must take place between May 1, 2017 and April 30, 2018
3. The maximum grant request for any one agency shall be no more than **\$10,000**
4. No organization may receive funds in excess of the amount requested.
5. Organizations in bankruptcy or default to Ingham County are not eligible to receive an allocation.
6. Organizations with delinquent reports to the Arts Council are not eligible to receive an allocation.
7. The level of funding available from the Ingham County Art and Tourism Fund was established by Resolution 83-252 and may be re-appropriated as determined by the Ingham County Board of Commissioners.
8. Funding provided to any agency must be utilized to promote tourist and convention business through advertising, distribution of programs and/or brochures directed toward out-of-county residents.

NOTE: Ingham County requires that the applicant agency in this grant program must present proof of Comprehensive General Liability Insurance with Contractual Liability Coverage in an amount of not less than One Million dollars and no/100 Dollars (\$1,000,000) per occurrence, and/or aggregate, combined single limit for Personal Injury, Bodily Injury and Property Damage, covering the activities conducted pursuant to your event.

PROCEDURE FOR REQUESTING AND PROCESSING REQUESTS FOR FUNDING

1. Solicitation and acceptance of applications from groups seeking funding will be accomplished in the following manner:
 - a. The Arts Council will make guidelines and application for funding available on the Arts Council of Greater Lansing's website.
 - b. The Arts Council will distribute communications regarding the application's availability to potential applicants and media outlets via email.
2. The Arts Council will review all applications and required supplemental information to recommend eligibility under the statute, ordinance and resolution regulating funding for hotel/motel revenues.
3. The Arts Council will notify groups submitting an application for funding that does not meet requirements based upon the established legal criteria.
4. All applications from eligible agencies shall be forwarded to a Grant Review Panel for review and recommendation for funding.
5. All Scope of Services for each agency recommended for funding shall be forwarded to the County Attorney for approval.
6. Agencies shall be notified and a contract shall be developed.

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APPLICATION

- I. ICHM - Agency Information**
- II. ICHM - Project Information**
- III. ICHM - Financial Information**
- IV. ICHM - American with Disabilities Act (ADA)**
- V. ICHM - Required Attachments**
 - a. List of Current Board of Directors
 - b. Current Agency Fiscal Year Operational Budget
 - c. Proof of Non-profit Status (either Internal Revenue Service 501(c)(3) Letter of Determination or copy of Articles of Incorporation as filed with the State of Michigan). Public universities and units of government are exempt from having to furnish proof of non-profit status.
 - d. Organization's Proof of Comprehensive General Liability Insurance with Contractual Liability Coverage in an amount of not less than Five Hundred Thousand and no/100 Dollars (\$500,000) per occurrence, and/or aggregate, combined single limit for Personal Injury, Bodily Injury and Property Damage, covering the activities conducted pursuant to your activity / event. *PROOF OF INSURANCE TO BE PROVIDED BY YOUR INSURANCE AGENT NAMING INGHAM COUNTY AND THE ARTS COUNCIL OF GREATER LANSING AS RIDERS ON THE POLICY.*

GRANT APPLICATION MUST BE SUBMITTED BY 11:59PM MARCH 1, 2017.

The e-grant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.