



NORFOLK TOURISM
FOUNDATION

Professional Development Grant

Program Information

From world-class attractions to one-of-a-kind restaurants and beautiful waterfront views to countless exciting events, the city of Norfolk, VA has grown into a top destination for visitors thanks to a robust Tourism Industry. The Norfolk Tourism Foundation supports a city-wide tourism industry through research, workforce development, customer service training and education.

To bolster the workforce in the Hospitality & Tourism Industry in Norfolk the NTF provides grant opportunities, of up to \$1,500 each, to fund fees and/or travel expenses for professional development. The opportunities must aid the advancement of your career in this field through skill development or experience. Candidates must be employed or seeking employment in the city of Norfolk by a company involved with the Hospitality & Tourism Industry. Funds will be applied directly to the program or course, or as a reimbursement to recipient. Grants are awarded on a rolling process based on the availability of funds. Applications will be reviewed by the 15th of the month following submission. A list of available opportunities is provided.

Application

- Complete and submit the application form
- Provide information on the desired professional development opportunity
- Submit a 500-word essay or a video 2 to 5 minutes in length explaining how you aim to positively impact the Tourism Industry after the completion of the professional development program or course
- Provide proof of employment, or intent to seek employment, in the Hospitality & Tourism Industry in Norfolk, VA
- Submit a letter of recommendation from an employer, professor or administrator
- Submit a written or video testimonial on your experience after completion program or course
- Submit a breakdown of costs associated (program, registration, travel, etc.)

Submit completed application with essay/video to:

ahelveston@visitnorfolktoday.com (757-622-7629) 232 E. Main Street, Norfolk, VA 23510



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Applicant Information

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Text? Y or N

Email _____

Organization

Name of Employer or Potential Employment Field: _____

Name of Company or Organization Providing the Program or Course:

Description of Organization or Course: _____

Organization or Course Website: _____

Start Date: _____ Cost Associated: _____

Applicant Signature: _____ Date: _____

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Examples of Available Opportunities

- The American Hotel & Lodging Educational Institute offers a variety of certifications
 - <https://www.ahlei.org/lodging/certifications/>
- Businesses or individuals can apply to cover the costs of food handlers training offered by the Norfolk Department of Public Health or a food service manager certification offered by the Bureau of Environmental Health
 - <https://www.norfolk.gov/157/Food-Safety>
 - <https://www.statefoodsafety.com/food-handler/virginia/city-of-norfolk>
 - <https://www.norfolk.gov/158/Food-Manager-Certification>
- Cornell's School of Hotel Administration offers individual two- or three-week courses
 - <https://sha.cornell.edu/admissions-programs/executive-education/catalog/online>
- International Festivals & Events Associations offers a CFEE accreditation/certification program
 - <https://www.ifea.com/p/education/cfeecertification>
- The Virginia Association of Museums offers a certificate in museum management
 - <https://www.vamuseums.org/certificate-program>
- Tidewater Community College offers courses in Hospitality Management & Culinary Arts. For more information contact Dean Nancy Prather-Johnson (nprather@tcc.edu or 757-822-1186)
 - Hospitality Management: <https://www.tcc.edu//programs/hospitality-management/>
 - Culinary Arts: <https://www.tcc.edu//programs/culinary-arts/>
- The Jobs Skills Training Program offers hospitality and tourism related programs and customized training programs for businesses. For more information contact Anthony Fontes (afontes@tcc.edu or 757-822-1519)
 - <https://workforce.tcc.edu/available-training/hospitality-training/>