York County Tourism Grant Program

Application Checklist

Thinking of applying for the Tourism Grant?

Use this checklist to make sure you have everything you need.

Y YORK COUNTY PENNSYLVANIA *have it made here.*

INFORMATION REQUIRED *FOR* A COMPETITIVE APPLICATION

Project Information

- ☐ Goals & Objectives
- ☐ Start & Completion Dates
- ☐ Funding Request
- ☐ Narrative
- ☐ Collaborators & Partnerships

Event Information*

- ☐ Event Dates
- ☐ Average Hotel Stay
- ☐ Estimated Tourist Attendance
- ☐ Venue Information
- ☐ Logistical Costs

*May not be required for Marketing, Research, or Development Requests.

Business Information

- ☐ Business Structure
- ☐ Supporting Documentation
- ☐ Board Members/Equity Owners
- ☐ Previous Grant Compliance
- ☐ Demographic Information

Plans & Outcomes

- ☐ Target Audience/ Markets
- ☐ Project Indicators
- ☐ Destination Brand Support
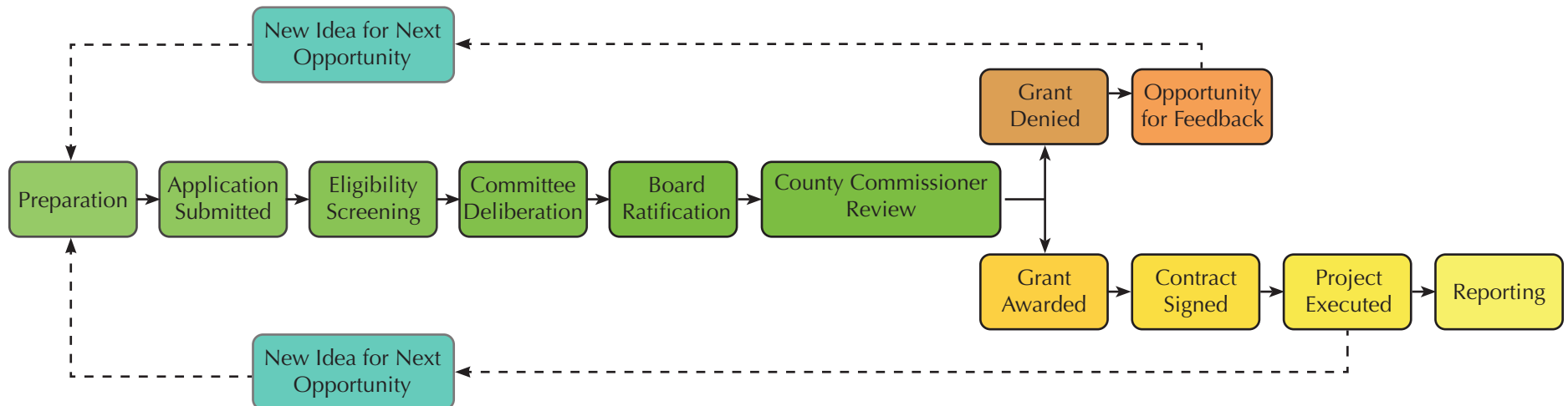- ☐ Data Collection Plan

Financial Information

- ☐ Project Budget
- ☐ 25% Match of Grant Request

From Your Organization

- ☐ Year-End Statements
- ☐ Balance Sheets
- ☐ Tax Returns

GRANT PROCESSING CYCLE

Preparation → Application Submitted → Eligibility Screening → Committee Deliberation → Board Ratification → County Commissioner Review

Grant Denied → Opportunity for Feedback → New Idea for Next Opportunity

Grant Awarded → Contract Signed → Project Executed → Reporting → New Idea for Next Opportunity

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Helpful Application Information

3 Hours
Average time to complete a York County Tourism Grant application.

90 Days
Average time to receive a decision after application window closes.

Online
Applications MUST be completed online, as well as reporting.

2 Cycles
The York County Tourism Grant Program *opens twice per year*. Planning ahead is helpful.

Consultations
Highly encouraged.

Contact
Elizabeth@YorkPA.org

Occupancy
Grant funded projects should increase hotel occupancy in York County.

For Questions, Contact:
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