



**Haywood County Tourism Development Authority**  
**3% Tourism Related & Capital Projects Grant Guidelines**  
**FY 2023-2025 Funding Cycle**

All awarded 1% grants must be used between July 1, 2023 and June 30, 2024

**Purpose:**

The purpose of the HCTDA's 3% Funding is to encourage creation and/or expansion of capital projects that will showcase Haywood County's unique offerings and will attract visitors from outside a fifty (50) mile radius, generating overnight stays and creating economic/destination impact while enhancing quality of life for residents.

**Definition:**

Expenditures that, in the judgement of the Tourism Development Authority, are designed to increase the use of lodging facilities, meeting facilities, and convention in a city/county by attracting tourists or business travelers to the city/county.

**Who Can Apply:**

Not-for-profit organizations, museums, attractions, municipalities, or other tourism entities seeking to build or enhance a project that caters to visitors and produces economic/destination impact as well as creating sustainability.

For-profit organizations seeking to build or enhance a well-defined tourism- oriented project that caters to visitors and produces economic/destination impact as well as creating sustainability. For-profit organizations must match grant award dollar for dollar.

**Criteria:**

All grants will be awarded on a competitive basis, with primary consideration given to applications that focus on the following items:

- Enhance the destination experience for both visitors and residents
- Attract overnight visitors from more than fifty (50) miles outside Haywood County
- Sustainability (event/project must become self-sufficient within three years and/or be good for the community & environment)

The HCTDA cannot guarantee that all applicants will be awarded funding. Funding may be awarded for less than the amount requested or not at all. Limited funds may not allow all projects to receive funding. Preference will be given to the projects that best demonstrate the above criteria. Final decisions regarding the award of grant funds are at the sole discretion of the HCTDA Board of Directors.

**Ineligible Uses**

- Mortgage Payments
- Rentable Items (ie: portable restrooms, tents or stages)
- Ongoing Maintenance of a Facility or Venue
- Tangible Properties (ie: land or building purchases)

- Tangible Assets with a lifespan less than 3-years (ie: decorations)

\*\* Contact HCTDA if you have questions regarding a questionable use of funds.

### **Application Timeline:**

- 1) All applicants must attend a Grant Workshop to be held at the HCTDA office on February 23, 2023.
- 2) Download the grant application at [www.haywoodtda.com/grants](http://www.haywoodtda.com/grants)
- 3) Completed application must be submitted to [grants@visitncsmokies.com](mailto:grants@visitncsmokies.com) no later than 5:00pm, Friday, March 31, 2023.
  - a. Failure to meet the deadline will result in the application not being considered for funding during this grant cycle.
  - b. All material submitted as part of an application will be a matter of public record, subject to Chapter 132. G.S. 132-1 of NC laws.
- 4) All applications will be reviewed by the HCTDA Finance committee. They will then provide funding recommendations for consideration to the HCTDA Board at the May 24, 2023 meeting for approval and final decision.
- 5) Grant award notifications will be sent via email & letter after the May 24, 2023 HCTDA Board Meeting.

### **Evaluation & Payment Procedures:**

Evaluation Report must be submitted at the same time as the Payment Request Form. All payment requests must be submitted within 60 days of completed event or project to receive grant funds. Evaluation Report must be completed to be eligible for any future funding.

Submit Payment Request Form to:                      Attn: Executive Director, Haywood County TDA  
1110 Soco Road, Maggie Valley, NC 28751

### **Stipulations:**

- Failure to use funds as specified in the application & award letter will result in nonpayment of the funding allocation.
- Failure to submit proper receipts and proof of payment will result in non-payment of the funding allocation.
- Failure to submit the final report & payment request within 60 days of project completion may result in the denial of future funding.
- Must give recognition to the HCTDA for being a major funding source of project during interviews, public meetings, press conferences, ribbon cuttings or on a press release. When possible, the HCTDA recommends temporary or permanent recognition with logo on a sign, plaque, or other applicable options.
- Failure to include the HCTDA website as directed will result in non-payment of the funding allocation.
- Applicants who do not comply with all deadlines and stipulations may be disqualified and ineligible to receive 1% HCTDA funding.

### **Disclaimer:**

The Haywood County Tourism Development Authority reserves the right to accept or reject any application.