

**ST. LAWRENCE COUNTY ARPA  
Tourism, Travel, and Hospitality Capacity Building Grant Program  
APPLICATION GUIDELINES**

**Overview:** St. Lawrence County has dedicated approximately \$350,000 from its American Rescue Plan Act (ARPA) allocation to be used toward developing tourism amenities, enhancing the visitor experience, and increasing recreation, art, culture, and heritage opportunities for visitors. The County intends to distribute these funds to multiple entities. This grant program is eligible to for-profit businesses, non-profit organizations, and communities in St. Lawrence County. The County reserves the right to not fund a project, or to fund it at a lower amount than requested. Projects must adhere to all regulations for ARPA funds.

See Federal regulations here:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

**Submission information:** Questions, the application form, and all supporting documents should be e-mailed to: [info@SLCchamber.org](mailto:info@SLCchamber.org) or 315-386-4000.

**Deadline:** The next round of ARPA applications will be accepted until **January 30, 2023**. \$350,000 has been set aside for this program, of which \$310,000 remains available. While applicants may apply for up to \$50,000, completion of an application is not a guarantee of an award. Applications will be reviewed, and awards will be made at the discretion of the St. Lawrence County Industrial Development Agency.

**Funding:** Applicants will be notified of application status. Once approved, applicant will submit a completed voucher, proof of payment for project expenses, and all other required documents prior to receiving reimbursement. Applicants will be required to provide **matching funds of 20%** towards the project. Applications will be reviewed and recommended for approval by a committee of the St. Lawrence County Chamber of Commerce. Funds will be disbursed by the St. Lawrence County Industrial Development Agency. Grants can be made for up to \$50,000 per project per year.

**The Project Application must include the following (see details in corresponding section on application): Attach additional pages as needed to completely answer each question.**

Project Need  
Funding Narrative  
Project Timeline  
Project Sustainability  
Community Support  
Project Impact

**Other supporting materials** –If additional materials are provided, they must be referenced somewhere in your Project Application. Other documentation may be requested as needed.

## GENERAL PROVISIONS

- Reimbursement shall be made only after submission of a completed Voucher (sample provided). The Voucher must have attached any paid invoices and any additional documentation of the **Applicants matching share of at least 20% as agreed upon.**
- The Agency may modify or terminate the Agreement if the applicant fails to comply with the program objectives or reporting requirements.
- The Applicant shall agree to provide the Agency with reports and/or documentation to verify the project as requested.
- The Agency may modify or terminate this Agreement at any time upon presentation of written notice to the Applicant.
- The Applicant shall hold and save the Agency, its official agents and employees, harmless from liability of any nature or kind, including costs and expenses, for or on account of any suits or damages of any character whatsoever.

## GREIVANCE PROCEDURE

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- The Applicant agrees to attempt to resolve disputes arising from this Agreement by administrative processes and negotiation in-lieu-of litigation.
- Any disputes concerning the question of fact arising under this Agreement which is not settled by informal meetings shall be decided by the Agency's authorized representative, who shall mail the written decision to the Applicant or otherwise furnish a copy.
- In connection with any appeal proceeding under this provision, the Applicant shall be afforded an opportunity to be heard and to offer evidence in support of the appeal. Pending final decision of a dispute hereunder, the performance of the Applicant shall proceed in accordance with the Agency's decision. This procedure does not preclude consideration of law questions in connection with decisions provided above, provided that nothing in this Agreement shall be construed as making final the decision of any administrative official, representative or board on a question of law.
- The Applicant agrees to pay any debt incurred while in violation of this Agreement.

**ST. LAWRENCE COUNTY ARPA  
Tourism, Travel, and Hospitality Capacity Building Grant Program  
REQUEST FOR PROGRAM CONSIDERATION**

**APPLICANT INFORMATION:**

Business Name: _____	Federal ID#: _____
Address: _____ _____	Contact Name: _____ _____
City/State/Zip: _____	Contact Title: _____ _____
Telephone: _____	Contact Email: _____ _____
Alternate Phone: _____	Cell: _____ _____
	Fax: _____ _____

**FORM OF ENTITY:**

- Sole Proprietor
- Partnership:     General     Limited
- Corporation
- Limited Liability Company
- Nonprofit Organization – Typic of Nonprofit (ex 501-C(3)):
- Other: \_\_\_\_\_

<b>Employment Information</b>	
<b>Existing Jobs</b> – A full-time equivalent job equals any combination of two or more part-time jobs that, when combined, constitute the equivalent of a job of at least 35 hours per week	
Indicate how many existing full-time equivalent jobs the applicant and any related entities employ in St. Lawrence County.	# of Jobs: _____

**PROJECT DESCRIPTION:**

Concisely describe the project, indicating the location, what will be planned/constructed/acquired/constructed, the issues or opportunities to be addressed, and expected outcomes or deliverables. **Explain how this project aids your business in the economic recovery from COVID.** Please attach additional pages as needed. (750 words or less)

**PROJECT NEED:**

Describe, in detail, your need for the proposed tourism, travel and hospitality capacity building project. Describe how the project/design will develop tourism amenities, enhance visitor experience, and/or increase recreation, art, culture, and heritage opportunities for visitors, **after the impacts of COVID.**

**PROJECT TIMELINE:**

Provide a detailed project timeline by key steps, including design, permitting, bidding, and construction (not an exhaustive list). Clearly indicate the anticipated date of completion. NOTE: ARPA funds will be available on an ongoing basis until funds are depleted.

**PROJECT SUSTAINABILITY:**

Describe your plan for long-term sustainability of the project. Indicate the project's anticipated useful life and how you will continue to fund and operate the project beyond the timeline of this funding.

**COMMUNITY SUPPORT:**

Describe if/how the project is consistent with a local Comprehensive Plan, Regional Economic Development Plan, County Economic Development Strategy or other local planning document. If it is not, explain how the project is supported by the community. Attach a ***minimum of 2 letters*** of support from for-profit, non-profit, or municipal bodies.

**PROJECT IMPACT:**

Describe if/how the project will benefit more than one sector of the community. Impact may be demonstrated by the provision of better visitor experience and/or increase recreation, art, culture, and heritage opportunities for visitors and/or impacts on local business or industry.

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Project Budget Information**

**FUNDING NARRATIVE:** Applicants will be **required to provide matching funds of 20%** towards the project. *Indicate your strategy for proceeding if the full amount of requested funding (from ARPA or other sources) is not secured as expected.:*

SOURCES OF FUNDS: Include ARPA funds requested	Amount
<b>TOTAL ARPA Funds Requested</b>	
TOTAL owner's contribution (Must be minimum of 20% of total project)	
Other Funds: Add details	
<b>Total Project Funding Sources</b>	

PROJECT COSTS:	Amount
Land/Building Acquisition	
Construction or Renovation (Materials)	
Construction or Renovation (Labor)	
Site Work	
Machinery & Equipment	
Personal Protective Equipment	
<b>Total Project Costs</b>	

**TOTAL PROJECT FUNDING SOURCES MUST EQUAL TOTAL PROJECT COSTS.**  
\* Please attach vendor quotes and estimates for each project cost line item.

**ST. LAWRENCE COUNTY ARPA  
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APPLICATION CERTIFICATION, MUST BE EXECUTED UPON SUBMISSION**

Signature of Company Official Completing Application:	Title:	Date Completed
X		

**CERTIFICATION:** I, \_\_\_\_\_, being duly sworn, state that I have read and understand all the questions and answers contained in the forgoing application and the documents that I have attached hereto; that I have supplied full and complete information in the answer to each question herein to the best of my knowledge, information and belief; and that all information I have supplied is true and correct. I further understand that false statements or intentional omissions made in this Application or in connection with the verification process may have an adverse consequence to my application/submission to the St. Lawrence County Industrial Development Agency. In addition, I acknowledge that the Agency is subject to New York State's Freedom of Information Law (FOIL). I understand that all grant information and records related to this application are potentially subject to disclosure under FOIL subject to limited statutory exclusions.