



TOWN OF WELLFLEET

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FY 2015 Economic Development Fund Guidelines

The following Fiscal 2015 Economic Development Fund Guidelines were adopted by the Board of Selectmen on July 8, 2014 (motion 15-0008)

Statement of Purpose: Grants are intended to encourage “off season” events or projects such as publications, workshops, promotional ventures, etc. which will enhance economic opportunities by attracting visitors and promoting business growth in Wellfleet year round, especially during the “off season.” “Off season” is generally intended to mean the period beginning September 15 and ending on June 15 of the following calendar year. Grants are intended as funding to assist in the incubation of new initiatives and/or to support events that meet the above criteria.

Applications:

1. **Form of Application.** Applications shall include: a description of the project or event and shall identify the expected economic benefit to the Town; a proposed budget including anticipated sources of funding; the identity of the sponsoring individuals or organization; and, if not a Town board or committee, documentation of the organization’s not for profit status. Applications shall also include contact information for the applicant as well as the legal name of the organization for purposes of any award.
2. Applications will be made to the Citizens Economic Committee (CEC.) The CEC may also create proposals on its own initiative.
3. **Matching Funds Requirement.** Awards will only be made on a matching funds basis. The CEC may waive this requirement in the case of mini-grants of \$500 or less.
4. Applications shall state the amount requested, which shall not exceed \$2,500.
5. Grants will only be made for identifiable event/project costs. No awards will be made for overhead or general operating expenses.

Procedure: Applications will be reviewed by the CEC on a schedule it establishes. The CEC will make awards decisions on each application subject to the approval of the Town Administrator who may send award decisions back to the CEC for reconsideration.

Acknowledgment of Sponsorship: Acknowledgment of the Town’s sponsoring grant award in the event publicity is encouraged.

Post Event Reporting Requirements: Within sixty days after the conclusion of the event or project the sponsoring individuals or organization shall report to the CEC and the Town Administrator. The report shall include an accounting for all grant funds and information relating to benchmarks met and indicia of increased economic activity. Unexpended funds shall be returned to the Town of Wellfleet.