

# Instructions for completing Tourism Impact Emergency Services (TIES) Grant Application

## 1. Gather Required Information & Attachments

Before starting, collect the following:

- **Agency details** (official name, contact person, mailing address, phone, email).
  - **Tourism impact data** (call volume increases, incident types, seasonal trends).
  - **Budget details** (itemized costs, quotes, funding sources, matching contributions).
  - **Letters of support** (if available).
  - **Evidence of need** (equipment age, service delays, safety risks).
  - **Project plan** (goals, implementation steps, timeline).
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## 2. Section-by-Section Instructions

### Section 1 – Applicant Information

- Enter your agency name exactly as registered.
  - Provide the primary contact person's name, title, phone, email, and full mailing address.
  - Ensure contact details are accurate for follow-up.
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### Section 2 – Project Summary

- **Purpose of Grant:** Summarize the primary reason for your request in 1–2 sentences.
- **Grant Amount Requested:** State the exact dollar amount you are requesting.
- **Total Project Cost:** Include total cost if different from the grant request.
- **Project Start/End Dates:** Provide realistic dates considering procurement and implementation timelines.

### Section 3 – Tourism Impact

- Clearly explain **how tourism affects your agency's operations**.
  - Use **percentages** for call increases during peak tourism seasons.
  - Provide examples of **common visitor-related incidents** (e.g., hiking injuries, boating accidents).
  - Include location relevance (near attractions, parks, trails).
- Provide **data or comparisons** (e.g., summer vs. winter call volume).

### Section 4 – Statement of Need

- Describe the **problem or gap** your project addresses (e.g., outdated equipment, lack of training).
- Indicate if the issue is **new, recurring, or worsening**.
- Provide **specific risks** (e.g., increased ambulance wait times, undercoverage in key areas).

## Section 5 – Project Description

- Describe **your proposed solution** in detail (equipment, training, facilities).
- Identify **who will implement** the project (staff, contractors, partners).
- Provide a **clear timeline** with milestones.
- Explain **how the solution will be implemented** step-by-step.

## Section 6 – Budget & Financial Info

- Provide an **itemized budget** with cost breakdowns.
- Attach **quotes** from vendors when available.
- List any **matching funds or in-kind support** your agency will provide.
- Disclose **township funding arrangements** if applicable, including services and amounts.
- Ensure all requested funds are **necessary and reasonable**.

## Section 7 – Sustainability

- Explain how the project will provide **long-term benefits** beyond the current year.
- Describe **maintenance plans**, staff certifications, or follow-up training.
- Include plans for **future funding** if applicable.

## Section 8 – Additional Information (Optional)

- Indicate any **collaboration** with other agencies and list partners.
- Note any **prior TIES grants** and describe the project funded.
- Attach additional materials that support your application (letters of support, community outreach plans).

## 3. Formatting & Submission Tips

- **Be specific:** Avoid vague statements; back up claims with data.
- **Stay concise:** Use bullet points or short paragraphs for clarity.
- **Double-check attachments:** Missing data or quotes may reduce scoring.
- **Align with scoring tips:** Each section of your application should reflect the evaluation criteria for maximum points.
- **Proofread carefully:** Ensure numbers, names, and facts are correct.

## 4. Checklist Before Submitting

- ✓ Applicant information complete
- ✓ Purpose, amount requested, and total cost stated
- ✓ Tourism impact described with data
- ✓ Statement of need clearly stated with urgency evidence
- ✓ Project description includes goals, implementers, and timeline
- ✓ Budget is itemized and justified, with quotes attached
- ✓ Matching funds or in-kind support noted
- ✓ Sustainability plan explained
- ✓ Optional collaboration or prior grant history provided
- ✓ All required attachments included