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

**TIES Grants are available only to qualified agencies located in Hocking County.**

**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).

**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.

**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* Describe the **problem or gap** your project addresses (e.g., outdated equipment, lack of training).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