

## REQUEST FOR PROPOSALS

The Visitors Services Committee of Visit Mendocino County, Inc. is soliciting proposals for grants to Mendocino County Visitor Centers for Fiscal Year 2011/2012.

### Specifications –

Requests for grant monies have to be related to the actual provision of visitor services.

All responses **MUST** be accompanied with a report detailing how the monies awarded **LAST YEAR** were spent pursuant to the agreement between VMC and the Visitor Center.

Consideration will be given to the relative current need for visitor services. VMC reserves the right to fund the entire request, partially fund or decline to fund.

Examples of requests may include funding for increased hours of operation/staffing, more visible signage, visitor amenities such as brochure racking, kiosks, and beautification to improve the visitor experience. Each visitor center is encouraged to submit its own priorities however.

All grants will be for the FY beginning July 1, 2011 and ending June 30, 2012.

This will be the **ONLY** opportunity to request funding this Fiscal Year.

The receipt of funding last fiscal year is no guarantee of funding this year.

A **detailed proposal** is required, complete with a budget for each item requested. If the request is made for staffing please include the hourly wage, number of hours, the days or hours for the extra staffing and the percentage added for benefits.

A narrative form is acceptable. Enough detail is needed to enable the Board and Committee to properly evaluate each request. Only one copy is needed.

Please list requests in order of priority.

No requests for capital improvements to visitor centers will be entertained.

A yearend report will be required and the visitor center and VMC will enter into an agreement concerning the disposition of funds.

All grant requests must be received by **May 27, 2011** as the Visitor Services Committee will be meeting on **June 1, 2011** to evaluate the responses and make its recommendations. An email request is acceptable.

Awards will be announced by **June 21, 2011** and actual funding will occur on or before **August 31, 2011**.