

Kingman Tourism Initiative Grant

CREATING POSITIVE CHANGE FOR KINGMAN



PROGRAM OVERVIEW

The Kingman Tourism Initiative Grant provides funding to Kingman-based non-profit organizations to support building repairs and structural upgrades that foster tourism and economic development activity. The goal is to enhance Kingman's visitor experience by improving non-profit facilities contributing to tourism-related attractions, cultural sites, and economic growth.

PROGRAM HIGHLIGHTS

- **Total Funding:** Up to \$25,000 per year will be allocated for the program.
- **Funding Availability:** Projects can request any amount up to the \$25,000. Full funding is not guaranteed and will be subject to review. Total project cost must not exceed \$50,000 or require a formal solicitation process.
- **Funding Cycle:** The grant application period will open on November 3, 2025, and close on November 28, 2025. Applications will be reviewed and awarded by January 1, 2026. Awards will be issued on a reimbursement basis between January 1, 2026, and December 31, 2026.
- **Matching Requirement:** The Applicant is required to participate in a 50% match of the grant awarded. (For example, if the applicant requests \$10,000.00 in funds, the applicant must contribute \$10,000.00 in matching funds.) Applicants who contribute more than the required match will be given additional consideration during the application review process.
- **Reimbursement Structure:** Project funding will be provided on a reimbursement basis once the attraction or amenity is complete and open to the public.
- **Contingency Plan:** Applicants must submit a plan outlining how they will proceed if they do not receive the full amount requested. Applicants must also indicate if the project will not proceed without full funding.
- **Project Timeline:** The tourism attraction or amenity must be currently open for public use within one year of award.



Photo Courtesy of Mohave Heritage Tours



ELIGIBLE PROJECTS

The following types of projects will be considered for funding:

- Improvements to buildings or facilities that contribute to tourism-related events, exhibits, and community programs, including historical and cultural sites.
- Enhancements to visitor accessibility (ADA compliance, improved entryways, or public access features).
- Outdoor site improvements such as signage, lighting, or visitor engagement features.
- Wayfinding or informational signage that guides visitors to key destinations.
- For the purposes of this grant, tourism and economic development activities increase visitation and/or extend the duration of visitor stays.

The following types of improvements are eligible for funding:

1. **Historic Preservation, Restoration, & Building Repairs**
 - Exterior façade improvements (painting, cleaning, restoring historic features)
 - Structural repairs (stabilizing walls, restoring historic signage, fixing entryways)
 - Roof repairs (only if part of a broader historic preservation project)
 - Rehabilitation of historic buildings (to preserve their tourism value)
 - Interpretive displays or exhibits that tell the story of a historic site
2. **Visitor Accessibility & Wayfinding**
 - ADA compliance upgrades (wheelchair ramps, accessible restrooms)
 - Improved entrances/exits for public use
 - Wayfinding signs & kiosks to direct tourists to key attractions



Photo Courtesy of Kingman Main Street

...HISTORIC BUILDING REPAIRS & STRUCTURAL UPGRADES cont.

3. Outdoor Site Improvements

- New or upgraded tourism signage (directional, informational, or decorative signs)
- Public seating, benches, or shaded rest areas for visitor comfort
- Outdoor lighting improvements (enhancing safety and visibility)

4. Infrastructure for Tourism-Related Events & Attractions

- Stage or venue improvements for cultural events and performances
- Outdoor gathering spaces that enhance the visitor experience



INELIGIBLE PROJECTS

Funding will not be provided for:

- Routine maintenance or operational costs.
- Non-permanent structures or temporary installations.
- Marketing, advertising, or promotional activities.
- Projects that do not have a direct impact on tourism.

APPLICATION PROCESS & REQUIREMENTS

How to Apply

1. Initial Contact: Contact Monica Murphy, Grants Administrator, at **(928) 753-8159** or mmurphy@cityofkingman.gov to discuss the project proposal.

2. Pre-application Meeting: Before applying, a pre-application meeting with the Grants Administrator is required.

3. Application Submission: Completed applications may be emailed to mmurphy@cityofkingman.gov or delivered to:

Monica Murphy, Grants Administrator
City of Kingman
310 N. 4th Street, Kingman, AZ 86401

PROJECT COMPLETION & FUNDING

Funding & Disbursement

- Project funds will be provided on a reimbursement basis upon the grant-awarded project completion.
- The applicant is responsible for any remaining project costs.
- Additional funding for unexpected costs may be requested if it stays within the \$25,000 threshold, does not change the approved design, and funding is still available.

Project Completion Requirements

- The Grants Administrator must be notified upon project completion.
- Photographs of the completed work must be submitted.
- The Grants Administrator or designee will visit the site to confirm project completion.
- Failure to complete the project within the approved timeframe may disqualify the applicant from receiving the grant funds upon project completion.

ELIGIBILITY REQUIREMENTS

- Kingman-based non-profit organizations with 501(c) tax-exempt status are eligible to apply.
- Applicants must possess an active business license, if applicable.
- The tourism attraction or amenity must be currently open for public use within one year of award.
- Total project cost must not exceed \$50,000 or require a formal solicitation process.
- Submitted projects must be new and may not begin prior to receiving grant approval in order to receive funding.
- If the non-profit organization is a tenant, a signed authorization from the property owner is required.
- The non-profit must occupy, rent, or own any facility submitted on any qualified project on or affixed to a building.
- The property must not owe outstanding taxes, fees, judgments, or liens to the City of Kingman.
- The property cannot have any outstanding zoning violations.
- A non-profit organization may only apply for one grant per fiscal year cycle.
- Applicants must obtain any required City permits and licensing.
- Applicants located in a registered historic commercial building should consult with the State Historic Preservation Office on proposed improvements.
- Improvements must be permanent.
- Properties must be at least 50 years old and retain architectural integrity reflective of their original historic appearance
- Applicants may apply once per fiscal cycle. Once a site has been awarded a grant, it is no longer eligible for future funding through this program.

REQUIRED DOCUMENTS

- Submit supporting documentation demonstrating that the project will increase visitation and/or extend the duration of visitor stays.
- Completed application (incomplete applications will not be reviewed).
- Proof of 501(c) Non-Profit Status.
- Project Design/Site Plan/Elevation Plan showing proposed improvements.
- Photographs of the existing condition of elements to be improved.
- Supporting documentation such as paint colors, materials, proposed signage, etc.
- One quote for any portion of the project below \$5,000.99 per vendor.
 - Three comparable quotes for any portion of the project above \$5,001 per vendor.
 - Quotes must include a materials list, quantities, & sales tax.

CONTACT INFORMATION

Monica Murphy, Grants Administrator

Email: mmurphy@cityofkingman.gov

Phone: (928) 753-8159

CLG Historic Preservation Grant Application & Evaluation Rubric



APPLICATION FORM

Please complete all sections below. Only complete applications will be forwarded for review.

Section 1: Applicant Information

Organization Name	Contact Person	Title
Address	Phone	Is your Organization Non-profit?
Street	Business / Home	Yes No
City	Cell	(attach IRS letter)
State		Business Licence # (If Applicable)
Zip	Email	

Section 2: Property & Project Information

Property Address	Property / Project Info	
Street	Approximate year built (Must be at least 50 years old)	Please Attach at least 3 photos of current condition
Kingman, AZ Zip	Does the property retain its historic appearance?	Are Photos attached?
Current Use of Property	Yes No	
Brief History of Site (if known)		

Section 3: Scope

Describe the Proposed Work		
Explain How this Project Fosters Tourism and Economic Development Activity	Will the work require permits or SHPO approval?	Yes No
	Start Date (Estimated)	Completion Date (Estimated)

CLG Historic Preservation Grant Application & Evaluation Rubric



APPLICATION FORM CONTINUED...(PAGE 2)

Please complete all sections below. Only complete applications will be forwarded for review.

Section 4: Budget & Match

Total Project Cost	Will the project proceed if full funding is not awarded?	Yes	No
Amount Requested			
Source and Amount of Matching Funds	Please attach required quotes and supporting cost documentation (has this documentation been attached)	Yes	No

Section 5: Required Attachments (checklist)

<p>Check all that apply:</p> <p>Photos of existing conditions</p> <p>Site or design plans (if applicable)</p> <p>IRS 501(c) letter</p> <p>Quotes from contractors</p> <p>Property owner authorization (if applicant is a tenant)</p>

EVALUATION RUBRIC

Evaluation Criteria	Max Points	Scoring Guidelines
Fosters Tourism & Economic Development Activities	50 pts	0-15: Minimal or unclear impact on tourism/visitation 16-40: Moderate connection to tourism or economic activity 41-50: Clear, measurable contribution to tourism, events, or extended visitor stays
Project Readiness & Feasibility	40 pts	0-15: Limited planning or vague timeline 16-30: Defined scope and reasonable progress 31-40: Ready or near completion by June 30, 2026
Matching Funds Commitment	10 pts	0 pts: Meets minimum 50% match 1-5: Slightly exceeds required match 6-10: Significantly exceeds required match or offers meaningful in-kind contributions