

Decatur County Visitor and Recreation Commission
Tourism Promotion Grant Application

***PLEASE NOTE**

ONLY ORGANIZATIONS THAT ARE A NON FOR PROFIT UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE MAY APPLY FOR THIS GRANT. PLEASE DO NOT APPLY OTHERWISE!

The Decatur County Visitor and Recreation Commission (DCVRC) is dedicated to promoting the growth and development of the Decatur County. This grant was developed to offer financial assistance to qualified non-profit groups planning events in Decatur County. We are interested only in projects and events attracting out of county visitors to our area.

- Qualified applicants must be representatives of a 501(c)(3) group on file with the Indiana Secretary of State (festivals, not-for-profit attractions). Applying organizations are to verify their status with the Corporations Division (317-232-6576) before submitting. You must be in good standing at the time the application is received for funding consideration.
- New projects are encouraged. Efforts should be made to show overnight stays. Special consideration will be given to those events. **This grant is for marketing only! Not for food and other non-marketing products.**
- Grants are made with the understanding that the DCVRC has no obligations or commitment to provide any additional support to the grantee.
- The DCVRC asks that ALL printed pieces carry the credited line: **Made possible in part with the support of the Decatur County Visitor and Recreation Commission. For information about Decatur County Lodging Facilities please call 877-883-5447.** Failure to print this line on promotion pieces could result in the loss of funding through this grant.
- The DCVRC operates without discrimination as to age, race, religion, sex or national origin. Organizations that discriminate will not be eligible for funding.

Funding

- All information on the form must be legible and on the original application or attached to it. Application must be received by the deadline stated in the letter. Applications will be reviewed at the scheduled DCVRC meetings (listed on grant letter). Representatives **MUST** attend and make a 5 minute presentation and answer questions.
- Applying organizations will receive notification by the deadline. Final grant report will be included. This report must be returned including accompanying documents within 90 days of the grant completion. Grant is considered open for no longer than one year from notification date. Organizations may receive only one grant per year.
- Eight copies of the application and supporting data must be turned into the DCVRC office by the stated deadline.
- Evaluation of grant applications may include, but is not limited to, the following criteria:
 1. Benefits to area hotels
 2. Nature of project

3. Distribution of materials and market to be reached
4. Evidence of need for funding
5. All previous funding history
6. Potential impact of people who will benefit
7. An imaginative and experimental approach
8. Extent of local volunteer involvement and support for the project
9. Possibility of using grant as seed money for matching funds from other sources
10. The organizations fiscal responsibility and management qualification
11. The ability to obtain the necessary additional funding to implement the project
12. Will project provide ongoing funding after grant expires
13. Ability to document results

DOES YOUR ORGANIZATION FALL UNDER THE NON-FOR-PROFIT SECTION 501(C)(3) UNDER THE INTERNAL REVENUE CODE?

YES _____ OR NO _____

IF YES, PROCEED WITH APPLICATION

IF NO, PLEASE DO NOT CONTINUE

IS YOUR PROJECT GOING TO BRING OUT OF COUNTY VISITORS?

YES _____ OR NO _____

IF YES, PROCEED WITH APPLICATION

IF NO, PLEASE DO NOT CONTINUE

Decatur County Visitor and Recreation Commission

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***Proposals must include:**

1. Complete application form using the space provided
2. Budget for the Proposed Project
3. List of members of the governing board
4. Most recent financial audit or year-end financial statement
5. Current month and year-to-date financial statement
6. Copy of tax exemption
7. If requesting funds for ads, please include sample of ad, where it will run, the number of ads and when they will appear
8. If requesting funds for printed pieces include quotes from at least **three** vendors. Please include a brochure mock-up
9. Priority will be given to **new** projects and events

Please remember when submitting a request that these funds are to be used to promote Greensburg/Decatur County as a tourism destination. Every effort should be made to show distribution of information to potential out-of-county visitors.

PLEASE PRINT OR TYPE ALL RESPONSES

Organizational Information

Organization Name

Date of Incorporation:

Fed ID

Telephone: ()

Fax: ()

Email:

Address:

City:

State:

Zip Code:

Contact Person

Title:

(H) Telephone: ()

(W) Telephone: ()

PROJECT INFORMATION

Project Title:

Date (s) of Project:

Project Completion Date:

1. Describe in detail the event or project for which grant funds are requested. Include a proposed timeline. (Attach additional paper if needed).
2. Is this an annual event? If so, how many years has this been held in Decatur County?
3. Describe your marketing plan in detail. (attach additional pages as needed)
4. Describe distribution plans for printed materials and/or geographic audience for advertising. Please REMEMBER TO DEMONSTRATE HOW THE PROJECT WOULD BE DIRECTED TO MARKETS OUTSIDE DECATUR COUNTY.

VISITOR AND LODGING IMPACT

5. How many out-of-county visitors are expected to attend?
 6. How many of these visitors do you expect to stay in Decatur County Lodging facilities?
How will you try to encourage overnight visitation?
 7. How do you plan to keep track of the number of overnight stays in our lodging facilities?
 8. How many local people will assist in this event?
 9. How many local people attend this event?
 10. What is your total attendance and how is this monitored?
 11. Describe how you will evaluate the success of your event?
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Financial Information

Total Cost of the Project:

Total Budget for this Project:

Total Annual Budget for Organization:

Amount Requested in this proposal:

If total money requested isn't awarded, how will you endeavor to make up the shortfall?

12. List all funding sources for the proposed project excluding the amount being requested in this proposal. Items produced with this grant cannot be sold.

Source

Amount Committed

Total Dollars Committed

CERTIFICATION

I have read the Tourism Promotion Grant Guidelines and agree to the terms therein.

On behalf of the organization identified on this application, I do hereby certify that the submitted application meets all the eligibility requirements for the Tourism Promotion Grant Fund and that the information entered is true and accurate.

I understand that the project cannot be completed prior to the written approval notification by the Decatur County Visitor and Recreation Commission. I also understand that the project must be completed within one calendar year from the date of notification. A project completion report will be mailed with notification that the grant was approved. This report and receipts documenting what the money was used for must be returned within 90 days of the completion of your event to ensure prompt payment. Please note, failure to submit the required information within 90 days of the event voids the grant and no funding will be provided. Failure to complete this report in a timely fashion may jeopardize eligibility for future grant awards.

I also understand that I will get ONE check and it is my responsibility to distribute it to the appropriate vendors.

Signature (required)

Date

Title