

Berea Tourism Commission Grant Request Guidelines and Form

Fiscal year 2009-2010

The Grants are established to encourage new and existing tourism venues, events, projects and attractions. The Berea Tourism Commission Grant is up to \$5,000. The Berea Tourism Commission Grant funding program is for government or non-profit organizations in Berea. All requests shall be in keeping with the Berea Tourism Commission's Mission Statement and the promotion, marketing and development of tourist and convention activities in Berea. Projects applied for must be completed in the coming fiscal year July 1, 2009 – June 30, 2010.

**All proposals must be submitted to Berea Tourism Office no later than
4 pm, Wednesday April 1 2009.**

**Projects applied for must be completed in
Fiscal year July 1, 2009 – June 30, 2010.**

Eligibility Requirements:

- Tourism attraction, festival or event/project must be located in Berea.
- Applicant must be a government or non-profit entity.
- Monies must be used to promote tourism and/or convention business in Berea.

Guidelines:

- All grant and in-kind requests are subject to the discretion of the commission.
- The commission shall have the option to grant money on a matching basis or as a loan.
- Written proposals must be submitted to the Berea Tourism Office no later than 4:00 pm - April 1, 2009.
- The commissions will contact individual organization with questions or to schedule appointments for clarification purpose if needed.
- Grants awarded in one fiscal year not guaranteed approval in the next fiscal year.
- For disbursement of funds a contract will be provided and must be signed by project coordinator.
- Projects applied for must be completed in the coming fiscal year July 1, 2009 – June 30, 2010.
- Follow up Requirements must be returned within 90 days after the Event / Project.
- Grant Request must be signed.

**Berea Tourism Commission Grant Request Form
Event / Project Application**

(Circle when given options – attach extra page if needed to answer any questions / refer to question number when answering)

1. Event / Project Name: _____

2. Coordinator / Contact Person: _____

Address: _____

Phone #: _____ Cell #: _____

Fax#: _____

E-mail: _____

Web site: _____

Tax Status: Gov. Non-profit Tax ID#: _____

3. Dates and Time of Event / Project: _____

4. Location of Event / Project: _____

5. How much money are you requesting for this application? _____

6. How will the grant fund be used? **Be specific.**

A _____

_____ \$ _____

B _____

_____ \$ _____

C _____

_____ \$ _____

D _____

_____ \$ _____

7. Attach financial statement of Event / Project.
(Projected Budget and Last years Budget if repeat Event / Project)

8. Brief description of project (if more space for detailed needed please attach)

9. Project goals:

- A _____
- B _____
- C _____
- D _____
- E _____

10. Who are your financial partners/sponsors? (Other than Berea Tourism or City)
(Applicant must supply commitment letter from partners.)

11. List all In Kind support: _____

12. How many people do you expect to attend and/or participate? _____

13. How will this project benefit Berea? _____

14. How will this event increase Berea tourism? _____

15. How will this event increase overnight stays in Berea? _____

16. How will this event/project permit Berea citizens to have opportunities to participate? _____

17. How will this event/ project expand the Berea tourism experience? _____

18. Do you have evening activities for event / project? List _____

19. Who is the intended market? Included age of group targeted.

20. What is the projected economic impact for Berea? \$ _____

Follow up Requirements:

Must Complete Berea Tourism Commission 2009-2010 Follow up Grant Form
(Form provided once grant is awarded.)

Form includes:

- Economic Impact figures, Comparison of Economic Impact Figures to previous years for event / project.
- Financial Statements reflecting actual cost of this fiscal years event / project.
- Attendance numbers and/or participants - including local and non-local breakdown. Attendance numbers and/or participants including breakdown by day or sub-event.
- Any other research on your tourism event/ project.

Note Mandatory Record Keeping: Grant recipients must keep all grant related records (i.e. receipts, invoices, cancelled checks and other financial documents) for a minimum of Three (3) years and must provide copies to Berea Tourism Commission upon request at any time during the three year period.

Signature

Date

Commission use only:

Berea Tourism Commission Action Taken

Amount Granted \$ _____ date: _____

Granted For: _____

In-kind granted: _____

Reason(s) not approved: _____

Chair

date

Vice Chair

date