

THIS DOCUMENT IS MEANT TO SERVE AS A SAMPLE. THE ONLINE APPLICATION PERIOD WILL OPEN ON OR BEFORE OCTOBER 4, 2019.

2020 Tourism Grant Application

APPLICANT INFORMATION

In the space below include legal name of organization, address, name of Program/Event, contact name and title, telephone number, email address, fax number and Federal Tax ID Number.

Organization:	Program/Event:
Grant Contact:	Address:
Telephone Number:	Email Address:
Chief Officer of Organization:	Address:
Telephone Number:	Email Address:
Federal Tax ID:	

PROJECT INFORMATION

Title of Program/Organization:		
Title of Festival/ Event: <i>(if applicable)</i>		
2019 Actual Attendance:	Program/Organization:	Festival/Event:
2020 Estimated Attendance:	Program/Organization:	Festival/ Event:
2019 Actual Hotel Room Nights:	Program/Organization:	Festival/Event:
2020 Estimated Hotel Room Nights:	Program/Organization:	Festival/Event:
Grant Amount Requested:	Program/Organization:	Festival/Event:

CERTIFICATION

We, the undersigned, certify that the information contained in this application and in all attachments is true and correct to the best of our knowledge.

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Chairman of Board (print name)

Signature

Date

Funding information

- 1) Have you previously received a grant from the Augusta CVB? Yes No
- 2) Will you (Do you) receive public funds from other sources? Yes No
If yes in space, please provide the funding source and amount:

Funding Source	Amount

- 3) What is the total amount that you will directly provide in funding for this project? \$ _____

Required Information

First Time Applicants provide the following as attachments

- 1) Verification of your non-profit status; preferably a copy of IRS documentation.
- 2) A line-item detailed budget for the entire organization.
- 3) A brief history of your program/organization or festival/event including date founded and mission statement (1-page maximum).

All Applicants Must Provide:

- 1) A list of your Board of Directors including name, employer, position, business address, phone, fax and email.
- 2) A brief proposal summary explaining the primary benefits of your program or event as it relates to this grant addressing the questions and specifications listed below. For events, please provide detailed event schedules, dates, duration, frequency and venues (2-page maximum).
 - a. **Provide a (1) description, including history/background of the project. (2) how your project will increase visitation and/or enhance the visitor experience and (3) how it will impact your business.** Include expected percentage increases in customers, overnight visitation, and estimated economic impact.
 - b. **How many customers/visitors did your business or event receive the past two full calendar years?** Provide any demographic information you have about your customers/visitors, i.e. age, income, geographic location of residency, etc.
 - c. If your project cannot be fully funded, how would you adapt the project?

- d. Explain how your project fits into the current tourism and events landscape? Is there a need for this kind of program/event?
 - e. Identify competing projects or like-events held within the region?
 - f. Outline how you intend to evaluate the project/events (i.e. survey methods, ticket sales, key performance indicators (KPI's), etc.) and whether this varies from the most recent method applied to this project/event.
 - g. Provide Strengths, Weaknesses, Opportunities, and Threats (SWOT analysis)
- 3) A marketing plan for attracting out-of-market visitors to Augusta. (1-page maximum)
 - o Include specific media and public relations plan, target markets, advertising plans, other out of area promotional plans, and Augusta CVB co-op advertising opportunities (see Marketing Opportunities Planner).
 - 4) A proposed budget for the project with Tourism Grant request line-item detail (1-page maximum).
 - 5) Methods for calculating the number of delegates, attendance statistics (surveys, ticket sales, etc.) and hotel room nights.
 - 6) A copy of your sponsorship benefits package if applicable.

Product Development Applicants:

Grant Request: \$ _____
 Your Match: \$ _____
Total Project Cost: \$ _____

If applicable, has a feasibility study been conducted? If yes, please submit with application.

Yes No

If this is for a new/expanded business venture, do you have a business plan? If yes, please submit with your application.

Yes No

Project(s)

Please list the projects specific to your organization for which you are requesting funds. Rank them in the order of their importance, with one being the highest. *Example: print advertising, digital advertising, website enhancements, advertising outside of the Augusta CVB Co-op.*

Priority of Project	Marketing Fund Projects	Funds Requested
(1)		
(2)		
(3)		
(4)		
	Subtotal	
	(Please add subtotal from chart above) Grand Total	

Priority of Project	Product Development Fund Projects	Funds Requested
(1)		
(2)		
(3)		
(4)		
	Subtotal	
	(Please add subtotal from chart above) Grand Total	

Please list Augusta CVB Co-op Opportunities you would like to participate in and the amount. *Note: Please refer to Augusta CVB 2020 Marketing Opportunities Planner.*

Priority of Project	2020 Augusta CVB Co-op Opportunity	Funds Requested
(1)		
(2)		
(3)		
(4)		
	Subtotal	
	(Please add subtotal from chart above) Grand Total	

Submission Information – Deadline October 18, 2019 at 4:00 p.m. (*Postmarked not accepted*)

Please review the grant guidelines, complete the entire application and include the required attachments.

Submit **one electronic copy** to Lindsay Fruchtl (Lindsay@VisitAugusta.com) and Jennifer Bowen (Jennifer@VisitAugusta.com) and **one printed copy** to:

Mail To:

Augusta Convention & Visitors Bureau
Tourism Grant Program
P.O. Box 1331
Augusta, Georgia 30903-1331

Delivery:

Augusta Convention & Visitors Bureau
Tourism Grant Program
1010 Broad Street
Augusta, Georgia 30901

Applications must be received by the Augusta Convention & Visitors Bureau no later than **4:00 p.m. on Friday, October 25, 2019.**

If you have questions or need assistance, please contact Lindsay Fruchtl at the Augusta Convention & Visitors Bureau at 706.823.6606 or Lindsay@VisitAugusta.com.