

# DECATUR COUNTY VISITORS COMMISSION

## *Festival/Special Event Grant Application:*

PLEASE PRINT OR TYPE ALL RESPONSES

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### ORGANIZATIONAL INFORMATION

Organization Name: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_ Federal ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Title Within Organization: \_\_\_\_\_

Telephone Number - Home/Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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**Grant Request Amount:** \_\_\_\_\_

### General Event Information:

Name of festival or special event: \_\_\_\_\_

Organization or event website: \_\_\_\_\_

Location of event: \_\_\_\_\_

Description of event (up to 100 words):



## DECATUR COUNTY VISITORS COMMISSION

- Event start date: \_\_\_\_\_
- Event end date: \_\_\_\_\_
- Number of years the event has been held: \_\_\_\_\_
- Number of years the event has been awarded a DCVC grant: \_\_\_\_\_
- Estimated attendance: \_\_\_\_\_
- Description of target audience (demographic and geographic markets with supporting data or information on how you chose these markets):
- Other partnerships (hotel, restaurant, event, or attractions that could help create a “package”, with details on the offerings):
- **Please attach a detailed Marketing plan (list of grant funded advertising projects, plus their estimated reach, ad size, frequency, and costs).**
- **Please attach a detailed Budget (in spreadsheet form) for your festival or special event.**



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## **Certification:**

I have read the Decatur County Visitors Commission 2020-21 Grant Criteria Guidelines and agree to the terms therein.

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

I understand that requested funding for any project cannot be completed prior to the written approval notification by the Decatur County Visitors Commission. I also understand that the project must be completed within one calendar year from the date of notification. A post event summary (Final Grant Form) will be mailed along with notification that the grant application has been approved. This report, along with receipts documenting what the funding awarded was budgeted for must be returned within 60 days of the completion of your event in order to ensure reimbursement.

**Please note, failure to submit the required information within 60 days of the event voids any grant award commitment and no funding will be provided. Failure to submit the report in a timely fashion will also jeopardize eligibility for future grant awards.**

I also understand that the event or community enhancement project I am applying for, if successful, will receive ONE check, distributed through the Decatur County Auditor's Office, and it will be my responsibility to distribute funding thereafter to any appropriate vendors or other project partners (unless otherwise noted).

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Signature

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Title

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Date

