Hancock County Tourism Commission
Grant Request Form

Revised & Approved 11-15-11

The Hancock County Tourism Commission offers a grant program that assists local organizations with projects that increase tourism and attracts out-of-county visitors to economically benefit Hancock County. Organizations requesting funds must use the funds to bring in new business, develop local events, attractions, festivals or sporting events. It is our goal that funding such projects will draw and increase the number of visitors, especially overnight visitors, to Hancock County, thereby providing added economic benefits to the community.

Fund Requests will be provided to the Tourism Commission for Review and Approval. Please provide the requested information below for consideration. Attach additional information as required.

A. Applicant Information

Company, Business, or Organizations Name Applying for Grant:
_____
Contact Person and Title: _____
Mailing Address:_____
City:_____ State_____ Zip:_____
Mobile Phone:_____ Work Phone: _____
Email:_____
Federal Tax ID Number (if applicable)_____
Date of Incorporation:_____
Indiana Not-for-Profit?_____ If so, Tax Exempt Number:_____
List your Board of Directors, Committee or Project Members:_____
_____
_____
Best day and time to contact with any follow-up questions:_____

B. Request Information

Describe the need or event:
_____
_____
_____
_____

If need is for an event, what is your estimated attendance?_____

How will the funding of this request increase tourism or impact other Hancock County businesses in a positive manner?
_____
_____
_____

What will you use to measure the impact on the County or your organization from this potential funding? (example: We have asked local hotels to ask overnight visitors if they are attending our event.)_____
_____
_____
_____

C. Request Budget

What contributions are you making toward fulfilling the request?_____
_____
_____

PROJECT NEEDS	DESCRIPTION
$_____	_____
$_____	_____
$_____	_____
$_____	_____
$_____	_____
$_____	Total Costs

What funding, if any, is being sought from other organizations for this project?
_____
_____
_____

(When possible, the Hancock County Tourism Commission suggests that local companies or contractors be utilized when assisting with this project.)

Have you previously requested or been granted funds by the Hancock County Visitors Bureau? If so, when and for what purpose? _____
_____
_____

D. Timing

How soon can the request being considered begin?_____

What is the timing for the request to be completed?_____

What critical dates need to be considered in the funding process?_____
_____
_____

What other dates are important to this request?_____
_____

E. Signature

I hereby submit this application and supportive documents for the proposed request. I have read and understand that I must comply with the Grant Guidelines attached and I understand that if selected, the funded request printed and/or broadcast material must indicate that a source of the funding was the Hancock County Tourism Commission.

Applicant signature_____Date_____

Title_____

Company or Business Name:_____

FOR TOURISM COMMISSION USE ONLY

Hancock County Tourism Commission Approval: Yes or No

Name_____

Signed_____ Date_____

Hancock County Tourism Commission Grant Request Guidelines

(Revised & Approved 11-15-11)

1. Applying organizations must use the grant dollars to bring in new business, develop local events, attractions, festivals or sporting events. Examples would be: Organizations that need funding for designing and printing advertisements or brochures that will be distributed outside Hancock County to attract visitors to Hancock County.

2. The Hancock County Tourism Commission website must be linked on the home page of an event or funded organization's website. All printed materials and/or broadcast advertisement funded must include the words "Produced in cooperation with the Hancock County Tourism Commission."

3. Grant dollars cannot be used to produce any items sold nor shall grant dollars be used to pay for any sales tax.

4. Qualified organizations must be not-for-profit groups registered and in good standing with the Indiana Secretary of State. For-profit organizations must contract services utilizing the funds distributed.

5. An organization may submit more than one application, but multiple applications for the same project may not be submitted. Each application will be evaluated independently, based on grant criteria.

6. Projects should be completed on time unless the organization receives written permission from the Hancock County Tourism Commission for an extension.

7. A summary report must be provided to the Hancock County Tourism Commission within sixty (60) days of completion of a funded project. The organization shall also supply receipts and supportive data showing how the funds were used.

8. All artwork and text for any advertisements, promotional material and/or broadcast material shall be submitted to Hancock County Tourism Commission prior to printing to obtain written approval.

9. Applications will be assessed by considering the following:

    - Event/Attraction's ability to attract overnight visitors. Timing of event. Priority will be given to those organizations that have the potential of attracting overnight business, especially when occupancy is not at a peak.

    - Event/Attraction's ability to evaluate the success of its event/project.

    - Event/Attraction's ability to attract other sources of funding or match funding.

    - Event/Attraction's ability to grow, with funding support, over two or more years.

10. Hancock County Tourism Commission members with real, or perceived, conflicts of interest will voluntarily remove themselves from the evaluation and decision making process regarding a grant request they are associated with.

11. Applying organizations will be notified in writing of the final decision regarding their grant request.

12. Grants will be paid out as a reimbursement for specific costs when receipts are provided. Reimbursements will generally be made within 7 days of receipt. Grant Awards will be considered prior to expenditures under special circumstances, but will require additional documentation.

13. The Hancock County Tourism Commission reserves the right to direct how Grant funds are to be expended. In addition, the Hancock County Tourism Commission reserves the right to waive any foregoing requirements.

    The Hancock County Tourism Commission is pleased to participate in expanding tourism through this grant program, which brings new money into the community and allows residents to enjoy its festivals, attractions, special events and sporting events.

    Requests should be submitted well in advance of their need. It is recommended no less than sixty (60) days prior to the event or attraction since additional information or documentation may need to be provided. Organization representatives may be required to attend evaluation sessions at specified Tourism meetings to answer any questions.

    Grant Requests may be submitted to the Hancock County Tourism Commission via email at info@hcvb.org or mail at 122 W Main Street, Greenfield, IN 46140.