



Visit Dubois County, Inc.
TOURISM PROMOTION FUND GRANT APPLICATION
Application Deadlines: March 1st

Today's Date: _____

ORGANIZATION INFORMATION

Organization Name: _____ Tax ID#: _____

Date of Incorporation: _____ Web site: _____

Organization Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Contact Person: _____

Title within Organization: _____

Phone: _____ Email Address: _____

1. Provide a brief description/background of applying organization (include the mission/purpose of the organization).

EVENT/PROJECT DESCRIPTION

Date(s) of Event: _____ Location of Event: _____

Attendance History: _____

1. Provide a complete description of the event/project being planned for which funds are being requested. Please submit a copy of the design or script if the project involves printed and/or recorded material.

TOURISM PLAN

Estimated Number of Hotel Rooms Sold in Dubois County (as a result of this event/project): _____

1. Describe how the event/project that you are proposing will increase overnight hotel stays in Dubois County. Be specific about where people will come from and how they will find out about the event/project you are planning.

PROMOTION PLAN

1. Answer each of the following questions pertaining to pre-event/project advertising that is applicable to your request.

**Note: Promotion of the event/project for which tourism funding is requested must be beyond a 60-mile radius.*

Web site Advertising

Paid or Donation: _____

Website(s) in which information about the event will be listed: _____

Will a listing of Dubois County hotels appear in this listing: _____

If no, please explain why: _____

**Note: If your organization has its own website on which the event will be advertised, a link to www.visitduboiscounty.com is required.*

Direct Mail Advertising

Paid or Donation: _____

Type of piece mailed (postcard, flyer, brochure, etc.): _____

Geographic radius reached by this mailing: _____

Television Advertising

Paid or Free Publicity: _____

If paid, list the television stations on which commercial will be aired: _____

If paid, provide the total number of minutes television commercial will be aired: _____

If paid, provide the geographic radius reached by television commercial: _____

Radio Advertising

Paid or Free Publicity: _____

If paid, list the radio stations on which commercial will be aired: _____

If paid, provide the total number of minutes radio commercial will be aired: _____

If paid, provide the geographic radius reached by radio commercial: _____

Print Publication Advertising

Paid or Free Publicity: _____

If paid, list the print publication (newspapers, magazines, etc.) in which the ad will appear: _____

If paid, provide the total number of advertisements: _____

If paid, provide the geographic radius reached by print publication ad(s): _____

Other

Please list any additional methods of advertising used by your organization specific to this request: _____

Will a listing of Dubois County hotels appear in your promotions mentioned above? _____

If no, please explain why: _____

**Note: All promotional materials related to the approved event/project must contain the statement, "Funded in part by Visit Dubois County, Inc. – www.visitduboiscounty.com – 800.968.4578". This includes advertisements, press releases, brochures, and all promotional items.*

2. Why will individuals exposed to the promotions be likely to stay overnight in Dubois County hotels?

3. Describe the method that will be used to evaluate the success of the proposed event/project.

**Note: The Dubois County Visitors Center can provide you with a visitor survey upon request. Your organization is responsible for making additional copies, distribution, collection, and reporting of the survey results.*

FINANCIAL INFORMATION – EVENT/PROJECT BUDGET

Organization's Total Annual Budget: _____

Organization's Available Contribution for the Event/Project: _____

Total Cost of the Event/Project: _____

Total Amount Requested from the Dubois County Visitors Center: _____

Requested funds will be used for the following expenses: _____

1. List the lowest or best bid for each outside service needed for the event/project. Bid documentation must be attached.

Outside Service	Cost
_____	_____
_____	_____
_____	_____

2. List all sources of funding for the proposed event/project (exclude the amount being requested in this application). Specific dollar amounts committed must be included as well as in-kind support from other sources.

Source	Amount Committed
_____	_____
_____	_____
_____	_____

Total Committed: _____

3. List all previous grants awarded to your organization from Visit Dubois County, Inc.

Year	Event/Project	Amount Granted
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Previously Awarded Grants: _____

CONTACT INFORMATION

1. List all board members and other individuals who are involved with this event/project.

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CERTIFICATION

On behalf of the organization identified on this application, I do hereby certify that the submitted application meets all the Visit Dubois County Inc. Tourism Promotion Fund's eligibility requirements and that the information entered is true and accurate.

I understand that the grant funding of this project cannot be awarded prior to written approval notification by Visit Dubois County, Inc. and that the project must be completed within one year from date of notification.

I also understand that the completed project must bear the statement, "Funded in part by Visit Dubois County, Inc. – www.visitduboiscounty.com – 800.968.4578" in all advertising and promotional material. To claim a grant, a Grant Report must be submitted (along with vendors' invoices and a copy of all promotional material if applicable) to Visit Dubois County, Inc. by the applying organization after the event/project outlining the number of hotel rooms that were sold in Dubois County as a result of the event/project.



Signature (required)

On Behalf of:

Title

Date