

**CITY OF GROVE
CONVENTION AND TOURSIM BUREAU
SPONSORSHIP POLICY**

SECTION 1: PURPOSE

The purpose of the Sponsorship Policy is to establish guidelines to assist with funding Events that will attract out-of-town visitors to Grove and the Grand Lake Area that will stay overnight in our local hotels and motels.

SECTION 2: CONSIDERATION OF AWARD

2.1: Events:

- ✓ Events must meet the requirements of the Hotel-Motel Tax Ordinance

2.2 Preference: NEW events and events that are held during the OFF-SEASON (October-April) will be given preference over other events.

SECTION 3: APPLICATION PROCESS

3.1 Application Period: Open

3.2 Deadline to submit application: Ninety (90) days prior to the event.
(A majority vote of the CTB members may waive the deadline if necessary)

3.3 Documentations Required:

- ✓ Complete and signed Application
- ✓ Budget and Business Plan
- ✓ Estimated number of overnight attendees and event participants
- ✓ Estimated dollar amount the event will bring to Grove and the Grand Lake Area
- ✓ Copy of Organization's W-9 Form

3.4 Sponsorship Award Timeframe: The timeframe of awarding the Sponsorships will be determined by a majority vote of the CTB members on a case by case basis.

PASSED AND APPROVED by the Grove Convention and Tourism Bureau on this 22nd day of September, 2016.