



Grant Application Guidelines

Overview

- The purpose of the grant is to assist with funding events that will attract out-of-town visitors to Grove that will stay overnight in our local hotels and motels;
- Only events that meet the established criteria are eligible to receive grants;
- Maximum amount of grant funding per Event is \$2,500.00.
- Grants from the Grove Convention and Tourism Bureau (CTB) are contingent upon funds being available.

Grant Application Period

- Application Period Opens August 15, 2016
- Deadline to submit application October 1, 2016
- Grants awarded January 5, 2017

Requirements for Consideration

Pre-Event:

- Submit complete application with required documentation;
- Groups/organizations are responsible for checking with other entities to ensure their event dates do not conflict with other events, especially those requiring lodging accommodations;
- Estimate number of anticipated overnight and day out-of-town attendees and number of visitors spending; (actual must be provided post event);
- Copy of Organizations W-9 Form
- Grove CTB logo shall be included in all pre-event print, media, social media coverage plus all pre-event advertising and marketing.
- 50% of the approved grant amount will be provided prior to the event.

Post-Event:

- Grove CTB logo shall be included in all post-event print, media and social media coverage;

- Copies of each print promotion and screen shot of website and social media coverage, plus copies of any advertising and marketing items used must be provided to Grove CTB;
- Post Event Grant Accountability Form must be completed and submitted to the Grove CTB no later than thirty (30) days following the event; If the accountability form is approved, the remaining 50% of the approved grant amount will be paid.

Application Process

- Applications must be turned in no later than thirty (30) days prior to the event;
- A minimum of ninety (90) days is recommended to ensure applicant time to secure alternate sources of funding if needed;
- Application must be fully completed and all supporting documents shall be included;
- If post event reports are not returned within thirty (30) days, the remaining grant amount will not be paid and event will NOT be considered for funding during the next year's grant application period.