

## Cedar County Tourism Board

### Event Specific Advertising/Promotional Activities Grant Application

Type or print clearly – Attach additional pages as needed to complete this application.

**\*\*Your organization can be funded up to \$1,000 *only one time per calendar year* from the Event Specific Advertising/Promotional Activities fund. A request for funding for the same project can be made for up to four (4) consecutive years, and then will need to wait two (2) years before submitting a grant application for that project again. \*\***

If you have not reported on prior funding awarded, you are not eligible to apply.

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Entity applying for grant: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Contact's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is applying entity a 501(c)3? YES NO (circle one)

- If NO, what type of Not-for-profit is the applicant? \_\_\_\_\_

Briefly describe the event/activity: \_\_\_\_\_

\_\_\_\_\_

Please explain how you will use these grant funds: \_\_\_\_\_

\_\_\_\_\_

How many visitors to you anticipate that your event/activity will bring to Cedar County? \_\_\_\_\_

What is your estimate of number of nights of lodging this attraction will generate each year? \_\_\_\_\_

List the businesses/contractors/sources of media you will be using: \_\_\_\_\_

\_\_\_\_\_

The CCTB prefers that grant funds be used to support Cedar County businesses. If this is not possible, please advise why. \_\_\_\_\_

**\*\*Your report to the CCTB including receipts for all grant-funded expenditures, is due no later than 60-days after project completion\*\***

**Email:** CCTB Chairperson @ [CedarCoTB@gmail.com](mailto:CedarCoTB@gmail.com) (email is preferred) OR

**Mail:** CCTB Chairperson

PO Box 322

Randolph, NE 68771

Please provide a detailed overall budget of the improvement project using form on next page.

Total Amount of money requested from CCTB? \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

# Cedar County Tourism Board

## Cedar County Tourism Board Budget Form: Event Specific Advertising/Promotional Activities

Please use this form to detail costs for your project and Other Funding Sources.

The CCTB requires a minimum 10% match from Applicants, Other Funding or In-Kind sources.

- For example, if your project has a total cost of \$1,000, you may request up to \$900 from the CCTB and \$100 must come from other sources. If your project has a total cost of \$1,500, you may request \$1,000 from CCTB, and the remaining \$500 is from the Applicant and/or Other Funding.

Here are some tips for making your application more successful:

- Be sure to include all items necessary, with as much specificity as possible.
- Make sure your math adds up correctly for each row and each column.
- Attach bids or estimates to your application that support your funding request.
- Indicate by name, other sources of funding for this project.

See Example below to build your budget:

<b>CCTB Grant Application Budget Form</b>				
<b>EXAMPLE:</b>				
<b>Items/Work Necessary (Be as specific as possible)</b>	<b>Funds Requested from CCTB</b>	<b>Other Sources #1</b>	<b>Other Sources #2</b>	<b>Total:</b>
Sign Design Fee	\$75	\$50	\$0	\$125
Sign Production	\$200	\$100	\$50	\$350
Sign Installation	\$0	\$0	\$100	\$100
Poles for sign	\$100	\$0	\$0	\$100
Concrete for pole footings	\$50	\$50	\$0	\$100
	Total Requested from CCTB	Total Funds from Source #1	Total Funds from Source #2	Total Funds for this project
<b>Totals:</b>	<b>\$425</b>	<b>\$200</b>	<b>\$150</b>	<b>\$775</b>

### YOUR BUDGET:

Project Name: \_\_\_\_\_

<b>Items/Work Necessary (Be as specific as possible)</b>	<b>Funds Requested from CCTB</b>	<b>Other Sources #1 Name: _____</b>	<b>Other Sources #2 Name: _____</b>	<b>Total:</b>
	Total Requested from CCTB	Total Funds from Source #1	Total Funds from Source #2	Total Funds for this project
<b>Totals:</b>				

