



GRANT COUNTY
Tourist & Convention Commission

**GRANT COUNTY TOURIST
AND CONVENTION COMMISSION**

1350 N. Main, Williamstown, Ky. 41097

Mailing address: P.O. Box 160,

Williamstown, Ky. 41097

859-824-3322

1-800-382-7117

www.visitgrantky.com

Grant County Tourist & Convention Commission Event Sponsorship Request Check List:

Mission: The Grant County Tourist & Convention Commission's mission is to generate tourism through events and community activities, as well as to market and promote the community, which will enhance the economy in Grant County.

The GCTCC makes sponsorship (grants) available to new tourism venues, events, projects and/or attractions, as well as offers sponsorships to support existing ones.

The event should have visitor appeal and growth potential.

_____ • All sponsorship (grant) request forms must be submitted to the Executive Director of the Grant County Tourist & Convention Commission by the last day of the month to be considered at the next regularly scheduled GCTCC meeting. Event sponsorship requests must be received 45 days prior to an event. Requests received after the deadline will not be considered until the next available meeting.

_____ • An itemized budget detailing projected income and expenses of the event, revenues to the sponsoring organization (if any) and probability of the event recurring annually should be included with your sponsorship request.

_____ • How do you plan to use the funds being requested from the Grant County Tourist & Convention Commission? (Examples: marketing/promotions - print/TV/radio - where are you advertising this event?)

_____ • A post event report must be submitted to the Grant County Tourist & Convention Commission within 30 days following the conclusion of the event. This report must include an accounting of the spending of the sponsorship (grant) funds, as well as a financial statement of the outcome of the project/event.

For additional questions or more information, contact the Grant County Tourist & Convention Commission Executive Director Jamie Baker at 859-824-3322 office or 859-393-8390 cell or by email at jbaker@grantcommerce.org.

GRANT CO. EVENT/PROJECT SPONSORSHIP REQUEST

Organization Name: _____

Address: _____

Contact: _____ Phone: _____

Email: _____ Website: _____

Event Name: _____

Event date(s): _____

Location of Event: _____

Monetary amount requested: _____

Amounts should be:

- Up to \$2,500 for an event;
- Up to \$15,000 for a project
- Up to \$50,000 for a matching municipal (county & cities) grant

Target audience: _____ Type of event (annual/bi-annual, etc.): _____

Expected attendance (local): _____ (regional): _____

of hotel rooms anticipated: _____ # of other lodging anticipated: _____

Have you reserved units at a lodging facility? Yes _____ No _____

If yes, Lodging facility _____ # of rooms reserved: _____

Brief event description: _____

Has Grant County Tourist & Convention Commission provided sponsorship to your organization in the past? Yes _____ No _____

If yes, please explain: _____

If this is not the first request for funds, list the date(s) and amount(s) of previous requests received from the commission:

Date:	Amount Requested	Amount Received:
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is your source of matching funds (other sponsors, start up funding from fundraisers, admission, etc.)

The GCTTC must use its funds to increase tourism in Grant County, explain how this project will benefit tourism in Grant County: _____

What is your media plan for advertising your event/project: (The GCTTC is happy to assist in the development of a media plan for your organization, please feel free to contact the tourism director to set up a meeting.)

1. _____
2. _____
3. _____



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APPLICANT: I, _____,
(Name - print or type) (title)

(organization)

understand and comply with the conditions set forth by the Grant County Tourist & Convention Commission should the request for sponsorship or funds be granted.

(date of application)

(signature of applicant)

FOR DIRECTOR AND/OR COMMISSION USE ONLY

(date received)

(received by)

Presented to the director and commission on: _____

Action taken by director and/or commission: _____
