

# Guidelines

## INTRODUCTION

The Grant County Agriculture & Extension Education Committee/Fair Board is in charge of County publicity, development of recreation and attraction of industry to the County. The Committee's revenue sources include annual appropriations from the Committee's budget.

## GRANT PROGRAM

The purpose of the grant program is to assist Grant County based organizations in promoting a positive image to potential visitors, generate overnight visits, extend visitor stays and create a desire to return. Consideration shall be given to new and expanding projects, festivals, sports tournaments, conventions, cultural arts and special events benefiting Grant County and the region.

This is a competitive application, based on limited resource dollars and the size of the grant award is capped at \$2,500.00 per application cycle. The grants are reviewed by the Agriculture & Extension Education Committee/Fair Board at the direction of the Grant County Board of Supervisors.

## ELIGIBILITY

- Any business organizations, volunteer managed organizations or individuals.
- All organization(s) or individual(s) must have a Federal Tax ID Number.
- Projects must have a significant impact on businesses located in Grant County and the region.

## APPLICATION GUIDELINES

- The grants must be matched on a dollar-for-dollar basis. Matching funds include cash contributions, in-kind contributions or a combination of both.
- In-kind services include contributions of space, materials, loaned equipment and donated professional services, calculated on a local wage scale acceptable to the Committee.
- Grants can be used for: *(Choose the funding category best suited to your event.)*
  - marketing the project to promote tourism.; or
  - project development to promote tourism.
- Applications must be legible and signed by applicant.
- Only complete applications will be considered.
- All projects and events must create a positive image of Grant County, the Agriculture & Extension Education Committee/Fair Board and the Grant County Board of Supervisors.

## REVIEW CRITERIA

- Projected tourism impact, including visitor spending and room night generation.
- Level of community impact and public benefit.
- Uniqueness of project or event.
- Quality of the proposed project or event.
- Evidence of careful financial planning.
- Evidence of need and sustainability.
- Nourishes artistic expression & development.
- Enhances enjoyment and understanding of Arts & Culture.
- Preference will be given to projects/events that have not previously received a grant.

#### **APPLICATION PROCEDURES**

- **All applications must be received IN THE OFFICE before 4:30 pm on Friday, February 10, 2017 to be considered.**
- The Agriculture & Extension Education Committee/Fair Board and/or Committee appointees review applications and clarify areas as needed with applicant.
- The Committee and/or the Committee appointees review evaluate and approve applications, completing a standard rating form.
- Scoring criteria Includes: visitor draw, reach of advertising, potential for overnight/extended stays, growth potential, need for funding, quality of planning, completeness of application, and adherence to guidelines.
- Written notification is forwarded to applicant following the Committee's vote. Applicants are informed of their funding status approximately six weeks after the application deadline. Upon submission of all required follow-up criteria, the Committee will award payment.
- The Committee reserves the right to accept or reject any or all applications. All decisions are final.

#### **ATTENTION!**

**The Summary Report Form must be submitted within 30 DAYS of project completion. If the report is not received, you will be ineligible for future grants.**

#### **INELIGIBLE ORGANIZATIONS & PROGRAMS**

- Organizations that discriminate because of race, color, creed, gender, national origin or limited participation.
- Political organizations, candidates for political office, and organizations whose primary purpose is to influence legislation.
- Staffing/administrative purposes.
- Individuals and organizations which have not fulfilled all previous grant administrative guidelines.
- Fraternal organizations, churches or church-related groups with proposals which promote religion or an individual doctrine.
- Organization(s) or individual(s) that do not have a Federal Tax ID Number or are not registered as a non-profit.

# Application

Introduction: The Grant is a competitive grant program designed to assist nonprofit organizations, volunteer managed organizations, and individuals seeking supplementary support. Proposals may encompass performing arts, visual media, literary arts, folk art, festivals, artist series, cultural programs of preK-12 schools, cultural traditions and public art programs. Grant-supported activities must culminate in tangible services presented to the community such as exhibitions, concerts, touring productions, festivals and/or publications. Public access to some aspect of the project/event is a requirement of the grant, however admission may be charged. Additional consideration will be given to cultural projects/events that nourish artistic expression and development, enjoyment and understanding of arts and culture, and enhance the tourism industry through creative innovative planning and marketing. **Incomplete applications will not be accepted.**

Organization Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Name of Event/Project: \_\_\_\_\_

Date(s) of Event/Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Tax Filing Status: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Location of Event/Project: \_\_\_\_\_

Type of Event/Project: (Festival, Cultural, Performing Arts, Other) \_\_\_\_\_

Category: (Marketing or Project Development) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

## FUND ELIGIBILITY CHECKLIST

**\*\*\*Please complete this section before proceeding\*\*\***

\_\_\_\_\_ Application is submitted by a nonprofit or volunteer organization, or individual artist.

\_\_\_\_\_ This project will show a favorable impression of Grant County and the region.

\_\_\_\_\_ Grant Amount Requested = \$ \_\_\_\_\_ (g) from 'Budget Form'

\_\_\_\_\_ Total Eligible Costs = \$ \_\_\_\_\_ (b) from 'Budget Form'

\_\_\_\_\_ This project/organization has received previous grants from the Grant County Tourism Resource Committee.

\_\_\_\_\_ Number of previous grants received: \_\_\_\_\_ Total amount of previous grants: \$ \_\_\_\_\_

Applicants who have met the above criteria for funding may proceed with the remainder of the application. Assistance will be given to anyone requesting it by calling the Grant County UW-Extension office at (608) 723-2125.

## Project Description Page

**On a separate piece of paper, please respond to the following questions. Event/Project description should not exceed four pages.**

1. Briefly describe the purpose of your organization; what your organization provides to the community; the group of people you are targeting.
2. Describe your event/project: Be sure to include who, what, where, when, and how activities will take place.
3. Explain how your event/project benefits the community and your organization. Specify whether your event/project is a first time event/project, annual event/project or an on-going program.
4. What geographic area(s) are you bringing participants from?
5. How will this event/project make the arts more accessible to the general public?
6. Explain the resulting impact on your event/project if the requested funding is denied.
7. Please complete the attached budget form. Budgets not provided on this form will not be considered. Budget reflected should be for the project only.

Please review and adhere to the criteria for funding grant requests as found in the guidelines. Also carefully note the ineligible organizations and programs that will not be considered.

Funding scores are greatly enhanced when the criteria are met and the application format is followed. If you have any questions please call the Grant County UW-Extension Office at (608) 723-2125 or email [GrantProgram@co.grant.wi.gov](mailto:GrantProgram@co.grant.wi.gov).

**Deadline: IN THE OFFICE before 4:30 pm on FRIDAY, FEBRUARY 10, 2017**

### **SUBMIT APPLICATION BY EMAIL *or* MAIL:**

**Email to:** [grantprogram@co.grant.wi.gov](mailto:grantprogram@co.grant.wi.gov)

**Mail to:**

Grant County Tourism Grant  
UW Extension Grant County  
916 East Elm Street, Suite A  
Lancaster, WI 53813

# Budget Form

	<u>Proposed Budget</u>	<u>Total</u>
<b><u>Revenues</u></b>		
1. Other Grants & Financial Donations:		_____
2. In-Kind: <i>total volunteer hours</i> = <input style="width: 50px;" type="text"/> x <input style="width: 50px;" type="text"/> = _____	<i>number of hours</i> <i>estimated value (\$15 per hour)</i>	
3. Event/Project Revenue (i.e. ticket sales):		_____
4. Total Revenues:		===== (a)
<b><u>Expenses</u></b>		
5. Direct Event/Project Expenses (total eligible costs):		===== (b) Must be at least double (g)
6. Administrative Expenses (not eligible costs):		===== (c)
7. Total Event/Project Expenses:		===== (d) = (b) + (c)
8. <b><u>Gross Profit:</u></b>		===== (e) = (a) - (d)
9. <b><u>Net Income:</u></b>		===== (f) = (e) - (c)
10. <b><u>Total Grant Request:</u></b>		===== (g)
<b><u>Economic Impact Projection:</u></b>		
11. Total Number of Room Nights Generated (anticipated)		===== (h)
12. Other (Describe):		
_____		
_____		
_____		
_____		
_____		
NOTE: Please list N/A for any items not applicable to your event.		

# Payment Request Form

Organization Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Name of Event/Project: \_\_\_\_\_

Date(s) of Event/Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_

I, \_\_\_\_\_ hereby request the release of funds listed above.  
*(Designated authority of organization)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions please call the Grant County UW-Extension Office at (608) 723-2125 or email [GrantProgram@co.grant.wi.gov](mailto:GrantProgram@co.grant.wi.gov).

## SUBMIT BY EMAIL *or* MAIL:

**Email to:** [grantprogram@co.grant.wi.gov](mailto:grantprogram@co.grant.wi.gov)

**Mail to:**

Grant County Tourism Grant  
UW Extension Grant County  
916 East Elm Street, Suite A  
Lancaster, WI 53813

# Summary Report Form

Organization Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Name of Event/Project: \_\_\_\_\_

Date(s) of Event/Project: \_\_\_\_\_

Report Submittal Date: \_\_\_\_\_

(Needs to be within 30 days of Event/Project Date)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Revenues:

1. Grant Amount: \_\_\_\_\_

2. Event/Project Income: \_\_\_\_\_

3. Total Revenues: \_\_\_\_\_ (a)

## Expenses:

4. Direct Event/Project Costs: \_\_\_\_\_ (b)

5. Administrative Costs: \_\_\_\_\_ (c)

6. Total Event/Project Costs: \_\_\_\_\_ (d)= (b) + (c)

**Economic Impact:**

- 7. Gross Profit: \_\_\_\_\_ (e)= (a) - (d)
- 8. Number of Attendees: \_\_\_\_\_
- 9. Total Number of Room Nights Generated: \_\_\_\_\_
- 10. Other Economic Impacts (describe): \_\_\_\_\_  
\_\_\_\_\_

**Key Project Successes:**

---

---

---

---

---

---

---

---

**Lessons Learned:**

---

---

---

---

---

---

---

---

If you have any questions please call the Grant County UW-Extension Office at (608) 723-2125 or email [GrantProgram@co.grant.wi.gov](mailto:GrantProgram@co.grant.wi.gov).

**Please attach all receipts for costs directly associated with the above event/project and submit to:**

Grant County Tourism Grant  
UW Extension Grant County  
916 East Elm Street, Suite A  
Lancaster, WI 53813