

2024 Tourism Grant Application



Organization:

Towns County Convention and Visitors Bureau
48 River Street – Suite H | Hiawassee, Georgia 30546
Email: tourismtownscounty@gmail.com
www.VisitTownsCounty.com

Towns County Convention and Visitors Bureau 2024 Tourism Grant Application

Applicant Information:

In the space below include legal name of organization, address, name of Event/Program, contact name and title, telephone number, email address, fax number and Federal Tax ID number.

Organization: _____	Event/Program: _____
Grant Contact: _____	Chief Officer of Organization: _____
Address: _____	Email Address: _____
Telephone Number: _____	Fax Number: _____
Federal Tax ID: _____	E-Verify ID Number: _____

Project Information:

Title of Organization:	_____
Title of Event/Festival:	_____
Estimated Attendance:	_____
Estimated Hotel Room Nights:	_____
Grant Amount Requested:	_____

Certification:

We, the undersigned, certify that the information contained in this application and in all the attachments is true and correct to the best of our knowledge.

Chairman of the Board	Signature	Date
Director	Signature	Date

Funding Information:

- 1. Have you previously received a grant from the Towns County Convention and Visitors Bureau? **Yes** **No**
 - 2. Will you or do you receive public funds from other sources? **Yes** **No**
- If yes, please provide the funding source and amount.*

Funding Source:		Amount:

Required Information:

First Time Applicants provide the following as attachments:

- 1. Verification of your non-profit status; preferably a copy of IRS documentation.
- 2. A line-item detailed budget for the entire organization.
- 3. A brief history of your program/organization or festival/event including date founded and mission statement.

All Applicants Must Provide:

- 1. A list of your Board of Directors including name, employer, position, business, address, phone, fax and email.
- 2. A brief proposal summary explaining the primary benefits of your program or event as it relates to this grant. Event schedules, dates, duration, frequency and venue(s).
- 3. A marketing plan for attracting out-of-market visitors to Towns County including specific media and PR plans, target markets, advertising plans, trade show, and other out of area promotional plans.
- 4. A proposed budget for the project with Tourism Grant request line-item detail.
- 5. Method for calculating the number of delegates, attendance statistics (surveys, ticket sales, etc.) and hotel room nights.
- 6. A copy of your sponsorship benefits package if applicable.

Product Development Applicants:

If I am awarded Advertising Support Grant, a final report must be submitted within two months of the event that includes total attendance, final budget and a narrative of the event’s success.

Signature _____

Date _____

Project(s):

Please list the projects specific to your organization for which you are requesting funds. Rank them in order of their importance, with one being the highest. *Example print advertising, digital advertising, website enhancements, advertising outside of the Towns County Convention and Visitors Bureau.*

Priority of Project	Marketing Fund Projects	Funds Requested
1.		
2.		
3.		
4.		
	Subtotal:	

Please list Towns County Convention and Visitors Bureau Co-op Opportunities you would like to participate in and the amount. *Example: Co-op, Tradeshow/Events*

Priority of Project	Marketing Fund Projects	Funds Requested
1.		
2.		
3.		
4.		
	Subtotal:	
	(Please add subtotal from chart above) Grand Total:	

Submission Information – Deadline Friday, November 3, 2023 by 12:00 p.m.

Please review the grant guidelines, complete the entire application and include the required attachments.

Submit to: tourismtownscounty@gmail.com

Mail or deliver to:

Towns County Convention and Visitors Bureau
Tourism Grant Program
48 River Street - Suite H
Hiawassee, Georgia 30546

Applications must be received by the Towns County Convention and Visitors Bureau no later than 12:00 p.m. on Friday, November 3, 2023. If you have any questions or need assistance, please contact the Towns County Convention and Visitors Bureau at tourismtownscounty@gmail.com.

INDEMNITY – Grantee agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Towns County Convention and Visitors Bureau and Towns County, its officers, directors, affiliates, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorney’s fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of Grantee, its employees or agents, in applying for or accepting the grant, in expending or applying Advertising Grant funds or in carrying out the Event advertising as set forth in the proposal.

Signature _____

Date _____

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