

# City of Washington Tourism Grant Guidelines

The City of Washington has established a grant program for community events. Grants of up to \$2,500.00 are available based on the impact an event has on our community and its businesses. The mission of this program is to provide extra funding assistance to those events that are within the Washington city limits, attract visitors and enhance the quality of life in the city. The evaluation of the grant applications are accomplished by the Tourism Grant Committee.

## GUIDELINES.

- The event must take place in the Washington city limits
- Grant CAN NOT be used for reimbursing City expenses such as police protection.
- Grant requests should not exceed 50% of the event budget with a cap of \$2,500.00 per award.
- Preference is given to event creation or new community events.
- The event should have a regional draw with the potential to draw from a 50+ mile radius.
- Events that benefit individuals will not be considered.
- Applicants must show written permission from the public or private property owners that the applicant can utilize their property for the event.
- Applicants must utilize Washington businesses for purchases to the greatest extent possible. Additional consideration will be given to those applicants who do so.
- Applicants will be required to submit an event close-out report indicating the expenses and income for the event. Proof that all grant funds were expended on the event is required.

## ADVERTISING AND PROMOTIONAL MATERIALS.

All promotional materials and advertising must contain the tagline, “Event sponsored in part by the City of Washington Tourism Fund.”

## LOCAL EVENTS

This grant is established to assist events which are held in Washington. If your event has locations in areas outside of Washington, your grant will be reviewed for the expense of the portion within the City limits only.

## QUESTIONS.

Questions should be directed to the City of Washington’s Planning and Development Director, Jon Oliphant, at 309.444.1135.



# City of Washington Tourism Grant Application

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Sponsoring Organization: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_

Describe the organization and its purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the event: (Is this event important and valuable to the community? How many years has the event been held? Etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the number of nonresident overnight visitors and/or hotel/motel room nights that the event created when held previously, or number of rooms estimated. How did you arrive at that number? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What meals do your concessions serve? How many meals were served in your concession stand at the previous events? Please explain why participants to your event would visit other restaurants in town. Is it logical for participants at your event to leave your event and eat at other restaurants? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## FINANCIAL REQUIREMENTS.

Please list your expected revenue sources, including sponsorships and grants received from other sources.

Source	Amount
Washington Tourism Grant	\$
Other Grants	\$
Entry/Participation Fees	\$
Sales of Items During Event	\$
Fundraising	\$
Sponsorships	\$
Other: _____	\$
Other: _____	\$
Other: _____	\$
Miscellaneous	\$
Total	\$

Please describe how the grant funds will be used for the upcoming event. Include costs of Washington locations only, if event is being held in multiple locations. Please be as specific as possible.

Item	Cost	Purchased from
Advertisement (Provide sample when possible)	\$	
Postage	\$	
Printing	\$	
Trophies, Awards	\$	
Security	\$	
Location Rental	\$	
Equipment Rental	\$	
Other: _____	\$	
Other: _____	\$	
Other: _____	\$	
Total	\$	

Attach a report of prior year's income including sponsorship (for a first year event, an estimated report will fulfill this requirement) Please also include a list of all partners and sponsors and their contributions. Please note items purchased in Washington.



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Did the proceeds from this event previously impact Washington in a tangible way that benefited a large portion of our community, such as building or improving facilities for the citizens or that will bring more people to visit the community? Please describe how the proceeds were utilized. \_\_\_\_\_

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Additional Comments.

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This application must be signed by an authorized representative of the Organization listed on page 1.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REQUIRED DOCUMENTATION FOR SUBMITTAL:

1. Signed, completed application form
2. Additional pages, if required
3. Written approval from entity owning property where event will be held.
4. Detailed report of prior year's event income and expenses.

Applications will be reviewed monthly, and should be submitted a minimum of 60 days prior to event date.