

## Cedar County Convention and 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 ONLY ONE TIME/calendar year from the Event Specific Advertising/  
Promotional Activities Grant fund. If you have not reported on prior funding awarded, you may not apply.*

Date: \_\_\_\_\_ Entity Applying for the Grant \_\_\_\_\_

Tax ID # \_\_\_\_\_ Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email: \_\_\_\_\_

Applying entity is a 501 (c)3:                      Yes                      No

If no, what type of not-for-profit is the applicant? \_\_\_\_\_

Name, date(s) and location of event:

*Your report to the CCTB, including receipts for all grant-funded expenditures, is due to CCCTB no later than 60 days after event. Email report as attachment to: [julia.kleinschmit@yahoo.com](mailto:julia.kleinschmit@yahoo.com) or to CCCTB, 101 S. 564 Ave. BV, Hartington, NE 69739. Email is preferred.)*

Briefly describe your event/activity:

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

What is your estimate of the number of nights of lodging this attraction will generate?

Please explain how you will use these grant funds:

List vendors/laborers/contractors, etc. this project will employ. The CCCTB prefers that grant funds be used to support Cedar County businesses. If this is not possible, please describe why not.

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

**Total amount of money requested from CCCTB: \_\_\_\_\_ Total project cost:**

**Cedar County Convention and Tourism Board Budget Form: Advertising/Promotional Activities**

Please use this form to detail costs for your project and other funding sources. NEW; The CCCTB requires at least a 10% match from applicants, from other funding or in-kind sources. For example, if your project will cost \$1000, you may request up to \$900 from the CCCTB and \$100 must come from other sources. See the example below to build your own budget. 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 correctly for each row, and each column.
- Attach bids or estimates to your application if possible.
- Indicate by name, other sources of funding for this project.

**EXAMPLE**

<i>Items/Work Necessary (be as specific as possible)</i>	<i>Funds requested from the CCCTB</i>	<i>Other Source 1: Chamber of Commerce</i>	<i>Other Source 2: In-kind labor</i>	<i>Total</i>
Sign				
- Design fee (Graphics, Inc.)	\$75	\$50	\$0	\$125
- Sign production (15' x 12')	\$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
	<i>Total funds requested from the CCCTB</i>	<i>Total funds from Source 1</i>	<i>Total fund from Source 2</i>	<i>Total funds for project</i>
	\$425	\$200	\$150	\$775

**YOUR BUDGET. Project Name:** \_\_\_\_\_

<i>Items/Work Necessary (be as specific as possible)</i>	<i>Funds requested from the CCCTB</i>	<i>Other Source 1:</i>	<i>Other Source 2:</i>	<i>Total</i>
	<i>Total funds requested from the CCCTB</i>	<i>Total funds from Source 1</i>	<i>Total fund from Source 2</i>	<i>Total funds for</i>
	\$	\$	\$	\$