

# **Kosciusko County Convention, Recreation and Visitor Commission**

## **\$500 Publicity Grant** (Revised 3/10/22)

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### **Purpose**

The Kosciusko County Convention, Recreation, and Visitor Commission (KCCRVC) was established in 1986 by the County Commissioners to promote the development and growth of the convention, recreation, and visitor industry in Kosciusko County.

The KCCRVC is solely funded through an Innkeeper's Tax. The tax is collected from individuals who stay at Kosciusko County lodging properties. The taxes are then submitted to the County Treasurer who deposits them into the Commission's Tourism Promotion Fund.

The KCCRVC awards "Publicity Grants", in the amount of \$500 each, to be used to draw out-of-county visitors to Kosciusko County events and attractions. Grant funds can be used for out of county newspaper ads, radio advertising, billboards, mailings, etc.

### **Use of Grant Monies**

- Funds granted by the KCCRVC may be used for the promotion of current festivals, events and attractions, as well as the promotion of newly created festivals, events, and attractions.
- As stated, the revenue source for these grant funds is the tax imposed on overnight guests advertising, which would then encourage more overnight guests.
- Organizations are encouraged to collaborate with other County events occurring during the same time period by cross-promoting events and communities.
- The KCCRVC also encourages organizations to use local suppliers whenever possible, increasing the local economic impact of the event even further.
- Grantees are required to include a line stating, "For additional tourism information call the Visitor Center at 800-800-6090 or visit [www.koscvb.org](http://www.koscvb.org)" on all promotional material. The Kosciusko County Convention, Recreation and Visitor Commission MUST be given recognition as a sponsor. Separately, the CVB website must be linked on the home page of any event or funded organization's web site.

### **Eligible Applicants**

Indiana Law dictates that grant funds can only be distributed to Indiana not-for-profit corporations whose proposal for funding will promote and encourage conventions, visitors, recreation, or tourism in Kosciusko County. Groups not currently organized as a not-for-profit may apply, if they gain the sponsorship of an organization that is a not-for-profit, such as a Chamber of Commerce. Applying organizations are encouraged to verify their status with the Corporations Division, Secretary of State Office (317-232-6576) before submitting an application for funding consideration. Any organization found not to be in good standing would have its application returned.

### **Grant Amounts**

Publicity Grants, in the amount of \$500 each, will be awarded for events or attractions that have demonstrated an ability to generate visitor economic impact to Kosciusko County and/or overnight stays. New festivals and events will be considered based on projected economic impact to the County.

### **Application Completion and Deadlines**

The KCCRVC Publicity Grant Application ***must be completed and submitted to the County Auditor.*** The Commission will review applications at regularly scheduled Commission meetings. For grant application, meeting dates, and County Auditor's email address, please visit [www.kcgov.com](http://www.kcgov.com), then select "Government" then "Boards & Commissions", and then "KCCRVC." Applications should be submitted 10 days prior to the next Commission meeting.

### **Application Evaluation and Review Process**

The KCCRVC will evaluate all qualified grant requests. A representative should be present to answer questions at the Commission meeting. See schedule of meetings to determine when the next meeting will be and plan accordingly.

### **Distribution of Grant Funds**

- This is a reimbursement grant. Applicants who receive funding approval may request a Letter of Commitment from the Commission to be used with vendors.
- The Commission is governed by the record-keeping rules of the State Board of Accounts. No claims are allowed to be paid without itemized invoices and paid check copies.
- Grant funds will be distributed to the organization normally within 60 days following the receipt of the required documentation.
- Reimbursement request for any approved grant must be received within 12 months of the date the grant was approved. If not requested within the designated timeframe, the grant commitment will be rescinded, and funds will not be available for reimbursement.
- If your project is a multi-phase project encompassing more than 12 months, or is a project that needs to secure sponsorship commitments to obtain matching funds, the Commission may still be able to work with your organization.

Organization Name:	<a href="#">Click here to enter text.</a>
Event/Project Name:	<a href="#">Click here to enter text.</a>
Event Date:	<a href="#">Click here to enter text.</a>
Website/Facebook:	<a href="#">Click here to enter text.</a>
Contact Name:	<a href="#">Click here to enter text.</a>
Mailing Address:	<a href="#">Click here to enter text.</a>
Telephone:	<a href="#">Click here to enter text.</a>
Email Address:	<a href="#">Click here to enter text.</a>
Signature of Contact:	<a href="#">Click here to enter text.</a>
Date of Application:	<a href="#">Click here to enter text.</a>
The KCCRVC is only permitted to grant funds to not-for-profit organizations. Please list your federal tax identification number or the name and tax identification number of the organization sponsoring you. <a href="#">Click here to enter text.</a>	

<b>Purpose of Event or Project:</b> Click here to enter text.
<b>Is this a new event? How will any proceeds be utilized?</b> Click here to enter text.
<b>If this is a continuing event, how many years has this event been in existence? How have event proceeds been utilized in the past?</b> Click here to enter text.
<b>Please describe the long-term vision for this event.</b> Click here to enter text.
This Grant is funded by the Innkeeper's Tax, which is collected from visitors who stay overnight at the lodging properties in Kosciusko County. While the average \$20-\$70 spent per visitor (day tripper) will benefit the local economy, even more impact is felt if visitors stay overnight. Please estimate the number of overnight stays. Click here to enter text.
<b>If you have held this event in the past, what was your average attendance? What is the expected attendance of this event?</b> Click here to enter text.
Please provide the contact information for <u>two</u> community referrals.  Name: Click here to enter text. Organization/Business: Click here to enter text. Phone Number: Click here to enter text. Email Address Click here to enter text.  Name: Click here to enter text. Organization/Business: Click here to enter text. Phone Number: Click here to enter text. Email Address Click here to enter text.

***The publicity grant application presented to the KCCRVC has been   ☐Approved   ☐Denied***

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***KCCRVC Member***