

ALBANY COUNTY TOURISM BOARD GRANT APPLICATION

The tourism board of Albany County appreciates your interest in applying for a grant. Our funds are derived from tax collected from overnight visitors to our county. ***Our goal is to sponsor events that will bring more tourism and guests to our county.*** ACTB provides a wide range of grants starting at \$100.

We have a few simple requirements:

1. The event must be held in Albany County.
2. You must complete the grant application including the budget spreadsheet and submit to our office 90 days prior to event. **(We prefer you fill out the form online and print; then mail, fax or email)**
3. No successful grant will be paid without an in-person, post-event presentation of completed final report (including a completed budget sheet) at an ACTB Board Meeting no later than 60 days after the event. ACTB Board Meetings are held every 3rd Monday of every month at 4 p.m. at 210 E. Custer Street.
4. Amount requested \$_____.
5. The ACTB logo must be included on all printed materials and verbal mention given in all other advertising.

We will be glad to assist you in any way, including finding lodging for your attendees or headquarters hotel if needed. Please feel free to contact us.

1. Project Event Title: _____
2. Location the event will be held: _____
3. Dates: Start: _____ End: _____
4. Sponsoring Organization Name: _____
Address: _____ Phone: _____
5. Contact Persons:
Name: _____ Phone: _____ Email: _____
Name: _____ Phone: _____ Email: _____
Name: _____ Phone: _____ Email: _____
6. Web Site (if applicable) _____
7. Describe your organization: 5013C _____ State Registered Non Profit _____
Other: _____ Description: _____
8. Is this the 1st time you have applied? _____ Will this be an annual event? _____
9. Estimate the number of room nights: (Use and average of 2 persons/room/night: 300 guests =150 room nights) Total estimated room nights: _____
10. Is this the only event scheduled for the dates selected? _____ If NO, what other events are scheduled? _____
11. Where will your attendees come from? _____ How many are tax exempt? _____
12. Brief descriptive narrative of your event:

13. If the event has a profit, where do the profits go?? _____
14. Who is your event insurance with? _____