

**Hancock County Tourism Commission**  
**Grant Request Form**

Revised and Approved 06/14/2016

The Hancock County Tourism Commission offers a grant program that assists local organizations with projects that increase tourism and attracts out-of-county visitors to economically benefit Hancock County. Organizations requesting funds must use the funds to bring in new business; develop local events, attractions, festivals or sporting events. It is our goal that funding such projects will draw and increase the number of visitors, especially overnight visitors to Hancock County, thereby providing added economic benefits to the community.

Grant Requests will be provided to the Tourism Commission for Review and Approval. Please submit to the Tourism Director by email at [tourhancockcounty@outlook.com](mailto:tourhancockcounty@outlook.com) , or by mail at Hancock County Visitor Center 119 W. North St. Greenfield, IN 46140 **at least 5 business days prior** to the tourism meeting (it meets the second Tuesday of the month at 5pm at Greenfield City Hall). **A representative must attend the meeting to answer any questions/clarifications that the commission may have in regard to the request.** Attach additional information as required.

Please note, that at the end of your project or event, you must submit a written report or present a follow-up report to the Hancock County Tourism Commission. This report must be made within 60 days of the end of your project. Failure to submit a follow-up report may adversely affect future grants.

***Applicant Information***

Company, Business or Organization Name Applying for the Grant:

\_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Federal Tax ID Number (if applicable) \_\_\_\_\_ Not for Profit? \_\_\_\_\_

If yes, Tax Exempt Number: \_\_\_\_\_

List Board of Directors, Committee or Project Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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***Request Information***

Describe the need or event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the need is for an event, what is your estimated attendance? \_\_\_\_\_

How will the funding of this request increase tourism or impact other Hancock County businesses in a positive manner? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you measure the impact on the County or your organization from this potential funding?  
\_\_\_\_\_  
\_\_\_\_\_

***Request Budget***

What contributions are you making toward fulfilling the request? \_\_\_\_\_  
\_\_\_\_\_

Please provide an entire budget for your event. You may submit separate documents.

Project Needs	Description
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	Total Cost

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What funding, if any, is being sought from other organizations for this project? \_\_\_\_\_

\_\_\_\_\_  
(When possible, the Hancock County Tourism Commission suggests that local companies or contractors be utilized when assisting with this project)

Have you previously requested or been granted funds by the Hancock County Visitors Bureau? If so, when and for what purpose: \_\_\_\_\_

Timing

How soon can the request being considered begin: \_\_\_\_\_

What is the timing for the request to be completed: \_\_\_\_\_

What critical dates need to be considered in the funding process? \_\_\_\_\_

What other dates are important to this request? \_\_\_\_\_

Signature

I hereby submit this application and supportive documents for the proposed request. I have read and understand that I must comply with the Grant Guidelines attached. I understand that if the funded request is approved, the printed and or broadcast material must indicate that **a source of the funding was the Hancock County Tourism Commission.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company or Business Name: \_\_\_\_\_

If approved; who should the check be made out to? \_\_\_\_\_

How would you like to receive the check? Circle one

Pick up at Visitor Center / Mail to address on application / Mail to address below.

Mail to: \_\_\_\_\_

**FOR TOURISM COMMISSION USE ONLY**

Hancock County Tourism Commission Approval: Yes or No

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_