

Hancock County Tourism Commission

Grant Request Form

Revised and Approved 07/10/2018

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 info@visitinhancock.org, or by mail at Hancock County Visitor Center 119 W. North St. Greenfield, IN 46140. **You must submit the grant application by the end of the month **previous** to the month in which the Hancock County Tourism Commission will meet, and no later than 6pm.** (The HCTC 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: _____

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Signed: _____