**City Visitors’ Promotion Fund Application**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use of funds:

\_\_\_\_\_\_\_\_\_\_\_\_ Use of Tourism Facilities

\_\_\_\_\_\_\_\_\_\_\_\_ Tourism Promotion Event

\_\_\_\_\_\_\_\_\_\_\_\_ Other – Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Funding Sources:

City Visitor’s Promotion Fund $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach the following:

1. Detailed description of the project/proposal.
2. Description of how this project will improve the community.
3. List other organizations supporting this project.
4. List principle participants.
5. Description of how this project will impact visitor attraction and promotion for the City of Tioga.

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

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section I**

**City Visitors’ Promotion Fund**

The general purpose of the City Visitors’ Promotion Fund is to promote, encourage, and attract visitors to come to the city and use the travel and tourism facilities within the city.

# Eligible uses

Grants are available for non-profit organizations that:

Promote City of Tioga Tourism

Use of Travel and Tourism Facilities

Grants to for-profit organizations are only eligible under special circumstances where it can be shown that the activity overwhelmingly meets the purposes of the fund.

# Ineligible uses

Restructuring of existing debt will not be considered.

## City Visitors’ Promotion Fund Application Process

1. The applicant will obtain an application form at the Tioga City Hall.
2. The completed application, with attachments, will be returned to the Tioga City Hall. Incomplete applications may cause the decision on the project to be delayed until the application is completed.
3. The completed application, with attachments, will be distributed to the members of the City Visitors’ Promotion Fund Committee.
4. All applications need to be submitted for review by the 1st of each month. The committee meets every month on the 2nd Thursday of each month. At that time the applicant may give a presentation to the committee.
5. If the City Visitors’ Promotion Fund Committee recommends approval, the application will be forwarded to the Tioga City Commission. The applicant will be advised of the date and time of the commission meeting that will consider the committee’s recommendation.
6. If the City Visitors’ Promotion Fund Committee recommends disapproval the application will be returned to the applicant with written comments concerning the recommendation.
7. The City Visitors’ Promotion Fund Committee may table a decision pending further information or assistance from an outside consultant.