



Alexandria/Pineville Area Convention and Visitors Bureau
707 Second Street, Alexandria, LA 71301
Request for Funds Application for 2019

Application Process:

Complete the Request for Funds application and forward the original to the Alexandria/Pineville Area Convention and Visitors Bureau, Attn: Board of Directors, 707 Second Street, Alexandria, LA 71301. The application must be completed in full. Incomplete forms or other deviations from the application format may result in the application being returned. All complete applications will be considered by the Board of Directors. Action taken on any application will be communicated to the applicant by the Executive Director. The application must bear the signature of the CEO/President/Executive Director and the Project Manager involved in the project. The application must be signed by at least two persons authorized by the requesting organization. Each person signing the application assumes responsibility for compliance with the guidelines and procedures. All requests are subject to availability of funds.

Date of Application: _____

Amount of Program Request: \$_____

Project Name and Location of Event: _____

Project Activity Dates: _____

Length of time event has been in existence: _____

Expected attendance: _____

Total Budget for Program: _____

What is the cash contribution your organization is making to this project? _____

Name of Organization requesting funds: _____

Address: _____

City/State/Zip Code: _____

Contact Person: _____

Daytime Phone: _____

E-Mail Address: _____

Organization's Tax Identification Number: _____

501(c)(3) Tax-Exempt: YES____ NO____ (Please attach copy)

- Briefly describe your organization’s history and purpose.

- Please list your organization’s other funding sources and amounts from each for this project/event.

- Please provide an executive summary of the program or project for which funds are requested.

CERTIFICATION

We certify that the information in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

CEO/President/Executive Director

Project Manager

Printed Name

Printed Name

Date

Date

**Alexandria/Pineville Area Convention and Visitors Bureau
707 Second Street, Alexandria, LA 71301**

Funding Guidelines

Purpose & Program Goals	<p>Funding by the bureau is provided and administered subject to the policies approved by the Board of Directors. All programs selected for funding should enhance the promotion and marketing of cultural programming in Rapides Parish, improve the atmosphere and quality of life for the citizens of Rapides Parish, and/or provide for arts and humanities through audience attendance and community participation in projects.</p> <p>The purpose of this program should promote economic development through tourism, increase hotel/motel occupancy and impact revenue by increasing sales to retail outlets, attractions, restaurants, and other appropriate entities.</p>
Application Deadline:	<p>Applications are due by <u>September 1st</u> no later than 5:00 p.m. They may be mailed or delivered to the Alexandria/Pineville Area Convention and Visitors Bureau, ATTN: Board of Directors, 707 Second Street, Alexandria, LA, 71301. The board reserves the right to disqualify an application received after that date. Partial or incomplete applications will not be eligible for consideration. Applicants may submit one request annually.</p>
Project Activity Dates:	<p><u>All projects must take place during the budget year for which it is funded.</u></p>
Project/Event Development:	<p>Applicants cannot transfer funds from one specific program project/event to a different project. Any deviation from the program application must be submitted in writing to, and approved by, the Bureau and Board of Directors. Project/events must be completed by the stated date of the event.</p>
Eligibility:	<p><u>Not-for-profit arts, humanities and cultural organizations under section 501c of the Internal Revenue Code, and for profit entities are eligible to apply for funds. Organizations may apply for funding for one event per calendar year.</u></p>
Annual Support:	<p>The funding of an annual event in one year does not obligate the Bureau or its Board of Directors to continue support for the project/event in subsequent years. Organizations should not assume nor budget Bureau support annually. The Bureau reserves the right to terminate funding for cause at any time the Bureau or its Board of Directors deems appropriate.</p>
Recognition:	<p>Organizations receiving funding by the Bureau will credit the Alexandria/Pineville Area Convention and Visitors Bureau logo, website and toll-free number as a contact for lodging, restaurants and tourist information in ALL printed materials, websites (with hyperlinks to www.alexandriapinevillela.com) and in any advertising which is produced for the project/event.</p>

Guidelines are to be strictly followed. The Bureau and Board of Directors reserve the right to demand that any and all funding be immediately returned if guidelines are not strictly followed.

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Funding Request

Required attachments for application consideration:

- The organization's mission statement.
- A current list of Board of Directors.
- A copy of the current year operating budget.
- A copy of the IRS letter documenting 501(c)(3) tax-exempt status, if applicable.
- A copy of current budget information for event. (Complete the attached budget worksheet.)

FOR INTERNAL BUREAU USE:

Date Presented to Board: _____

Approved: _____

Denied: _____

Economic Impact of Event or Project for Which Funding is Requested.

The Bureau is funded by the Hotel/Motel Tax. The Bureau's mission is to promote Rapides Parish.

1. Please describe the potential economic impact to:

- Your organization
- Local tourism-related businesses, including overnight accommodations and restaurants.
- The community in general

2. Will your project/event influence visitors from outside of Rapides Parish to visit our community?
If yes, how?

3. What is the estimated number of lodging rooms needed per night for this event?

Estimated number of nights the rooms will be needed? _____

4. Please estimate the number of local and out-of-town participants:

Local _____ Out-of-town _____

5. Has this event been held in Rapides Parish previously? _____ Yes _____ No If so,
how was it funded?

Budget Estimate Worksheet

Name of Event _____
 Organization _____
 Contact Person _____
 Request Period _____
 Amount Requested \$ _____

Advertisement/Publicity/Promotion*	Estimated Cost	Matching Funds	Brief Description	
Posters			Use additional sheets if necessary.	
Flyers				
Push Cards				
Radio				
TV				
Newspapers				
Billboards				
Direct Mail				
Websites				
T-Shirts				
Activity	Estimated Cost	Matching Funds	Brief Description	
Banquet/Event/Program Cost				
Transportation (event related non personal)				
Entertainment (event related non personal)				
Food Services (event related non personal)				
Facility Rental				
Decorations				
Props				
Sound and Lights				
PowerPoint Audio/Visual				
Security				
Miscellaneous				
Operational Support	Estimated Cost	Matching Funds		Brief Description
Telephone				
Postage Shipping				
Printing Copies Duplication				
Supplies				
	TOTAL ESTIMATED COST	TOTAL MATCHING FUNDS		

Total Estimated Revenue \$ _____
 Total Estimated Cost \$ _____

Event Follow-up Tracking Form

Please provide the following detailed report within thirty (30) days after the close of the event sponsored by the Alexandria/Pineville Area Convention and Visitors Bureau:

Event Name: _____
Date of Event: _____
Location: _____

1. Please provide an approximate number out of town participants that attended the event.
2. What was the approximate total number of rooms booked during the event?
3. How many days did participants and guests stay in Alexandria/Pineville for the event?
4. How many local participants attended the event?
5. Please list the names of any media in attendance.

Failure to submit completed form after event may impact future funding.

**Submit report to: Alexandria/Pineville Area Convention and Visitors Bureau
707 Second Street, Alexandria, LA 71301**