



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

Please complete this grant application and email to grants@apacvb.org. Completed applications must be submitted to the Alexandria/Pineville CVB at least 6 months prior to the event. The application must be completed in full. Incomplete forms or other deviations from the application format may result in the application being rejected. All complete applications will be considered by the Board of Directors. The application must bear the signature of the CEO/President/Executive Director. All requests are subject to availability of funds.

Information About Applicant's Organization

Organization Name: _____

Does the organization have 501(c)(3) status? ___ Yes ___ No

Organization Address: _____

City: _____ State: _____

Zip Code: _____

Organization Phone: _____

Organization Website: _____

Point of Contact for Proposal Information

Name: _____

Phone: _____

Email: _____

Amount Requested in Proposal: _____ Total Cost of Project: _____

- Briefly describe your organization's history and purpose.
- Please provide an executive summary of the program or project for which funds are requested.
- Please list your organization's other funding sources and amounts from each for this project/event.

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

 Printed Name

 Date

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Funding Guidelines

Purpose & Program Goals:

Funding by the Bureau is provided and administered subject to the policies approved by the Board of Directors. 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.

Submission:

Applications may be emailed to grants@apacvb.org (preferred method) or mailed to the Alexandria/Pineville Area Convention and Visitors Bureau, ATTN: Grant Committee 707 Second Street, Alexandria, LA, 71301. The board reserves the right to disqualify an application, and partial or incomplete applications will not be eligible for consideration. Applicants may submit one request annually.

Project Activity Dates:

All projects must take place during the budget year for which it is funded. 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. Funds from the CVB for the event are to be obtained by submission of an invoice to the CVB.

Annual Event:

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.

Recognition:

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.

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:

- 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

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?

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: grants@apacvb.org or
Alexandria/Pineville Area Convention and Visitors Bureau
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