



TOWN OF MONROE, ADAMS COUNTY, WI TOURISM GRANT APPLICATION FORM FOR EVENTS

APPLICATION INFORMATION:	
Organization:	Contact:
Email:	Phone:
Mailing Address:	
Event/Project Name:	
Location of Event:	
Date(s) of Event:	

Submit this form for considered funding of your event.

LIST YOUR ORGANIZATION'S EXECUTIVES OR BOARD OF DIRECTORS		
Name	Title	Business Entity

EVENT INFORMATION:

Type of Event: Performing Arts Cultural Festival Marketing/Info Other:

Description of Event:

Please describe how this event will promote overnight hotel stays and how you calculated the number of projected hotel stays:

Number of Attendees Expected:

Number of Volunteers Expected:

Projected Number of Overnight Hotel Stays:

Number of Hotel Stays Previous Year:

How are you marketing this event?

Event Budget - *Attach Budget Worksheet*

Amount of Funding Requested:

If awarded, who should the payment be made to (ex: Executive Director, third party vendor)? Include name, title and address.

Applicant Signature:

Date:

ADDITIONAL APPLICATION QUESTIONS:

Does your Event have any sponsorships with local hotels?

Please provide demographic information on attendees (local/out of town, ages, etc.)

If your event does not receive Tourism funding, could you still do the event?

If awarded Tourism funding, what specifically would the funds be spent on?

What will be the benefit of this event to the local/regional community?

APPLICATION PROCEDURES:

- Submit completed application and budget worksheet forms (or similar documentation).
- You may be requested to appear before the Tourism Commission to present request and answer questions about your application.
- Funds Available are subject to actual room tax collected.
- Deadline for expenditure of awarded funds: December 31, of the year awarded, unless otherwise approved in a grant agreement.
- Funded projects must utilize the Monroe Tourism Commission-Adams County, WI logo in official marketing and sponsorship information.
- Funded projects will be required to complete an after-event report form on how funds were utilized.

Return Completed Grant Application to:

Monroe Tourism Commission
981 County Rd Z
Arkdale, WI 54613

or Email:
monroetourism.adamscounty@gmail.com