



## REQUESTS FOR FUNDING

Funding from the Paragould Advertising and Promotion Commission is based on sponsoring programs and events that increase tourism and have a measurable impact on the economy of Paragould. Requests for funding come with the understanding that the organization will provide evidence that the funds were spent on items or outreach that would not have otherwise been within the financial reach of the organization.

***All applications are due by the following dates throughout the year:***

February 28th

May 31st

August 31st

November 30th

All applications can be mailed or hand-delivered to the Finance Director of the City of Paragould at Paragould City Hall, located at 301 West Court Street, Paragould, AR 72450. ***Must submit 7 copies of application.*** All applications must be completed in full and include all required attachments. Incomplete applications will not be considered for funding.

The Paragould Advertising and Promotion Commission will hear presentations quarterly from organizations applying for funding. You will be notified in advance of the date, time and location of presentation.

## POLICY

### **1. CRITERIA**

Tourism Funds are available to any organization in Paragould actively marketing their attraction/event to attract out-of-town visitors. Qualifying projects must meet the following criteria:

- To advertise and promote the city and its environs.
- For the construction, reconstruction, equipment, improvement, maintenance, repair and operation for a convention center, or public recreation facilities.
- For funding of public events, festivals, sporting events.
- For funding of arts or operations of arts facilities or for tourist-oriented facilities.
- Preferences will be given to Paragould facilities, businesses, and organizations.
- It is not the A&P Commission's intent to fund requests that could be funded by the requesting organization.

## **2. APPLICATION PROCESS**

- a) APPLICATION:** Complete the application and forward the original to Paragould Advertising and Promotion Commission. The application must be completed in full and have all required attachments. **Incomplete forms or other deviations from the application format may result in omission from the evaluation process.** If more space is needed, please attached additional pages or documents to the application. The application process shall coincide with these guidelines adopted by the Advertising and Promotions Board.
- b) BUDGET:** Each applicant shall provide a proposed budget for the project, including all planned expenses and all revenue. Please attach quotes or invoices to reflect budgeted expenses.
- c) PREVIOUS YEAR (if applicable):** When requesting funds for the same event, please attach the previous years finalized budget reflecting all revenue, expenses, and final profit or loss.

All timely and completed applications will be reviewed by the A&P Commission. All funds will be paid from invoices following the return of the summation form. Exceptions will be reviewed and awarded by the A&P Commission. **All applications will be reviewed during the open enrollment period set by the A&P Commission.** All application requests are subject to availability of funds.

## **3. PROJECT/EVENT DEVELOPMENT**

The organizations responsible for management of the project/event will be responsible for ensuring the cost of the project/event. Applicants cannot transfer funds from one specific project/event to a different project. Any deviation from the application must be submitted in writing to the Paragould Advertising and Promotion Commission. The Paragould Advertising and Promotion Commission must be notified in writing as soon as possible if the applicant does not plan to use their funds which have been approved. The funds will be paid from invoices by the A&P. Please submit all paid invoices to the A&P Commission with the summation form. Funds will not exceed awarded amount. Note: If invoices do not total the amount of the funding allocated the monies will be put back into the A & P fund for future events. When funds are awarded pre-event, all funds not expended as approved in the application will be refunded to the A & P Commission.

## **4. PROJECT/EVENT COMPLETION**

Projects/events must be completed by the stated date of the event and all reimbursement requests and/or documentation shall be submitted to the Paragould Advertising and Promotion Commission within 60 days of the completion of the project/event and prior to the December 30 of the event year. Within 30 days of project/event completion, all applicant awardees must provide a written summary of the event including:

- Number of participants/viewers/spectators/attendees
- Number of local motel rooms booked
- Overall economic impact of the project/event to the local community
- A financial report, evaluation of event and disclosure of other funding sources
- When applicable a sample of the finished product (brochure, flyer, advertising copy)

**Future funding may not be allowed for events/projects if the information is not provided or is incomplete.**



## APPLICATION FOR FUNDING

### Organization Information

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

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Tax ID Number \_\_\_\_\_

Is this an incorporated non-profit organization    YES    NO

### Contact Information

Primary Contact Person Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Secondary Contact Person Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### Funding Details – please select type of funding requested

\_\_\_\_\_ **Event Funding**  
*Food festival, softball tournament, auto show*

\_\_\_\_\_ **Annual Funding**  
*Recurring funding for events, i.e. festivals, theaters*

\_\_\_\_\_ **Capital Project**  
*Convention Center, Water-Park, Parks*

\_\_\_\_\_ **Start-Up Money**  
*Enable an annual festival to become established*

\_\_\_\_\_ **Advertising and Publicity**  
*To promote event in any form of media, brochures*

\_\_\_\_\_ **Arts**  
*Art shows, dance competitions, musical performances*

Name of Event/Project \_\_\_\_\_

Date of Event/Project \_\_\_\_\_

Location of Event/Project \_\_\_\_\_

Years Event/Project Has Existed \_\_\_\_\_

Description of Event/Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Information**

Amount Requested from A&P Commission \$ \_\_\_\_\_

Total Budget for Event/Project \$ \_\_\_\_\_

Source(s) of Other Funding \_\_\_\_\_

\_\_\_\_\_

Is there a price of admission? If so, what is the price \$ \_\_\_\_\_

Is the goal of the event to make a profit? If so, what will profits be used for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Please estimate the following:***

Total number of attendees \_\_\_\_\_

Number of out-of-town attendees \_\_\_\_\_

Number of overnight stays \_\_\_\_\_

Economic impact (terms of dollars spent in Paragould \$ \_\_\_\_\_

***For Sporting Event***

Number of Visiting Teams \_\_\_\_\_ Number of Visiting Participants \_\_\_\_\_

Team Registration Fee Amount \$ \_\_\_\_\_

***If approved, specifically lists what A&P Funds will be used for.***

***Please use the space below for any additional comments.***

***Please attach the following documents***

- Proposed Event/Project Budget
- List of Organization Board of Directors
- Financial Information from past two years (Form 990, Audit etc.)
- Articles of Incorporation (if applicable)
- Event specific history. How many attendees, how many rooms booked etc.

All forms of advertisement/publication for an event or project using Paragould A&P funds must include text and/or audio recognizing the event or project as funded by or made possible by the Paragould Advertising and Promotion Commission. Please include logo as well where appropriate.

By signing below, I acknowledge that I have prepared this request with correct information to the best of my knowledge. I also agree that I understand and agree to abide by guidelines for funding. I also agree to provide a follow-up report and expense documentation within 60 days of completion of the event.

By signing below, I also acknowledge that I indemnify the Paragould Advertising and Promotions Commission and the City of Paragould of any liability associated with the organization or event.

Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

Organization President or Secretary \_\_\_\_\_ Date \_\_\_\_\_