

BANNER ELK TOURISM DEVELOPMENT AUTHORITY

Request for Special Projects Funding

The Banner Elk Tourism Development Authority welcomes proposals for special projects funding from area organizations, both for profit and non-profit, that are designed for the purpose of attracting visitors to the Banner Elk area.

Procedure for Application

Any organization wishing funding support from the TDA must fill out the Special Project Funding Request Form and the Budget Form. These forms must be submitted to TDA two weeks prior to the next regularly scheduled meeting (with exceptions being made in special cases). Please submit these forms to:

Banner Elk Tourism Development Authority
Town of Banner Elk
PO Box 2049
Banner Elk, NC 28604

The TDA will review funding proposals as needed. Applications will be reviewed and considered at the next regular TDA meeting. The applicant may be invited to present an in-person, formal presentation of the project.

Applicant accepts the conditions as set forth in the Policy of Banner Elk TDA Special Projects Grant. (See below)

POLICY OF BANNER ELK TDA - SPECIAL PROJECTS GRANT

1. Applicant must justify that grant funds will be used for the promotion of tourism and the financial need for the grant must be justified (use of the Special Projects Budget Form is required).
2. Grant funds should be used for expenses directly related to public relations and promotion of the entire Banner Elk area.
3. Applications indicating matching funds on a dollar for a dollar or greater basis are encouraged and may determine project funding.
4. A progress report on the project shall be made within ninety days from funding. A final written narrative report shall be made within 90 days of the closing of the event and shall include a final financial statement and brochures, etc. when applicable.

5. Modifications or alterations of projects after funding must be approved in writing by the Banner Elk TDA.
6. Termination or cancellation of a funding project must be reported to the Banner Elk TDA and full amount of the grant be returned to TDA.
7. Grant recipients are encouraged to add the TDA logo to any printed media where applicable.

Your signature below certifies that you agree to submit to the Finance Officer of the Banner Elk Tourism Development Authority an accounting of the grant funds received for this application. This accounting should include invoices and cancelled checks pertaining to your grant request and is due within 90 days after the funds are received. I understand the above conditions and policies and agree to abide by same as a condition for receiving funding from the Banner Elk TDA.

President or CEO

Date

Name of organization

SPECIAL PROJECTS FUNDING REQUEST FORM

Name of Organization

Contact Person

Mailing Address

City, State, and Zip Code

Phone

_____ For Profit Organization

_____ Non-Profit Organization

Project Starting Date

\$ _____
Amount Requested from TDA

PROJECT NARRATIVE

Please describe the proposed project. Be certain to address:

1. The issues of tourism development and how the project will support them.
2. Other sources of funding (identifying funds already received and those that are projected).
3. A brief history of your organization and its previous activity on behalf of tourism in Banner Elk.
4. The starting and ending dates of the proposed project.
5. A brief description of the organization's administrative ability to carry out the project.
(Attach additional sheets as necessary.)

SPECIAL PROJECTS BUDGET FORM

EXPENSES

1. Administrative Cost		\$ _____
Mail	_____	
Telephone	_____	
Office Rental	_____	
Personnel (Itemize)		
1.		
2.		
3.		
2. Public Relations and Publicity		_____
Print ads	_____	
Media ads	_____	
Brochures	_____	
Misc. Printing	_____	
Distribution	_____	
3. Physical plant		_____
Space Rental	_____	
Special needs	_____	
4. Special Guest Fees (if applicable)		_____
5. Additional Costs (itemize)		

1.	_____	
2.	_____	
3.	_____	
TOTAL EXPENSES		\$ _____

INCOME

1. Estimated earned income (identify source)		_____
2. Estimated contributed income (non-profit only)		_____
3. Other grants		_____
4. Amount requested from Banner Elk TDA		_____
5. Applicant cash		_____
TOTAL INCOME		\$ _____

PROJECTED PROFIT/LOSS	\$ _____
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