

**REQUEST FOR ASSISTANCE FORM
MORTON TOURISM PROGRAM
VILLAGE OF MORTON**

Note: All items must be completed. Support materials may be provided, but should not replace completing the items. Responses such as "See Attached" will not be accepted. You need to submit **8** copies of this completed document.

1. Name of Event or Project: _____ Date of Event: _____

2. Name of Organization Sponsoring Event or Project: _____ Time of Event: _____

3. Name of Contact Person: _____ 4. Address: _____

5. Telephone: _____ 6. E-Mail Address _____

7. Amount Of Funds Requested: (Maximum per event \$10,000/ Maximum per organization per year \$20,000)

8. Describe the Organization:

9. Describe The Event or Project:

Is this event or Project a _____ One time activity _____ on going, regularly occurring activity?

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10. Describe how the event or project is expected to promote tourism and conventions within the Village or otherwise to attract nonresident overnight visitors to the Village.

11. Provide an estimate of the number of nonresident overnight visitors and/or hotel/motel room nights that the event or project is expected to produce. Please explain how you calculated that number. If this is a return event, how many room nights did you create last year? How did you arrive at that number?

12. What meals do your concessions serve? Please explain why participants to your event would visit other restaurants in town. Is it logical for participants at your event to leave your event and eat at other restaurants?

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13. Describe how the funds will be used. Please be specific:

Item	Cost	From Whom Purchased
Advertisement	\$	
Postage	\$	
Printing	\$	
Other	\$	
	\$	
	\$	
	\$	
	\$	
Total	\$	

You must also attach a line item budget including sources and uses of funds, along with a list of all partners and sponsors and their contributions. You will be required to submit a final Profit & Loss Statement with your follow-up report within 3 months of your event. If the expense of advertising is listed, the Village of Morton must be acknowledged in all media and advertising. A copy of advertising showing the Village of Morton Tourism logo is required to be attached to the follow-up report.

14. The goal of the Tourism Grants is to assist groups in developing their event so that it can become self sustaining. What is being done in your event to reach that goal? Do the funds from this event impact Morton in a tangible way that benefit a large portion of our community, such as building or improving facilities for the citizens or that will bring more people to visit the community?

15. Other Comments: _____

16. Please attach the following:

1. A Line item budget for the event or project, including both sources and uses of funds. Specifically identify what the Hotel/Motel Room Renting Tax will be used for.
2. A List of all partners and sponsors and their contributions or activities.

Name (Print or Type)

Date

Title

Signature

You should submit this completed and signed document and **8** copies to the Morton Tourism Office, 200 South First Street, Morton, IL. 61550 by March 31, 2016. If you have questions, call Susan Pyles at 266-5135 or 573-1276.