

City Visitors' Promotion Fund Application

Name of Organization: _____

Address: _____

City: _____ Phone Number: _____

Contact Person: _____

Activity: _____

Start and Completion Date for Activity/Project: _____

Use of funds:

_____ Use of Tourism Facilities

_____ Tourism Promotion Event

_____ Other – Specify _____

Proposed Funding Sources:

City Visitor's Promotion Fund \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Please describe and attach the following criteria to the completed application:

1. Detailed description of the project/proposal. Include pictures, invoices and quotes.
2. Description of how this project will improve the community. Minimum requirement of 1 paragraph.
3. List other organizations supporting this project and proposed funding sources.
4. List principal participants involved in event, activity or project.
5. Description of how this project will impact visitor attraction and promotion for the City of Tioga. Minimum requirement of 1 paragraph.

Authorized Signature: _____ Date: _____

Section I
City Visitors' Promotion Fund

The general purpose of the City Visitors' Promotion Fund is to promote, encourage, and attract visitors to come to the city and use the travel and tourism facilities within the city.

The Visitor Promotion Board will maintain a minimum balance of \$10,000.00 in the Visitor Promotion Fund.

Eligible uses

Grants are available for non-profit organizations that:

- Promote City of Tioga Tourism
- Use of Travel and Tourism Facilities

Grants to for-profit organizations are only eligible under special circumstances where it can be shown that the activity overwhelmingly meets the purposes of the fund.

Ineligible uses

Restructuring of existing debt will not be considered.

City Visitors' Promotion Fund Application Process

1. The applicant will obtain an application form at the Tioga City Hall.
2. The completed application, with attachments, will be returned to the Tioga City Hall. Incomplete applications may cause the decision on the project to be delayed until the application is completed.
3. The completed application, with attachments, will be distributed to the members of the City Visitors' Promotion Fund Committee.
4. All applications need to be submitted for review 1 week before scheduled meeting. The committee meets every month on the 2nd Thursday of each month. At that time the applicant may give a presentation to the committee.
5. If the City Visitors' Promotion Fund Committee recommends approval, the application will be forwarded to the Tioga City Commission. The applicant will be advised of the date and time of the commission meeting that will consider the committee's recommendation.
6. If the City Visitors' Promotion Fund Committee recommends disapproval the application will be returned to the applicant with written comments concerning the recommendation.
7. The City Visitors' Promotion Fund Committee may table a decision pending further information or assistance from an outside consultant.