

White Pine County Tourism and Recreation Board

GUIDELINES FOR EXPENDITURE OF AID TO ORGANIZATION FUNDING

1. Funds will be awarded to non-profit organizations to develop plans and programs that promote travel to White Pine County.
2. These funds are intended exclusively to promote tourism and recreation in White Pine County and may be used for no other purpose.
3. Funds must be obligated and/or expended in the same fiscal year as awarded.
4. A preference will be given to projects embracing more than one event, or to projects having the highest potential for drawing non-local attendance.
5. All applications for funding must use the official form provided.
6. A complete outlay report and event evaluation sheet of your event is **due in writing within 60 days of the completion of the project.**
 - a. The outlay report must include a full income and expense report of your event. In addition copies of the advertisement and/or flyer used to advertise your event; copies of the invoices you paid and copies of the cancelled checks (front and back) must accompany this report.
 - b. A report of in-kind hours, materials & services must be submitted with your outlay report.
 - c. For statistical records, we ask that registration sheets or forms of some kind with names and addresses of all those participating in your event from out of the area, be provided with your reports. This includes any vendors or participants you may have as well as out of the area guests. All reports of visitor counts must have the appropriate documentation.
 - d. Completion of attendee survey, provided by WPC, estimating the attendee satisfaction as well as the economic impact of the event.
7. The following is a list of expenses that will qualify for funding under the Tourism and Recreation Board's Aid to Organization Awards.

- a. ADVERTISING: The purchase of advertising space and the reasonable fees for developing said advertisement. These advertisements must encourage attendance from outside White Pine County.
- b. PROMOTIONAL LITERATURE: Layout design, typesetting, color separations, photography, printing and distribution of literature. Consideration will also be given to other specifically targeted literature.
- c. PROMOTIONAL ITEMS: The cost of securing promotional items which will market the event such as T-shirts, hats, key rings etc.
- d. ADMINISTRATIVE: Postage, photocopying costs related to the event, stationery supplies related to the event.
- e. PRIZES: This may include ribbons, trophies etc.
- f. DEPOSITS OR REGISTRATION FEES: Fees for licensing or registration deposits for professional services required for the event may be funded from your grant.
- g. GRATUITIES: Funding may be used for gratuities for personnel vital to the success of the event such as judges, scorekeepers, umpires etc. These gratuities should be determined at the discretion of the event chairman and may include, but not be limited to, complimentary lodgings, meals and other expenses associated with their participation in your event. **This funding may not be used for salaries.** However, there may be exceptions whereby a person with unique expertise in a specific area, which is vital to the success of an event, may charge for their services for the specific event.

8. Requirements and Expectations of Grantees

- a. Logos – White Pine County Tour and Rec requires its logo on all printed material created with grant money. This includes but is not limited to brochures, cards, posters, and shirts.
- b. Verbal Recognition – White Pine County Tour and Rec requires verbal recognition as a partner in any announcements during the event or banquet funded by grant money.
- c. Social Media – White Pine County Tour and Rec requires use of social media handles in tagging posts related to granted event or program.

9. Commitment from Grantor

- a. See attached Event Services Guidelines

For further information concerning these reports please contact the administrative office of the White Pine County Tourism and Recreation Board located at 150 Sixth Street, Ely, NV 89301 or call 775-289-3720

WHITE PINE COUNTY TOURISM & RECREATION BOARD

**AID TO ORGANIZATIONS
FUNDING APPLICATION**

Grant Cycle: July 1, 2019 – June 30, 2020

Event Date: _____

Amount of Request: _____

Name & Address of Organization: _____

Tax ID #: _____

Non Profit Organization: **Yes** _____ **No:** _____

Contact Person: _____

Telephone Number: _____

Project (Event) Title: _____

Project (Event) Description:

List Names, Titles & Phone Numbers for Current Officers & Members of the organization requesting the grant funding:

Provide details of your project objective:

Explain how you plan to reach those objectives:

Number of Visitors expected to attend this event: Total _____

Local: _____ **Out of Area:** _____ **Out of State:** _____

Provide a detailed, itemized budget for your project:

Incomes:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Estimated Total Income for this project: _____

Expenses:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Estimated Total Expenses for this project: _____

You may attach an actual budget print out for your project to this page.

Grant Number: _____

**FISCAL 2019-2020
AID TO ORGANIZATION
GRANT AWARD FUNDING**

Request for Reimbursement

Date of Request: _____

Reimbursement Request: _____

Name & Address of Organization: _____

Signature of Representative: _____

Note: Please fill out this request form and submit it to the Board's Administrative Office when you begin work on your event. This form will provide documentation for your check request.

WHITE PINE COUNTY TOURISM AND RECREATION BOARD
Aid to Organizations 2019-2020
Event Outlay Report

Organization: _____

Project Title: _____

Project Date: _____

Actual Income: (List individual sponsors & amounts)

Aid To Organization Award

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Income: \$ _____

Actual Expenses: (List individual payments under appropriate heading)

A. Administrative:

\$ _____
\$ _____

B. Rental Charges or fees:

\$ _____
\$ _____

C. Advertising:

\$ _____
\$ _____
\$ _____
\$ _____

D. Promotional Literature:

\$ _____
\$ _____

E. Supplies:

\$ _____
\$ _____
\$ _____

F. Other:

\$ _____
\$ _____

Total Expense: \$ _____

Please attach a copy of all advertising, printed materials, photos or slides. In addition, please provide copies of all invoices (supporting documents) for purchases made for this event according to Guidelines Item 6.

As Grantee, I certify to the best of my knowledge and belief the billed expenses are in accordance with the terms of the project.

Signature Project Director: _____

This form must be completed and returned within 60 days following the event and/or project date.

WHITE PINE COUNTY TOURISM & RECREATION BOARD

2019-2020 Event Evaluation Form

1. How many people attended your event:

Out of State: _____
Out of County: _____
Local: _____

Please provide documentation of these counts.

2. Was your attendance count an increase or decrease from last year's event?

3. Did your project results compare favorably with your planned goals for this event?

4. What percentage of the funds awarded to you by the WPC Tourism & Recreation Board were used for advertising?

5. Which advertising media that you used provided the best response?

6. Do you plan to sponsor the same event next year? Yes _____ No _____

I hereby attest that the foregoing information is correct to the best of my knowledge.

Organization:

Date:

Signature of Project Director:

**This form must be completed and returned with the Outlay Report
within 60 days after the event**