

**PAHRUMP TOURISM AND CONVENTION COUNCIL ("PTCC")**

**Form PTCC-03: Grant Request Application Packet**

In completing this grant request application, please refer to the published "Grant Request Guidelines" for definitions, acceptable uses of grant funds, etc.

Type of Application:           Marketing  
  
  Start-Up  
  
  Infrastructure  
  
  Cultural

**APPLICATION CHECKLIST**

This checklist is for your use in completing your PTCC Grant Request. Please submit the original grant request in the order and methods listed below.

Name of Applicant: \_\_\_\_\_

**Application Package**

- Application Checklist
- Cover Sheet
- Application Narrative
- Event Budget
- Signed Certification Page

**Supporting Materials**

- Signed "Receipt and Acknowledgment" of Grant Request Guidelines
- Current Board of Directors list
- Most recent financial statement (Balance Sheet and Profit/Loss Statement)
- IRS Form 990 (if available)
- Annual audit results (if available)
- Marketing collateral (section 2 of the Grant Request Guidelines)
- List of volunteer involvement and in-kind contributions
- Any supplemental materials relevant to this grant request

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**COVER SHEET**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

E-Mail/Website: \_\_\_\_\_

Type of Organization:    Governmental            Non-Profit            For Profit            Individual

Details of project/event – please include the name, date(s), time(s), location(s), purpose and other pertinent information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Projected Event Income:    \$ \_\_\_\_\_  
(This should match total income from page 4)

Total Projected Event Expenses:    \$ \_\_\_\_\_  
(This should match total expenses from page 4)

Total Projected Event Income/(Loss):    \$ \_\_\_\_\_  
(This should match total income/(loss) from page 4)

Grant Amount Requested:    \$ \_\_\_\_\_

Has this project/event received a PTCC grant in the past? YES NO If yes, when? \_\_\_\_\_

Has your organization received a PTCC grant in the past? YES NO If yes, when? \_\_\_\_\_

How many times has this project/event been held in the past? \_\_\_\_\_

**APPLICATION NARRATIVE**

Your application narrative should be typed using a 12-point font, be no more than four (4) pages in length, and should respond to the following:

**1. APPLICANT INFORMATION**

- 1.1 Mission statement, brief statement of goals and objectives
- 1.2 Brief summary of applicant's history
- 1.3 Description of current programs, activities and accomplishments

**2. PURPOSE OF GRANT**

- 2.1 Describe the goals and objectives for this grant
- 2.2 Describe target population including number of individuals served
- 2.3 Describe specific activities for which you are seeking funding and the timeline for completion
- 2.4 Is this a new or on-going activity?
- 2.5 Other organizations participating in this activity
- 2.6 Other governmental organizations providing grants, including amount granted
- 2.7 Other corporate/community organizations providing grants, including amount granted

**3. ADVERTISING/MARKETING**

- 3.1 How will this project/event be advertised and marketed?
- 3.2 Where will this project/event be advertised and marketed?
- 3.3 How many people will be exposed to the advertising/marketing? Please provide a breakdown by geographic area
- 3.4 Is marketing collateral (refer to Section 2 of the Grant Request Guidelines) attached to this application?

**4. LOCAL IMPACT**

- 4.1 How many people will attend the project/event? How many are local residents? How many are visitors?
- 4.2 Will the project/event result in visitors staying one or more nights in local hotels and/or RV parks? How many total room nights are expected?
- 4.3 What is the overall economic impact of this project?
- 4.4 How will you track attendance and overall economic impact?
- 4.5 What is the overall expected outcome of the project/event?
- 4.6 How will you sustain this project/event past the start-up period?

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<b>EVENT BUDGET</b>
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**Do not include any anticipated grant funds from the PTCC on this form. List all sources of revenue for this project/event (other than PTCC grants) and all projected expenses. For the purposes of this budget, include only cash revenues/expenses and in-kind support; do not include volunteer time. If desired, you may use your own income statement form rather than this form (provided that all required information is supplied); simply state "See Attached" and attach your form.**

<u>REVENUES</u>		<u>EXPENSES</u>	
Governmental Grants	_____	Marketing/Advertising**	_____
Foundation Grants	_____	Salaries/Benefits*	_____
Corporate Grants	_____	Professional Fees	_____
Sponsorships	_____	Travel*	_____
Advertising (programs, etc.)	_____	Training*	_____
Admissions	_____	Equipment*	_____
Booth Rentals	_____		_____
Concessions	_____		_____
Donations	_____		_____
In-Kind Support	_____		_____
	_____		_____
	_____		_____
	_____		_____
<b>TOTAL</b>	_____	<b>TOTAL</b>	_____

**PROJECTED INCOME/(LOSS):** \_\_\_\_\_

\* = Pursuant to Section 1.16 of the "Grant Request Guidelines," these expenses are not eligible for grant funding.  
 \*\* = Provide details on a separate page.

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**CERTIFICATION**

The undersigned attests that all information contained in this grant request application is true and correct to the best knowledge of the signer as of the date signed. The undersigned represents and warrants that s/he has full authority to sign this grant request application on behalf of the applicant.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED AGENT

**FOR PTCC USE ONLY**

The grant request was heard on (date): \_\_\_\_\_

The grant request is:            **APPROVED**            **DENIED**

Approved amount: \_\_\_\_\_

Authorized Uses of Funds:	<u>Marketing/Advertising</u>	<u>\$</u>
	<u>Start-Up Expenses</u>	<u>\$</u>
	_____	<u>\$</u>
	_____	<u>\$</u>
	<b>TOTAL</b>	<u>\$</u>

\_\_\_\_\_  
Signature of Authorized PTCC Representative

\_\_\_\_\_  
Date