

## **Pahrump Tourism and Convention Council**

### **Form PTCC-01: Grant Request Process**

The following is an outline of the process for applying for a tourism-related grant from the Pahrump Tourism and Convention Council (“PTCC”) and the Pahrump Town Board. As each grant request is unique, please be advised that this outline is provided for informational purposes only; the process may differ from that stated herein due to the circumstances of each particular grant and/or the process may change from time-to-time. The actual process will be explained by the PTCC at the time the grant request application is heard. All forms may be obtained from the Town Office or the Town Website ([www.pahrumpnv.biz](http://www.pahrumpnv.biz)).

1. Obtain, read and understand the “Grant Request Guidelines.” This document provides a great deal of information regarding the process, applications, documents, timelines, etc. required for obtaining a tourism-related grant. The guidelines also specify what does and does not qualify for a grant.
2. Obtain and complete the “Grant Request Application.” Please be sure to submit all supplemental documentation including, but not limited to, financial projections for the event, actual financials for the organization (balance sheet and income statement, audited (if possible), copy of IRS Form 990, etc.), copy of marketing collateral, etc. The more detailed information you submit, the greater the likelihood that your request will be granted.
3. Submit the “Grant Request Application” to the Town Office not later than 120 days prior to the event.
4. The grant request will be placed on a PTCC agenda for discussion and action. You will be notified of the meeting date. Please be present at the meeting; if you are not present, your agenda item may be postponed or denied.
5. If the PTCC recommends a grant, the applicant must sign the “Grant Agreement” immediately. The “Grant Agreement” will specify the amount of the grant and the authorized uses of the grant funds.
6. The PTCC will submit a “Grant Request Transmittal” form to the Town Board recommending approval of the grant. The “Grant Request Transmittal” will include the “Grant Agreement” and the “Grant Request Application” together with all required supplemental backup materials.
7. The Town Board will place the grant request on a Town Board agenda for discussion and action. Again, you will be notified of the meeting date and should plan to attend the meeting. Failure to attend the meeting may cause your item to be postponed or denied.

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8. If the Town Board approves the grant request, the Town Manager will sign the “Grant Agreement” and a copy of the agreement will be provided to you.
9. The event is held. Please note that the PTCC operates on a reimbursement model; the PTCC does not “front” money for the event; funds will be paid upon receipt of verifiable receipts up to the amount of the grant award.
10. Obtain and complete the “Grant Evaluation and Reimbursement Request” along with all required documentation including, but not limited to, actual financial statement of the event, IRS Form W-9, copies of invoices to be reimbursed, etc. **Absolutely no grant money will be paid until a full and complete grant evaluation and reimbursement request has been submitted.**
11. The grant evaluation and reimbursement request will be placed on a PTCC agenda for discussion and action. Again, you will be notified of the meeting date and you should plan to attend; failure to attend the meeting could result in your reimbursement being delayed or denied.
12. If the PTCC determines that the grant evaluation and reimbursement request are acceptable (i.e., the grant evaluation is complete, all invoices are in order, funds were used for the authorized purpose, the event did not generate a profit, etc.), the PTCC will authorize reimbursement.
13. The PTCC will submit a “Grant Reimbursement Transmittal” to the Town Board and Town Office (including a copy of the “Grant Evaluation and Reimbursement Request”). The Town Board will place the item on a Town Board agenda for informational purposes (the “Consent Agenda”); while it is not required that you attend the meeting in order to receive your reimbursement, it is strongly suggested that you attend as failure to answer follow-up questions from the Town Board could affect future grant requests.
14. The Town Office will provide reimbursement in the amount authorized by the PTCC within sixty (60) days.