

The City of Robinson Tourism Council

Grant Application

Procedures and Guidelines

**City of Robinson Tourism Council
300 S. Lincoln
PO Box 188
Robinson, IL 62454**

**Phone: 618-544-7616
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E-mail: tourism@cityofrobinson.com
www.cityofrobinson.com**

Revised December 2011

Application Due Dates: March 1st, June 1st, September 1st, and December 1st.

ROBINSON TOURISM COUNCIL
INFORMATION FORM

DATE _____

Event is (circle one) New or Existing One Time or Annual

Event Name _____

Date(s) of Event _____

Location of Event _____

Amount Requested _____

Total Event Budget _____

Grant Contact Person:

Name _____

Address _____ Phone # _____

E-mail Address _____

*Tax collected by the City shall be expended solely to promote tourism & conventions within the City or otherwise to attract nonresident overnight visitors.

Do Not Write Below This Line-----

Committee Review Date _____

Approved _____ Amount Approved _____

Denied _____ If denied, reason _____

Submitted to Robinson City Council with recommendation on _____

By _____

Grant Application Required Information

- ✓ A brief narrative describing the event for which funding is being requested, including an assessment of how the event will promote tourism within the City and/or attract nonresident overnight visitors.
- ✓ An itemized budget of how the funds requested from the tourism council will be used.
- ✓ A detailed, itemized budget for the entire proposed event, including a statement of the amount of the organization's own funds that will be applied to the proposed event.
- ✓ A current financial statement of the organization showing revenues, expenses, cash, and investment balances.
- ✓ A signed application request certifying the information in the application is correct and accurate (included in application packet).

****All applications MUST include all of the above information to be considered for funding. If any item is omitted from the application packet, the request will be automatically disqualified.****

All grant applications MUST adhere to the following guidelines to be considered for funding:

- All applications must include the Basic Information Form.
- All applications must be submitted with the original and five (5) identical copies. (Total of 6 applications)
- All applications must be stapled ---- no paper clips accepted
- All applications must be submitted no less than 30 days prior to the event

*******The Tourism Committee meets quarterly after the due dates of March 1st, June 1st, September 1st, and December 1st. Successful applicants will be announced at the Council meeting by the fourth Tuesday of those months. Applications to be considered for that quarter's meeting must be received in City Hall no later than 4:00 pm on the due date.**

Grant Application Certification

I hereby certify that:

- **The information set forth in this grant application and the supporting documentation is correct.**

- **All funds received pursuant to this grant request will be applied to the project or program as described in the application (The City of Robinson reserves the right to inspect and/or request documentation verifying that funds were expended in which they were applied for.)**

Signed: _____

Date: _____

Printed Name: _____

Position / Title: _____