



**Pocahontas County Convention & Visitors Bureau
Events and Sponsorships Request for Grant Funds**

P.O. Box 275 Marlinton WV 24954 304-799-4636

Recipients of Pocahontas County CVB grants must agree to all terms outlined in the written Event and Sponsorship Grant Policies. A copy can be obtained by contacting the Pocahontas County CVB office.

Section 1: Requester Information

Business/Organization:

Contact Person:

Phone:

Email:

Address:

Section 2: Event / Sponsorship Information

Name of Event:

Dates of Event:

Please provide a detailed description of the event:

How will this event benefit tourism and how it is expected to contribute to overnight lodging within the county?

Total Estimated Attendance:

Total Estimated Visitor Attendance (those attending from outside 50-mi):

Section 3: Budget Information

Total Budget: \$

Amount of Event Grant Funds Requested: \$

Would you like the Pocahontas County CVB to mail out brochures/rack cards to the State Visitor Centers for a \$35.00 charge? Yes No

Have you or do you plan to ask for funds from another county organization for this project: Yes () No ()

If yes, please fill in the following information:

<i>Organization Awarding Funds</i>	<i>Usage Description</i>	<i>Amount Received / Requested (\$)</i>
1.		
2.		
3.		

Have you requested grant funds from the Pocahontas County CVB before? Yes () No ()

If yes, Year/Amounted Granted:

Section 4: Insurance Information

Do you have liability insurance coverage for this event? Yes () No ()

[Please provide a copy of the certificate of insurance with this form]

Name of Insurance Agent:

Name of Insurance Company:

Phone Number:

Section 5: Agreement

AGREEMENT:

- The contact person or representative must be present at a meeting of the Pocahontas County Board of Directors Grant Committee to submit their grant request in person. The Pocahontas County CVB Board of Directors Grant Committee meets quarterly in January, April, July, and October. **Please contact the Events Grant coordinator for meeting date information.**
- This form must be completed and returned to the Pocahontas County CVB office two weeks prior to the meeting you attend.
- The Pocahontas County CVB reserves the right to reject any and all grant fund requests.
- The recipient must provide the Pocahontas County CVB with the results of the Event or Sponsorship and provide a final breakdown of how the grant funds were expended (form enclosed).
- Any funds distributed to the grant recipient in advance that were unused or misused must be repaid to the Pocahontas County CVB within 60 days of the conclusion of the Event. The Pocahontas County CVB reserves the right to pursue all available avenues pursuant of West Virginia state laws to recover these funds.
- The undersigned agrees to these stated conditions and the written Pocahontas County CVB grant policies and will return the final report form within 60 days of the conclusion of the Event or Sponsorship.

Signature:

Date:

Media Breakout

(Breakdown of how the advertising or marketing grant funds will be spent)

EXAMPLE

Name of Publication	Target Market	Issue Date	Number / Size of Ads	Cost
Charleston Gazette	Charleston Metro Valley Visitors	Sunday edition, August 23 & 30	2 ads, 3 column x 4"	\$500.00

Print Advertising

Name of Publication	Target Market	Issue Date	Number / Size of Ads	Cost

Broadcast Advertising (Television/Radio)

Name of Station	Target Market	Schedule	Number / Length of Spots	Cost

Printing Expenses

Description	Target Market / Distribution Area	Quantity	Specifications	Cost

Web/Internet

Description	Target Market	Schedule	Specifications	Cost

Promotional/ Memorabilia Logo Giveaways

Description	Logo Placement and Size	# of items to giveaway	*Committee approved prior to production? Date approved?	Cost

Featured Event Page on CVB Web Page

CVB Website	Event info posted following event grant approval	Events MUST submit Featured Events Page Form for this benefit	Cost
			FREE

Optional CVB Service

Event brochure distribution Service	WV Welcome Center/ Regional CVB	One Time	\$35.00 Fee applies if event chooses to apply this service	

Total Cost (of all advertising)

* total should match total grant requested

*For CVB use and will follow initial grant approval

Rev. August 2015



Featured Event Page Form

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We do add a featured event page on our website for your event. This page will include details, updates, and features of your event. Please fill out the information below to be added to your events listing.

Title of Event: _____

Start Date: _____

End Date: _____

Location: _____

Directions: _____

Contact Person: _____ Phone Number: _____

Email: _____

Description of Event (100 Words): _____

Please include any website addresses, Posters, Photos, Videos, Brochures, Schedules for your Event and Vendor Forms (If available).

Please provide your 2021 dates _____

Please provide your 2022 Pocahontas County Bicentennial dates _____