

**ALBANY COUNTY TOURISM BOARD GRANT APPLICATION**

The Albany County Tourism Board appreciates your interest in applying for a grant.

Our funds are derived from tax collected from overnight visitors to our county.

Our goal is to sponsor events that will bring more tourism and guests to our county.

**All attachments outlined in the Guidelines must be submitted with this application**

**\*\*Please ensure you read the Guidelines For Sponsorship Grants Prior to submitting application\*\***

**Grant Applications are reviewed quarterly (July, October, January, April)**

**Amount Requested:** \_\_\_\_\_

1. Project/Program/Event Title: \_\_\_\_\_
2. Where will the event be held? (location) \_\_\_\_\_
3. Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
4. Organizations Name: \_\_\_\_\_
5. Contact Person(s):  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
6. Web Site (if applicable) \_\_\_\_\_
7. Describe your organization: 5013C \_\_\_\_\_ State Registered Non Profit \_\_\_\_\_  
Other: \_\_\_\_\_ Description: \_\_\_\_\_
8. Is this the 1<sup>st</sup> time you have applied: \_\_\_\_\_ If no, When and what was your previous grant amount? \_\_\_\_\_ Will this be an annual event? \_\_\_\_\_
9. Estimate number of room nights: (Use an average of 2 persons/room/night: 300 guests=150 room nights) Total estimated room nights: \_\_\_\_\_
10. Is this the only event scheduled in Albany County for the dates you have selected? \_\_\_\_\_  
If NO, what other events are competing for available lodging? \_\_\_\_\_  
\_\_\_\_\_
11. Where will your attendees come from? \_\_\_\_\_ How many are tax exempt: \_\_\_\_\_
12. Brief descriptive narrative of your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. If the event has a profit, where do the profits go? \_\_\_\_\_
14. Who is your event insurance with? \_\_\_\_\_
15. If approved for a grant, to whom do we make the check payable to: \_\_\_\_\_  
Mailing address for check: \_\_\_\_\_

**For Office Use Only**

<b>Application Received</b> _____ <b>Application Reviewed</b> _____ <b>Amount Approved</b> _____ <b>Wrap-Up Report</b> _____ <b>Check #</b> _____ <b>Sent</b> _____
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