

Marketing Implementation

Budget: Provide a detailed budget for your marketing budget, including all anticipated event marketing expenses and funding sources. Please also list if funding is secured or pending. Attach additional documents as needed.

Income Sources	Amount	Secured or Pending
Tourism & Community Event Marketing Grant	\$	Pending
	\$	
	\$	
	\$	
	\$	
	\$	
	Total Income \$	

Expenses		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	Total Expense \$	

Amount of Funding Requested \$

How will the requested funding be utilized within your Event Marketing Plan?

Event Responsibility		
Who is responsible for ensuring the success of the Event? Please list all people involved. If a non profit, please list out board members.		
Additional Information		
Is there any additional information you would like to provide about your Event or application?		
Compliance and Agreement		
All things listed below are required for funding from the Tourism and Community Event Marketing Program.		
	Yes	No
Completed application included.	<input type="checkbox"/>	<input type="checkbox"/>
I hereby declare that all the above provided information is correct and accurate to the best of my knowledge. I agree to the terms and conditions outlined.		
Applicant Signature:		
Applicant Name:		
Date Submitted:		
Application is to be filled out in its entirety. All requested information will be used to process the application. Dunn County JDA reserves the right to request more information on any project at any time.		
Carie Boster, Executive Director:		
Approved on:		

Tourism & Community Event Marketing Grant

Checklist

For Internal Use Only	
Name of Applicant: _____	
Date Application Received: _____	
Eligibility Checklist	
<input type="checkbox"/>	Must be a project/event that enhances tourism or community development.
<input type="checkbox"/>	Funding up to \$5,000 once per calendar year
Approval	
Application Approved by Dunn County JDA: _____ / _____ / _____	
Funding Amount Approved: \$ _____	
Notification of Funding: _____ / _____ / _____ Send MOU with notice of funding.	
<input type="checkbox"/>	Signed Memorandum of Understanding
<input type="checkbox"/>	Add Applicant and applicant information into the Master Incentive Tracker
Disbursement of Funds	
Applicant Notice of Project Start: _____ / _____ / _____	
Receipts for all expenses received from applicant: _____ / _____ Due within 60 days of project completion.	
Reporting	
After Action Report Received: _____ / _____ / _____ Due within 90 days of receiveing final funds.	
<input type="checkbox"/>	Update Master Incentive Tracker Upon Completion