



Tourism Grant Application

PURPOSE/FUNCTION: The purpose of this grant supported by hotel/motel tax dollars is to promote the growth of tourism, sports, events and convention related business within or near the City of Pekin.



Name of Organization: _____

Title of Event: _____

Contact Person: _____

Email: _____

Address: _____

City, State, Zip: _____

Phone: _____

Date of Event: _____

Summary of Event: _____

1. Number of adult attendees that were not residents: _____
2. How did you document this to arrive at the above total? _____
3. Number of Pekin hotel rooms used by event participants? _____
4. Budget: _____
(budget may be attached)

Hotel	Number of Rooms	Number of Nights	Signature Hotel Rep.
Total:			

attach additional pages if needed



INCOME		
Name/Item	Total	Cost-Formula
Example: Registration	\$500.00	10 teams x \$50 a team
Total	\$	

EXPENSES-ELIGIBLE FOR REIMBURSEMENT

Attach invoice for eligible expenses

Name/Item	Total	Cost-Formula
Advertisement (copy much be attached)	\$	
Awards	\$	
Printing and Postage	\$	
Security	\$	
Location Rental	\$	
Equipment Rental	\$	
Total	\$	

OTHER EXPENSES SUBMITTED FOR CONSIDERATION OR REIMBURSEMENT

Name/Item	Total	Cost-Formula
Total	\$	

OFFICE USE ONLY:

Prior to this request, approved grants for fiscal year-to-date for this organization: _____

Income: \$ _____ Expenses: \$ _____ Profit (Loss): \$ _____

Eligible grant: \$ _____



GUIDELINES: The guidelines shall be as follows:

1. The tourism grant application must be completed.
2. Eligible expenses are listed on the application form. Additional eligible expenses will be considered by the Committee on a case by case basis.
3. Grants are considered as long as money is available in the fiscal budget.
4. The grant amount will not exceed 1/3rd of eligible approved expenses or up to \$1,500 (whichever is less). The total profit after the grant is awarded cannot exceed \$1,000.
5. There is a cap of \$18,000 per organization per fiscal year (May 1 to April 30th).
6. Grant applications must be submitted no more than 60 days after the event.
7. If event is canceled, the expenses become ineligible, and grant dollars will not be issued. Events may be rescheduled and again become eligible for grant dollars.
8. Government entities are not eligible for grants.