

City of Fort Stockton Convention & Visitor's Bureau
Event Funding Request Form – **Must be approved a minimum of 90 days prior to the event**

Date of application _____

Applicant's Name, Title and Contact information: _____

Contacts Name and information (if different): _____

Organizations Name: _____

Event Name: _____

Date of Event: _____

Check one: New Event Existing Event

Event Location Address: _____

Phone Numbers: Office: _____ Cell: _____ Fax: _____

Contact Numbers (if different) Office: _____ Cell: _____ Fax: _____

E-mail Address: _____

Host Hotel(s) for Event: _____

Estimated Attendance: _____

Estimated Room Nights (1 room/1 night) _____

Amount Requesting: _____

- 1. Supply Budget for the event, including all expenses to be incurred, identifying those that you are requesting the CVB to fund and how they are to be used.**
- 2. Supply current financial statements of organization that is requesting the CVB to fund the event.**
- 3. Supply Tax Identification number for organization or individual seeking funding.**
- 4. Write a brief synopsis about the event including its purpose and goals. Estimating the economic impact to the city. For example: the number of people & hotel rooms it will sell and the length of their stay and where they will be coming from.**
- 5. List the name(s), title and phone number(s) of any other organization that has been contacted to supply additional funding for this event. Failure to disclose this information with your application may result in denial of funding.**

6. If funding is granted, all receipts for payment must be turned in to the CVB department for payment. If funding is needed pre-event, amount is subject to recapture if event does not meet qualifying standards as set forth, or as determined by the CVB. In-kind contributions of labor and/or materials may be included as part of the CVB funding request.
7. Event will be audited; sponsor of the event must make a presentation to the CVB Board within 45 days of the conclusion of the event to be eligible to receive approved funding. Failure to report is breach of agreement and will eliminate event from future funding requests.
8. Tournaments will be limited to \$25.00 per event participant, per night of verified hotel/motel rooms rented. Sponsor is responsible to supply CVB with this data to be eligible to receive funding. Other economic measurements may be used in lieu of participants as determined by the CVB Board.
9. Maximum amount of money to be prepaid for any event is limited to 30% of total funds approved, with a maximum of \$3,000.00 to be used for advertising.
10. Those events that are listed as line items on the CVB Budget are exempt from condition numbers 8 & 9 above.

11. What are you plans for remaining profits if any?

12. Other Comments:

“I have read and agree with the requirements pertaining to the receipt of this event funding request form. I understand that any organization receiving fund money will be responsible for adhering to all guidelines set forth by the City of Fort Stockton Convention & Visitor’s Bureau and pertaining to State Law. I understand that failure to follow any procedures will result in termination or repayment of funds. I agree all of the information included in this application is true to the best of my knowledge. I have read and agree to provide a synopsis of the event, a final statement of all income and expenses associated with the event as well as verification of room nights within 90 days after conclusion of the event or prior to reimbursement for expenses. I also agree to appear before the Board should they have any questions regarding the event.

I understand that failure to follow procedures as outlined will prohibit event from being funding for a period of three years, unless otherwise determined by the Convention & Visitor Bureau. Should Event be cancelled for reasons beyond the control of organizers, future funding requests will not be affected and repayment of any prepaid monies may be negotiated with the Convention and Visitor’s Bureau.

Signature: _____
 Authorized or Administrative Official Title

Date: _____

Return to: Convention & Visitor's Bureau Department
Visitor Center
P.O. Box 1000
Fort Stockton, TX 79735
Phone: (432)336-2264
Fax: (432)336-6114
Email: cvb@fortstockton.org

For office use only:

Date Submitted: _____ Date Received: _____

CVB Meeting Date: _____ Approved: _____ Amount _____ Declined: _____