



**Applications must be submitted no less than two months prior to the date of the event in which funds are being requested.  
(The TDA meets on the 2nd Tuesday of each month.)**

Is this the first year of the event: \_\_\_\_\_ Yes \_\_\_\_\_ No If no, number of years held: \_\_\_\_\_

If multiple organizations represented, list additional organizations involved:

\_\_\_\_\_

If organization has received funds from Tourism in the past three years, please list dates and amounts:

\_\_\_\_\_

Areas from which event/project will attract visitors: \_\_\_\_\_

\_\_\_\_\_

Will your organization be receiving funds from any other sources? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Will this event produce overnight accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

Average attendance record for event/project in the past. \_\_\_\_\_

The purpose of the Richmond County Tourism is to promote travel, tourism and convention business in the Richmond County. In what ways does this event/project accomplish this? (Please make clear the impact that this event/project will have on tourism in Richmond County, including projected or past attendance by non-residents.)

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\_\_\_\_\_

**Please complete Event/Project Budget on next page and submit signed application to  
Richmond County Tourism Development Authority  
PO Box 203  
Rockingham, NC 28380  
Or email to: [visitrichmondcountync@gmail.com](mailto:visitrichmondcountync@gmail.com)**

## **Grant Application Guidelines**

1. Fundraising events/projects are not eligible.
2. The event/project for which the application is being made must occur no later than 1 year from the date on the grant application.
3. Applications for funding must be submitted to the Richmond County TDA executive director no less than two months prior to the date of the event for which funds are being requested. Additionally, applications must be submitted far enough in advance of the event date in order to provide for appropriate promotional partnership opportunities following TDA approval. (i.e. Inclusion of TDA name and logo in marketing materials/media). The regular meeting dates of the TDA are the second Tuesday of each month.
4. Grants will only be considered when submitted on an official Richmond County TDA Grant Request Application, including the budget template.
5. Unless agreed by the TDA Board of Directors during consideration of proposal, the grant will be paid on a reimbursement basis.
6. Applicants must be registered in good standing with the Secretary of State office as a nonprofit or legal entity.
7. Non-profit applicants are required to submit a copy of the organization's IRS tax-exempt status determination letter, copy of organization's Articles of Incorporation, and a copy of most recently filed IRS Form 990. If not tax exempt, other organizations should submit proof of tax status.
8. Organizations must submit a proposed budget with the grant application.
9. The grant application must include a list of other sources of funds for the event/ project and an explanation of long-range funding plans if the event/project is conducted annually.
10. Organizations receiving grants are required to submit a final budget and copies of invoices matching the grant awarded no later than 45 days after the event/project has been completed. After 45 days, grants are deemed null and void.
11. Organizations receiving grants are required to use a copy of the Richmond County TDA logo on all promotional and marketing materials related to the event/project. The use of the Richmond County TDA logo needs to be approved by the Richmond County TDA prior to public dissemination.
12. Organizations will be eligible to receive grants in consecutive years for the same event/project. However, since one of the purposes of the program is to create new events/projects, Richmond County TDA may give priority to new applicants each year.
13. Organizations interested in applying should contact the Richmond County TDA at (910) 895-9057 or email [visitrichmondcountync@gmail.com](mailto:visitrichmondcountync@gmail.com) for further information and an application form.

**Please attach any additional documentation mail or e-mail to:**

**Richmond County TDA, 101 W. Broad Avenue, PO Box 203, Rockingham, NC 28380.**

**Questions: (910) 895-9057 [visitrichmondcountync@gmail.com](mailto:visitrichmondcountync@gmail.com)**

**Event Funding Evaluation Report  
(to be completed within 45 days after**

**project/event) EVENT SUMMARY**

**Name of Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_ **Region or areas participants came from:** \_\_\_\_\_

\_\_\_\_\_

**Number of local motel rooms booked:** \_\_\_\_

**Motels used:** \_\_\_\_\_

**Were restaurants visited during the event?** [ ] Yes [ ]

**No Were retail businesses visited during the event?** [ ]

**Yes [ ] No Were any attractions visited during the**

**event?** [ ] Yes [ ] No

**If yes, where?** \_\_\_\_\_

**Number of audience members attending (if applicable):** \_\_\_\_\_

**Did audience members stay overnight?** [ ] Yes [ ] No

**If yes, approximately how many?** \_\_\_\_\_

**Overall success of the project/event?** \_\_\_\_\_

\_\_\_\_\_

**Area of improvement needed for project/event?**

\_\_\_\_\_

**Was there media coverage of the event? [Before/After/During and where was it covered?]**

\_\_\_\_\_

\_\_\_\_\_

**Any other information beneficial to the Richmond County TDA:**

\_\_\_\_\_

**How was the TDA recognized as a sponsor?**

\_\_\_\_\_

\_\_\_\_\_