

## PIKE COUNTY ACCOMMODATIONS TAX PROJECT FUNDING PROGRAM

The County of Pike is offering project funds for tourism through projects presented to them by individuals, businesses, agencies or corporations with a physical presence/location in Pike County or a sponsoring Pike County Organization. These grant funds are made possible through the accommodations tax funds received by Pike County. All of these funds must be spent on ventures that promote area tourism.

### APPLICATION AND PROJECT DEADLINE

Applications must be received by 5:00 pm on the deadlines provided.

Each applicant will be afforded the opportunity to attend a brief question and answer session with the Advisory Board. Applicants need not be available during the board's review of an application. Applicants will be notified of application approval/denial as soon as the decision is made by the Advisory Board.

### APPLICATION REQUIREMENTS

- All applications must be typed
- All areas of the application must be completed
- All supporting materials must be submitted

### ELIGIBLE PROJECTS

Eligible applications include any individual, agency, group, business, or non-profit organization whose project has a beneficial impact on Pike County. The Advisory Board encourages creative projects that enhance the lives of residents of Pike County or promotes tourism in the community. This program supports projects that include but are limited to:

- Develops and/or expands tourism programs or facilities
- Builds partnerships and cooperative efforts among tourism providers
- Enhances and initiates efforts to attract visitors to the community

Projects must also comply with all local laws, and grantees are responsible for proper licensing, permits, insurance and other applicable requirements.

### INELIGIBLE PROJECTS/COMPONENTS

- Projects with full funding already in place
- Projects that do not have a beneficial impact on Pike County
- Funds may not be used for the benefit of a single individual.
- Applications that include funding for hard assets or capital improvements will not be considered.

### COST REIMBURSEMENT

- A complete project budget and schedule of completion must be included with the application
- Applicants must have accurate estimates included with the project budget
- Applicants are eligible for up to 100% funding and funds will be distributed as follows:
  - Requests under \$1,000—funding will be received up front upon approval
  - Requests over \$1,000—half of the funding will be received up front, with remainder received upon completion of project or per bills received, whichever is mutually agreed upon.
- Funds will be paid only to the applicant, not to contractors or vendors

- Quarterly reports will be submitted to Funding Advisory Board to update on progress and budget.
- Upon completion of the project, the applicant must submit documentation of expenses and a project recap
- Any funds that are not expended or are found to be outside the scope of the grant made by the Funding Advisory Board must be reimbursed/returned, by the applicant, to the County's Accommodations Tax Fund.

#### REVIEW/EVALUATION CRITERIA (TOURISM)

Projects will be evaluated using certain criteria including but not limited to:

- Potential number of guests to be generated by the project, with emphasis on overnight stays in the community.
- Number of people the project will reach
- Financial need of the project
- Percentage of project funding being requested
- "Seed money" to start a new project or expand an existing project
- Quality of the project
- The likelihood that the project will achieve stated goals

**PIKE COUNTY ACCOMMODATIONS TAX PROJECT FUNDING PROGRAM APPLICATION**

*Applications must be received by 5:00 pm on the deadline date. All areas of the applications must be completed and typed. Each applicant will be afforded the opportunity to attend a brief question and answer session with the Advisory Board.*

Organization Name:

Local Sponsoring Organization:

Contact Name:

Mailing Address:

City, State, Zip:

Phone: (      )

Fax: (      )

Email:

Total Project Cost: \$

Total Amount Requested from Accommodations Tax Funds: \$

*Please sign and date this application. Your signature below certifies that you have read and understand all of the guidelines for this funding program. You further understand that you will be required to submit a summary of expenses at the end of the project and that if any funds are not extended or are found to be outside the scope of the grant made by the Funding Advisory Board you will be responsible for reimbursing/returning these funds to Pike County.*

*Applicant:*

*Signature:*

*Date:*

**PIKE COUNTY ACCOMMODATIONS TAX PROJECT FUNDING PROGRAM APPLICATION**

**Project Identification**

1. What is the title of your project? Provide a brief description of your project. Attach additional pages, if needed.
  
2. Accommodations Tax Funds must be used to fund projects that promote and/or expand tourism activity in Pike County. How will your project help to realize this goal?

**Project Budget**

1. Please provide a project budget and schedule of completion including all expenses. If desired, the project budget may be attached to the application. If exact costs are not known, please attach estimates to the application, which should be identified as such.
  
2. List sources of matching funds obtained below. Funding requests are eligible for up to 100% funding, but priority will be given to projects with additional sources of funding, including in-kind donations.
  
3. Is this application “seed money” for a new project? If yes, please explain.
  
4. Is this application for the expansion of an existing project/program? If yes, please explain.
  
5. Have you ever received Accommodations Tax Funding from Pike County in the past? (please check one)  
  
Yes    No

If you answered yes, please answer the following: (attach additional pages, if needed)

Amount of Funding: \$

Date:

**Project Budget:**

Budget Itemization	Total Project Budget	Requested Budget Amount	Applicant Match or Other Source
Personnel – identify FTE and/or part-time			
Contractual Services: legal, accounting, marketing and promotion			
Travel			
Office supplies			
Educational Supplies			
Project Supplies (please specify)			
Equipment			
Other – describe			
In-kind or Matching Contribution:			
Project Totals			

**SEND COMPLETED APPLICATIONS TO:**  
[PIKECOILFUNDINGADVISORYBOARD@GMAIL.COM](mailto:PIKECOILFUNDINGADVISORYBOARD@GMAIL.COM)  
**OR**  
**PIKE COUNTY FUNDING ADVISORY BOARD**  
**c/o: PIKE COUNTY CLERK**  
**121 E. WASHINGTON**  
**PITTSFIELD, IL 62363**