

**TOWN OF PILOT MOUNTAIN TOURISM DEVELOPMENT AUTHORITY
PROJECT FUNDING REQUEST**

Request for Special Projects Funding

The Town of Pilot Mountain Tourism Development Authority welcomes proposals for special projects funding from area organizations, both profit and not for profit. Proposed projects should be designed for the purpose of attracting visitors to the Town of Pilot Mountain area.

Procedure for Applications

Any organization wishing to request funding support from the TDA must complete the Special Project Funding Request Form and the Budget Form. These forms must be submitted to the TDA at least two weeks prior to a regularly scheduled meeting (with exceptions being made in special cases). Please submit these forms to:

Town of Pilot Mountain
Town of Pilot Mountain Tourism Development Authority
124 West Main Street, Box 1
Pilot Mountain, NC 27041

The TDA will review funding proposals as needed. Applications will be reviewed and considered at the next regular TDA meeting. The applicant may be invited to present, in person, a formal presentation of the project.

Applicant hereby accepts the conditions as set forth in the Policy of Town of Pilot Mountain TDA Special Projects Grant. (See below)

POLICY OF TOWN OF PILOT MOUNTAIN TDA – SPECIAL PROJECTS GRANT

1. Applicant must justify that grant funds will be used for the promotion of tourism and the financial need for the grant must be justified. (Use of the Special Projects Budget Form is required).
2. Grant funds should be used only for expenses directly related to public relations and promotion of the Town of Pilot Mountain area.
3. Applications indicating matching funds on a dollar-for-dollar or greater basis are encouraged and may determine project funding.
4. A progress report on the project shall be made within ninety days from funding. A final written narrative report shall be made within ninety days of the closing of the event and shall include a final financial statement, brochures, etc. when applicable.
5. Modifications or alterations of projects after funding must be approved in writing by the Town of Pilot Mountain TDA.

6. Termination or cancellation of a funded project must be reported to the Town of Pilot Mountain TDA. At that time, any funds not appropriated for a TDA-approved project must be returned to the Authority.
7. Grant recipients are encouraged to add the TDA logo to any printed media where applicable.

Your signature below certifies that you agree to submit to the Finance Officer of the Town of Pilot Mountain Tourism Development Authority an accounting of the grant funds received for this application. This accounting should include invoices and cancelled checks pertaining to the grant request and is due within ninety days after the funds are received. I understand the above conditions and policies and agree to abide by same as a condition for receiving funding from the Town of Pilot Mountain TDA.

Town of Pilot Mountain TDA Chairman

Date

Name or organization

Date

SPECIAL PROJECT FUNDING REQUEST FORM

Name of Organization

Contact Person

Mailing Address

City, State, and Zip Code

Phone

_____ For Profit Organization

_____ Non-Profit Organization

Project Starting Date

Project Completion Date

\$ _____
Amount Requested from TDA

PROJECT NARRATIVE

Please describe the proposed project. Be certain to address:

1. The issues of tourism development and how the project will support them.
2. Other sources of funding (identifying funds already received and those that are projected).
3. A brief history of your organization and its previous activity on behalf of tourism in the Town of Pilot Mountain area.
4. The starting and ending dates of the proposed project.
5. A brief description of the organization's administrative ability to carry out the project. (Attach additional sheets as necessary.)

SPECIAL PROJECT BUDGET FORM

EXPENSES

1.	Administrative Cost	\$ _____
	Mail	_____
	Telephone	_____
	Office Rental	_____
	Personnel (Itemize)	_____
	1.	
	2.	
	3.	
2.	Public Relations and Publicity	_____
	Print Ads	_____
	Media Ads	_____
	Brochures	_____
	Misc. Printing	_____
	Distribution	_____
3.	Public Relations and Publicity	_____
	Space Rental	_____
	Special Needs	_____
4.	Special Guest Fees (if applicable)	_____
5.	Additional Costs (itemize)	_____
	1.	
	2.	
	3.	
	TOTAL EXPENSES	\$ _____

INCOME

1.	Estimated earned income (identify source)	_____
2.	Estimated contributed income (non-profit only)	_____
3.	Other grants	_____
4.	Amount requested from the TDA	_____
5.	Applicant cash	_____
	TOTAL INCOME	\$ _____