



Mocksville Tourism Development Authority  
171 S. Clement Street || Mocksville, NC 27028  
336-753-6705 || MocksvilleNC.org

## REQUEST FOR SPECIAL PROJECT/EVENT FUNDING

Mocksville Tourism Development Authority (MTDA) welcomes proposals for special projects and events funding from area organizations, both profit and not-for-profit, that are designed for the purpose of attracting visitors to DOWNTOWN MOCKSVILLE.

Any organization wishing to request funding support from Mocksville Tourism must complete the Special Project Funding Request Form and the Budget Form. **These forms must be submitted to Mocksville Tourism NO LATER THAN APRIL 30<sup>ST</sup>.** Applications received after the grant cycle is closed may be reviewed on a case by case basis or will be considered in the next grant cycle in **the FOLLOWING FISCAL YEAR.**

Mocksville Tourism will review funding proposals as needed. Applications will be reviewed and considered at the next regular Mocksville Tourism Board 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 Mocksville Tourism Special Projects/Events Grant.** (See below.)

1. Applicant must provide copies of all invoices for this event/project. Invoices must show that grant funds are used for the promotion of tourism that will attract out-of-town visitors generating an increase of lodging facilities, recreational facilities, business establishments and restaurants.
2. Grant funds should be used only for expenses directly related to public relations and promotion of Mocksville. Grant funding may not be used for any operational costs including but not limited to salaries, rent, insurance, etc., nor may it be used for maintenance, facilities or grounds.
3. Applications indicating matching funds on a dollar-for-dollar or greater basis are encouraged and may determine project funding.
4. **Mail the completed application to the attention of Tami Langdon at the address listed above.**
5. Grant recipients are encouraged to add the Mocksville Tourism logo approval/support to any printed media. Email [tlangdon@mocksvillenc.gov](mailto:tlangdon@mocksvillenc.gov) to request the MTDA logo.



**SPECIAL PROJECT/EVENT FUNDING REQUEST FORM**

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Name of Organization

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Contact Person

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Mailing Address

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City, State, Zip

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Contact Telephone

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Contact Email

\_\_\_\_\_ For Profit Organization

\_\_\_\_\_ Non-Profit Organization

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Name of Special Project/Event

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Starting Date and Time

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Ending Date and Time

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Location

\$ \_\_\_\_\_

***Amount Requested From Mocksville Tourism***



## PROJECT/EVENT NARRATIVE

Please describe the proposed project/event.

1. How will the project support Mocksville Tourism efforts?
2. Identify other sources of funding INCLUDING funds already received and those projected.
3. A brief history of your organization and its previous activity/activities on behalf of Mocksville Tourism.
4. Describe how you intend to attract out-of-town visitors. What is the geographic market and demographic target audience?
5. Provide a brief description of your organization's administrative ability to carry out this project.



## SPECIAL PROJECT BUDGET FORM

### EXPENSES

- 1. Project/Event Promotions \$ \_\_\_\_\_
  - Print Ads
  - Media Ads
  - Misc. Printing, Posters, Banners, Signage
  - Postage
- 2. Site Fees/Rental Fees \$ \_\_\_\_\_
  - (Space, tents, tables, etc.)
- 3. Entertainment/Special Guest Fees \$ \_\_\_\_\_
- 4. Additional Costs (Itemize) \$ \_\_\_\_\_
  - 1.
  - 2.
  - 3.
- TOTAL EXPENSES** \$ \_\_\_\_\_

### INCOME

- 1. Estimated earned income from Event/Project \$ \_\_\_\_\_
- 2. Applicant Contributed Income \$ \_\_\_\_\_
- 3. Other Grants \$ \_\_\_\_\_
- 4. Sponsorship Funding \$ \_\_\_\_\_
- 5. Amount Requested from Mocksville Tourism \$ \_\_\_\_\_
- TOTAL INCOME** \$ \_\_\_\_\_