# APPLICATION FORM
## for
## FUNDING REQUEST

Collaborative Tourism Promotion

**Amount of Funding Request: $**

| |
|---|
| Organization Name: |
| Address: |
| Contact Person and Title: |
| Telephone:                    Fax:                    E-mail: |
| Federal Tax Identification Number (if applicable): |

**If more space is needed to answer the following questions, please attach no more than five additional pages.**

1.  Describe the event or activity proposed for which funding is being requested.  <u>Be specific</u>.

2.  How will this event or activity benefit tourism and the Albany community?

3.  Has this event or activity occurred in previous years and/or in another location?

4.  Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds.  How will the requested funding be spent?

5.  Please choose one that best describes your event or activity:

    Onetime                    Ongoing                    Unsure

6.  Have you applied for a CTP grant for this event or activity before?  [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

    Yes                            No

    If yes, please explain.

7.  If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity.  The report needs to include the following:  description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity.  Are you willing to do this?

                                                              Yes                            No

8.  Have you included the required bids/quotes or other paperwork supporting your request for grant funding?
    *(One quote is required for requests under $10,000.  Three quotes are required for requests over $10,000.)*

            Yes                    No