

## **Kosciusko County Convention, Recreation and Visitor Commission Tourism Sponsorship Grant** (Revised 09/09/2024)

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### **Purpose**

The Kosciusko County Convention, Recreation, and Visitor Commission (KCCRVC) was established in 1986 by the County Commissioners to promote the development and growth of the convention, recreation, and visitor industry in Kosciusko County. These funds are to assist qualified organizations with the promotion of activities striving to directly increase visitor spending and to create positive image-building publicity for Kosciusko County.

The KCCRVC is solely funded through an Innkeeper's Tax. The tax is collected from individuals who stay at Kosciusko County lodging properties. The taxes are then submitted to the County Treasurer who deposits them into the Commission's Tourism Promotion Fund.

### **Use Of Grant Monies**

Per the Indiana State statute, "Expenditures under this subsection may include, but are not limited to, expenditures for advertising, promotional activities, trade shows, special events, and recreation." Monies obtained from the KCCRVC Grant Fund may be utilized for expansion or enhancement of current festivals, events, and attractions, as well as the development of new festivals, events, and attractions. As noted, the only source of revenue for this Grant Fund is the tax imposed on overnight guests to our county. For that reason, grants for advertising will only be awarded for out-of-county advertising, which would then encourage more overnight guests.

Organizations are encouraged to collaborate with other events occurring during the same time frame by cross-promoting events and communities. The KCCRVC also encourages organizations to use local suppliers whenever possible, increasing the local economic impact of the event even further. Grantees are required to include a line stating, "For additional tourism information call the Visitor Center at 800-800-6090 or visit [www.koscvb.org](http://www.koscvb.org)" on all promotional material. The **Kosciusko County Convention, Recreation and Visitor Commission** MUST be given recognition as a sponsor. Separately, the CVB website must be linked on the home page of any event or funded organization's web site.

### **Grant Amounts**

Grants will be awarded in various amounts dependent on the need and the demonstrated ability to generate significant visitor economic impact to Kosciusko County and /or significant overnight stays. New festivals and events will be considered based on a projected economic impact to the county. Fireworks are not eligible for sponsorship funds.

### **Eligible Applicants**

Indiana Law dictates that grant funds can only be distributed to Indiana not-for-profit corporations whose proposal for funding will promote and encourage conventions, visitors, recreation, or tourism in Kosciusko County. Groups not currently organized as a not-for-profit may apply, if they gain the sponsorship of an organization that is a not-for-profit, such as a Chamber of Commerce. Applying organizations are encouraged to verify their status with the Corporations Division, Secretary of State Office (317-232-6576) before submitting an application for funding consideration. Any organization found not to be in good standing would have its application returned.

### **Application Completion and Deadlines**

The KCCRVC Sponsorship Grant Application ***must be completed and submitted to the County Auditor.*** The Commission will review applications at regularly scheduled Commission meetings. For grant application, meeting dates, and County Auditor's email, please visit [www.kcgov.com](http://www.kcgov.com), then select "Government" then "Boards & Commissions", and then "KCCRVC." Applications should be submitted 10 days prior to the next Commission meeting.

### **Application Evaluation and Review Process**

The KCCRVC will evaluate all qualified grant requests. A representative should be present to answer questions at the Commission meeting when the request will be reviewed.

### **Distribution of Grant Funds**

- This is a reimbursement grant. Applicants who receive funding approval may request a Letter of Commitment from the Commission to be used with vendors.
- The Commission is governed by the record-keeping rules of the State Board of Accounts. No claims are allowed to be paid without itemized invoices and paid check copies.
- Grant funds will be distributed to the organization normally within 60 days following the receipt of the required documentation.
- Reimbursement request for any approved grant must be received within 12 months of the date the grant was approved. If not requested within the designated timeframe, the grant commitment will be rescinded, and funds will not be available for reimbursement.
- If your project is a multi-phase project encompassing more than 12 months, or is a project that needs to secure sponsorship commitments to obtain matching funds, the Commission may still be able to work with your organization.

### **Contact Information**

Please direct questions to any of the Commission members listed on the County's website. Go to [www.kosciusko.in.gov](http://www.kosciusko.in.gov), then select "Departments", then "Boards & Commissions" and then "KCCRVC Commission".

ORGANIZATION		PROJECT	
Organization Name:		Project Name:	
Mailing Address:		Project Start Date:	
City/State/Zip:		Organization Website:	
Organization President:		Contact Name:	
Telephone (Day):		Mailing Address:	
Telephone (Cell):		City/State/Zip:	
Email Address:		Telephone (Day):	
Nonprofit ID Number:		Telephone (Cell):	
Signature of Officer:		Email Address:	
Amount Requested:		Signature of Contact:	

List of Organizing Committee and/or Board Members:

Organization's years in existence:

Principal purpose of service provided:

Income generated in prior year:

Expenses paid in prior year:

Cash in bank:

Project purpose and details:

This Grant is funded by the Innkeeper's Tax, which is collected from visitors who stay overnight at the lodging properties in Kosciusko County. While the average \$20-\$70 spent per visitor ("day tripper") will benefit the local economy, even more impact is felt if visitors stay overnight. Please evaluate if you believe this project will draw non-residents to our County and if they will use overnight accommodations.

Is there a method to track usage/involvement by residents and non residents of the County?  
Please explain below.

Is there anything that is special or unique about your project that will create a draw to our County?  
Please explain below.

Will this project need any on-going funding? Will this complete the project, or is this just a phase of a bigger project? Please explain below.

Does this project enable you to cross-promote any other attractions or events occurring in this County? Please explain below.

Do you have any means of measuring the economic benefit and success of this project?  
Please explain below.

Will you be collaborating with any government entities, or civic organizations, or community volunteers? Please explain below.

Will you be receiving funding from any other source for this project? **Please explain below.**

What plans do you have to publicize to the community the support you received from the Kosciusko County Convention, Recreation and Visitor Commission? **Please explain below.**

### Project Budget

## Sources of Income

Description	Amount
Totals:	

## Expenses

Description	Amount	Amount Requested From KCCRVC
<b>Totals:</b>		

Application Date:		Amount Requested:	
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*The sponsorship grant application presented to the KCCRVC has been*   ☒ *Approved*   ☐ *Denied*

**KCCRVC Member**