



GUIDELINES FOR APPLYING FOR FINANCIAL ASSISTANCE

These funds are generated by the tourism tax on Alva hotel rooms. These are public funds and must be carefully spent. A full accounting will be done. The funds must be expended and reimbursement form submitted within 90 days of the conclusion of the event. Copies of the original invoices are to be submitted to the Alva Chamber of Commerce or to the City of Alva office.

Anyone interested in receiving assistance must fill out an application form. Be sure to use the most recent version of the application form which can be found at www.alvaok.org. We ask that you present your application at the monthly committee meeting and be prepared to answer questions the committee might have. Monthly committee meetings are held the third Wednesday of the month at 5:30 P.M. at the city offices.

The request for financial assistance must be made prior to the beginning of the event. Exceptions to this rule, with a valid reason, are at the discretion of the committee. It is recommended that requests for financial assistance be made sixty (60) days before the event is to start. Applications must be received seven (7) days prior to the monthly committee meeting to be placed on the agenda. Exceptions to this rule are at the discretion of the committee chairman.

Applications must state the expenses that financial assistance is requested and the dollar amount for each expense category and include a budget of revenue and expenses for the entire event.

The event must promote and foster tourism and conventions and promote investment in facilities for the development of conventions and tourism within the City of Alva.



FINANCIAL ASSISTANCE APPLICATION

NAME, ADDRESS AND PHONE NUMBER OF INDIVIDUAL(S) TO CONTACT REGARDING THE EVENT:

NAME OF EVENT:

IS THIS A NEW EVENT?

WHO IS THE SPONSORING ORGANIZATION OF THIS EVENT?

WHO WILL STAFF AND ADMINISTER THIS EVENT?

DATE AND TIME FRAME OF EVENT:

LOCATION OF WHERE EVENT WILL BE HELD:

DESCRIPTION OF EVENT:

APPROXIMATELY HOW MANY PEOPLE DO YOU EXPECT TO ATTEND EVENT:

WHERE DO YOU BELIEVE THOSE ATTENDING WILL BE FROM?

PLEASE PROVIDE A BUDGET OF REVENUE AND EXPENSES FOR YOUR EVENT AND OTHER FUNDING SOURCES.

THE FUNDS BEING REQUESTED FROM THIS COMMITTEE WILL BE USED FOR (PLEASE LIST AN AMOUNT FOR EACH SPECIFIED CATEGORY):

IF THIS EVENT HAS RECEIVED FUNDING IN THE PAST AND IS REQUESTING AN INCREASE, HOW WILL YOU ENHANCE YOUR EVENT WITH THE REQUESTED INCREASE IN FUNDS?

WHAT IS THE BENEFIT TO ALVA IF FUNDS REQUESTED ARE RECEIVED?