



Tourism Committee Funding Request Form

Please complete both pages, sign and submit to Osage County Tourism Committee (OCTC) by

1. **Effective January 1, 2020: Request for funding must be submitted a minimum of 90 days prior to the start date of the event; and**
2. **At least two weeks prior to the meeting where fund request will be considered.**

Name of Organization _____

Contact Person _____ Phone _____

Organization Address _____

Email _____ Website _____

Name of event request will fund: _____

Date(s) of Event _____ Location of event _____

Amount Requested _____

Funding will be used for:

Attendance history last 2 years _____

Projected attendance _____

Describe attendance demographics from outside Osage County

INTRODUCTION Introduce your organization by providing brief background information & a mission statement:

EVENT SUMMARY Present a concise summary of the event:

OBJECTIVES Discuss how this event promotes tourism:

RESOURCES List other funding sources applied for and/or received:

BUDGET What percentage or dollar portion of the budgeted expenditures for the event does the requested amount represent?

What percentage of your total budget will be spent on advertising? _____

If approved for funding, Organization agrees to abide by the following:

- Provide contact information for key personnel
- Submit vendor *proposal* or *quote* for Purchase Orders no later than 20-45 days prior to event. (PO must be in place before any work is done or any publication is produced).
- Include Osage County Tourism logo, and links to Osage County Tourism website where appropriate for all marketing materials and/or event. If appropriate hang Osage County Banner at event.
- Have Osage County Tourism map and other material available for Participants and attendees.

Organization Representative Signature

Date

*Submit Funding Request form to:
 Kelly Bland, Executive Director
 Cell: 918.210.9788
 Email: visittheosage@gmail.com
 Website: www.visittheosage.com*

*Submit Quotes for Purchase Orders to
 Kelly Bland
 Cell: 918.210.9788
 Email: visittheosage@gmail.com*