

**Shelby County Tourism Hotel/Motel Tax Board
REQUEST FOR REIMBURSEMENT
REGIONAL GRANT PROGRAM
(Matching Grant Program)**

Complete this form and return with supporting documentation by June 30, 2011 or by January 30, 2012.

Applicant: _____

Mailing Address: _____

City: _____ Zip: _____

Email Address: _____

Project Name: _____

Project Coordinator: _____ Phone: _____ Cell _____

Total Project Expense: _____ Does this project promote tourism? _____

Why do you feel you should receive funding for this project? _____

Date of Project: _____

How will these funds be used? _____

Was this project in existence prior to the program deadline? Yes _____ No _____

Have you received other grants or disbursements for this project? Yes _____ No _____

If so, how much? _____ From Whom? _____

Date on Check: _____

Total Grant Award Requested (minus other funding): _____

Copy of bill and check must be attached

| Vendor Name And Address | Invoice Number | Check Number | Dollar Amount |
|----------------------------|-------------------|-----------------|------------------|
|----------------------------|-------------------|-----------------|------------------|

(Please use additional page if necessary)

Check List:

- | | |
|--|--|
| ___ completed reimbursement request | ___ copy of published press release |
| ___ completed project evaluation form (if adv or promo) | ___ two copies of finished project brochures, postcards, maps, posters, videos and advertisements, fliers, radio or TV tapes, pictures of billboard, calendar of events, etc. |
| ___ copy of paid invoices | |
| ___ copy of checks to vendors | ___ other funding documentation i.e. letter of receipt or copy of check |

Return form and support data to:

Shelby County Chamber of Commerce
1101 7th Street
Harlan, IA 51537

Criteria for use of Hotel/Motel Monies

Projects must meet the criteria as per the ordinance:

1. Developing and building new tourism sites and enhancing existing tourist attractions
2. Marketing and Promotions for our tourism industry
3. Directional Signage
4. Beautification for enhancement

******* Please note if the Hotel/Motel funds are designated, grants will not be funded until monies become available.**

Signature of Applicant _____ Date: _____

Signature of Shelby County Chamber of Commerce _____

Date: _____

Total Grant Awarded _____

Date Awarded _____

GRANT PROJECT EVALUATION

Due no later than December 30, 2011 or June 30, 2012. Attach to reimbursement request.
(Please circle date for project reimbursement)

Name of project _____

Project Coordinator _____

Address _____

City _____ State _____ Zip _____

County _____ Phone _____

1. Please provide a brief description of the project:

2. Do you feel you influenced visitors to come to your area or attraction from outside your immediate vicinity (50-100 miles)? If yes, what were your methods of determining the increased influence?

3. What benefits did the project have?

4. How many people in attendance? _____

PROCEDURES FOR RECEIPT OF GRANT FUNDS

1. This funding is granted for projects **completed** between June 30, 2011 and January 30, 2012 only. Please pay close attention to due dates of the various forms! Disbursement is twice a year. In order to receive reimbursement, all paperwork must be received by the Shelby County Chamber of Commerce office no later than the required due dates.
2. Six press releases need to be included with this letter. Please deliver them to media outlets in your area and send a copy of the release printed in your area papers along with your final paperwork.
3. The enclosed Letter of Agreement is to be returned to the Shelby County Chamber of Commerce office by June 30, 2011 or by January 30, 2012.
4. The enclosed Interim Progress Report is due between December 30, 2011 and June 30, 2012 . The enclosed Request for Reimbursement and Project Evaluation forms are due by January 31, 2010 and July 30, 2010. In order to issue a check, we must receive a copy of your bills and checks that total the 50% for the cash match requirement. If you have received additional disbursements, then letter of receipt or copy of check must be attached. You may only apply for amount after previous funding is subtracted.
5. Two copies of your finished *project* are required. (copy of ad, brochure, poster, video, etc.)
6. The Shelby County Chamber of Commerce office distributes materials in response to requests and we like to keep the most current information in our files. If we have a few of your brochures (15-25) we will also help promote your area or event. This is *not* a requirement of the grant and can be initiated at your earliest convenience.
7. We have tried to keep the paperwork at a minimum but we are required by state contract to collect these requested items, to clear out annual audit.

Just a reminder...if money awarded is not spent, it reverts back to the general fund. **Please notify us *immediately* if you won't be using all of the funds so we can award the money to the alternates.**