

CABOT



Cabot Advertising & Promotion Commission Request for Funding Application

Date Submitted _____

Amount Requested _____

Name of Organization _____

Contact Person _____ Alternate Contact Person _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Cell _____

Is this a non-profit organization? _____ Non-profit Tax ID # _____

Is this group incorporated? _____ Legal Name _____

History of Organization

Number of Years In Existence _____

Current Officers: President/Director _____

Vice President _____ Secretary _____ Treasurer _____

Goals of Organization _____

Event/Project Information

Date of Event/Project _____ Location _____

Official Name of Event/Project _____ Est. Attendance _____

Economic Impact of Event/Project on Community* _____

Attach a brief narrative of event/project and a budget summary. Include a list of sponsors.

Specific description of how A & P funds will be used: _____

Approved by A & P Commission Yes/No Amount Funded _____ Date Received _____

Check Number _____

Verification of Expenditures Provided After Event _____

CABOT ADVERTISING & PROMOTION COMMISSION

GUIDELINES FOR REQUESTING FUNDING

Official requests for funding must be submitted on application forms provided by the Commission at least two weeks prior to the regular scheduled meeting. The Cabot Advertising & Promotion Commission meets the 3rd Tuesday of each month at 8:00 a.m. in the Commons Room next door to the Chamber office (110 S. First St.).

All requests for funding of events shall be addressed to the Cabot Advertising & Promotion Commission. Forms are available at the Cabot Chamber of Commerce office, 110 S. First St., Cabot (501) 843-2136 between the hours of 8:00-4:30 Monday through Friday.

- Organizations requesting funds must complete all the necessary information as shown on the Request for Funding form. One purpose of the Cabot Advertising & Promotion Commission is to have the ability to draw and bring visitors to the city that will create a positive economic impact. Events should specify how they plan to accomplish that purpose through their activities.
- Funds available will be determined by the Commission's budgetary ability based on revenues received from the established advertising & promotion sales tax on prepared food and lodging.
- Funds will be allocated on an "up to" basis with a maximum determined. The amount funded may be less than the amount requested.
- Funds will be disbursed to the event sponsor upon receipt of a written summary of the project, a project budget detailing specifically how the Commission's funds were used and copies of verifiable invoices. Expenditures made with funds disbursed prior to the event must be verified within 30 days of the event by submission of a budget recap and verifiable invoices. Expenditures that are not verifiable or are not in compliance with the original request may result in a turn back of funds and/or ineligibility to apply for future funds.
- Ideally the Commission wishes to use its funds for "seed money" to get a project off the ground. Once a project becomes self-supporting, the Commission can re-direct those funds for new projects or other purposes.

**Please note that the application must be completely filled out and include a brief narrative of the event/project and a budget summary submitted to the Chamber office 2 weeks prior to the regular scheduled A&P Commission meeting. If the proper paper work is not received 2 weeks prior to the meeting your funding request will not be placed on the agenda per the A&P Commissioners.*