

Russell County Convention & Visitors Bureau Community Support Application

The Russell County Convention & Visitors Bureau, Community Support program is targeted at groups/organizations that are providing an event that promotes Russell County as a travel destination. Funds must promote "travel and tourism" within Russell County, Kansas. Dollars for this project are developed through bed tax funds collected by these hotels and lodges in Russell County: Quality Inn, Days Inn, Fossil Creek Inn and Suites, The Lodge at Russell, Horseshoe Lodge, Garden View Lodge, A Fairport Knight and LaSada. Your promotion and referrals to these establishments, assists CVB in continuing funding projects and events such as what you are applying for.

**Definition of Tourism – "The activity of traveling to benefit from a particular service or activity."*

**Definition of Travel – "Go from place to place or visit a various site/places for business or pleasure."*

Project Requirements:

- ❖ Russell County Convention & Visitors Bureau and/or website must be listed as a sponsor if application is funded for an event/project. (www.russellcountyks.org)
- ❖ **Applications are due by the 1st of each month** to the Russell County CVB Office. (331 E. Wichita, Russell, Kansas, 67665) Or email them to cvb2@russellks.org.
- ❖ All funds must be spent within one year of request. If an extension is needed, applicant must request extension from CVB office prior to the project completion date that is listed on the application. If for some reason your event does not happen, please return your check.
- ❖ Please utilize funding you receive from this application locally (in Russell County). If marketing outside of Russell County to bring tourists into the county, that is acceptable. If purchasing food, supplies, or other goods for your event, please utilize local vendors.
- ❖ A final report is due within 30 days of project completion. If no final report has been received after 90 days of the projected completion date, your agency / program / individual will be invoiced for the amount funded to be returned to Russell County CVB.
- ❖ Funds may not be spent to: Purchase buildings, vehicles or any program/project that is not directly tied to travel and/or tourism in Russell County.
- ❖ If you have more than one project or event you are applying for, please complete an application for each event.
- ❖ Refer any overnight stay for your event to these hotels and lodges as they pay bed tax in Russell County: Quality Inn, Days Inn, Fossil Creek Inn and Suites, The Lodge at Russell, Horseshoe Lodge, Garden View Lodge, A Fairport Knight and LaSada.
- ❖ Any funded projects out of compliance with the Project Requirements is subject to receiving no future funds from Russell County CVB.
- ❖ **If this is the first time your organization has received funding from a Russell County entity you will be sent a W9 form to complete and return to the Russell County Clerk's office prior to a check being distributed.**
- ❖ **An organization may apply for multiple events but, may only apply for the same event once a year.**

Please sign your name and date of signature to verify that you agree and will uphold the Project Requirements as previously listed:

**Please Note: If any of the Project Requirements are not met, your organization will be asked to reimburse Russell County CVB for the project funds and may not be funded for future projects.*

Signature

Date

Contact Information-

Name of Organization Applying: _____

Contact Person: _____

Phone: _____

Email: _____

Address: _____

Organization Website (if applies): _____

Non-profit Organization (check one): Yes No

Project Information-

Name of Project: _____

Project Start Date: _____

Project End Date: _____

Type of Project: _____

Target Audience: _____

Age Group: _____

Impacting Community Members? _____

Impacting Visitors? _____

Estimated Number of Consumers Impacted: _____

Budget-

Total Amount Requesting from CVB: _____

What will CVB requested funds be utilized for:

Matching/In-Kind Funds (if applies): _____

Total Amount of Project Cost: _____

Project Narrative-

Please provide a brief description of your project:

Russell County Eco Devo and CVB, 331 E. Wichita, Russell, Ks 67665
Phone: 785-483-4000; cvb2@russellks.org; www.russellcountyks.org

In office use only:

Has Project Been Funded Before: _____

Past Amount Funded: _____

If funded before, is project in good standing with funding requirements: _____

Russell County Convention & Visitors Bureau
Community Support Dollars Required Report
FINAL REPORT

Please complete within 30 days of project completion.

Please provide the completed final report and any:

- ✓ Before and After Pictures
- ✓ Pictures of Event
- ✓ Media Purchased: Ads, Brochures, etc.

Name of Organization: _____

Contact Person: _____

Phone: _____

Email: _____

Address: _____

Program Report-

Please provide a brief description of your project:

Location Project was implemented at: _____

Project Completion Date: _____

Estimated number of people impacted: _____

Who was impacted? (age/community members/visitors)

Media Funded Projects-

What type of media did you purchase? (Newspaper, brochure, radio, TV, web)

How much media did you purchase? (# of brochures, number of ads, size of ads)
