

2018 Tourism Grant Budget Worksheet

Grants submitted without required documentation will not be considered eligible for this year's grant.

Vendor Name and Description of Activity - Please provide detail as to what you are purchasing, price of item, quantity and the number of months being covered if applicable regarding line item costs associated with this marketing project.

For each activity in your budget: you must submit one of the following: quote or bid. Marketing budget must be specific regarding types of advertising; for example, magazine, newspaper, radio, TV, visitor guides, rack cards, brochures, posters, web sites, travel show booth and registration fees, etc.. Also, provide both call letters and city of origin (for example, KDKA-Pittsburgh, NPR-Washington DC) and magazine and newspaper advertising by individual publications and costs.

Matching Requirement: A 25% match is required, you must show how both the grant amount requested and the matches (both cash and in-kind) will be allocated among activities. The match **MUST** be at least 25% of the total cost of the activity. (*i.e total cost \$1,000.00, grant request \$750.00, \$250.00 match*) You must show how both the grant amount requested and the matches (both cash and in-kind) will be allocated among activities.

Qualifying In-kind Matches: In-kind donated services or materials by a professional company.

For in-kind services and/or donated materials documentation must be provided and include a description of the work performed, date/dates of the services and the hours donated and the hourly rate. All tourism grants are required to have a cash or in-kind match of at least 25%.

In-kind volunteer work is only acceptable for events (such as festivals) and only for the time that they are volunteering at the event. The volunteer's time is valued at \$10/hour and must be documented, including dates, services they provided, and hours of service.

Name of Organization/Business: _____	County _____
Contact Person _____	Federal ID # _____
Please number all activities with corresponding documentation.	

	Vendor Name and description of activity	Grant Amount Requested	Match (Cash)	Total Cost for Activity	Source of Match
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
	Column Totals	0	0	0	

(Total of Grant Amount Requested + Match (Cash) + Match (In-Kind) Must Equal Total Cost for Activity Column)