



**APPLICATION FORM  
for  
FUNDING REQUEST**

**Collaborative Tourism Promotion**

**Amount of Funding Request: \$**

Organization Name:		
Address:		
Contact Person and Title:		
Telephone:	Fax:	E-mail:
Federal Tax Identification Number (if applicable):		

**If more space is needed to answer the following questions, please attach no more than five additional pages.**

1. Describe the event or activity proposed for which funding is being requested. Be specific.
  
  
  
  
  
  
  
  
  
  
2. How will this event or activity benefit tourism and the Albany community?
  
  
  
  
  
  
  
  
  
  
3. Has this event or activity occurred in previous years and/or in another location?
  
  
  
  
  
  
  
  
  
  
4. Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?
  
  
  
  
  
  
  
  
  
  
5. Please choose one that best describes your event or activity:  
  
Onetime                      Ongoing                      Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No