

Quincy, IL Tourism Grant Application

Mission: The Oakley Lindsay Center Board of Directors in cooperation with the Quincy Area Convention and Visitors Bureau along with the City of Quincy has established the Quincy Tourism Grant Program. The grant program is designed to reinvest a portion of the Hotel/Motel tax funds back into the Quincy community to promote conventions, tradeshow, and events that will grow tourism and produce additional hotel/motel usage.

Program Details: The purpose and design of this tourism grant program is to help bring new events to Quincy, help jumpstart new local events, or to help existing events expand. Since these funds are coming through the Oakley Lindsay Center from the Quincy hotel/motel tax, it is designed only for events that will have an additional impact on Quincy's hotel/motel usage. As a stimulus grant program this, in general, is a one-time grant. The Oakley Lindsay Center Board of Directors will direct a portion of the annual hotel/motel taxes received to be placed in a special account. Any non-awarded funds will pass on to the next fiscal year's account to accumulate for future use. The Oakley Lindsay Center Board will also appoint members to the committee to administer the grant applications. The committee is charged to make recommendations to the OLC Board to award grant dollars. The intent of the tourism grant is to assist in attracting and hosting tourism events, such as major conventions, trade shows, festivals and sporting activities that will attract visitors outside the area to produce a significant impact for Quincy, IL through overnight stays. Existing events may apply for funding if funds sought are to grow the existing event that would generate additional hotel/motel night stays in Quincy. Funds will not be approved to replace existing event funding.

Eligibility and Priority: Any event is eligible to apply for the tourism grant if they are expecting to produce a significant number of hotel/motel night stays. Existing local events may qualify by showing plans of growth for their event. This may be achieved by adding additional days, or by adding new divisions to their event to attract a larger number of participants producing significant new or additional hotel/motel night stays in Quincy.

Priority will be given to those events & entities based on their ability to generate overnight visitors to Quincy, IL. No funds will be awarded to organizations that do not provide overnight stays.

GETTING STARTED

Application Procedure:

The applicant must complete and submit:

- Quincy Tourism Grant Application
- Description of how grant funds will be utilized
- An event budget
- Action, management and marketing plans
- Closeout evaluation: The closeout evaluation must be completed and returned **NO LATER** than **30 days** following the event to receive the balance of tourism grant dollars.

Grant Funds are offered on a first come first serve basis. The application must be filled out to the best of the applicants' knowledge. Any fraudulent or misrepresented information may lead to dismissal of the application and zero grant dollars awarded for the current and future event, in addition to a request for a refund of any dollars awarded.

Grant Funds in the amount of \$500 to \$5,000 dollars will be awarded based on projected Quincy Hotel/Motel usage. Special consideration may be given for other amounts requested based on significant economic impact for the City of Quincy.

The Quincy Tourism Grant Committee and OLC Board may withdraw funding or request a return of funds for events that are substantially reduced or inaccurately portrayed from what was submitted in the application or do not occur within the proposed date(s) or time(s).

Grant Funds will be awarded as follows: 75% paid up front & 25% after completion of the event closeout evaluation form and will be paid subject to meeting your event goals listed within the application.

Application must be received 90 days prior to event and will be considered received by delivery to the OLC office, by U.S. Postal Service, or hand delivered. Electronic submission of the application is available upon request. If the application or any attachments are incomplete, the applicant will be notified and given 14 days to complete. If not completed in the time allowed the application would be considered null and void.

Completed applications will be accepted on the following dates:

○ *Jan 15, April 15, July 15, and October 15*

○ Applicants may be asked to present their request in front of the tourism committee.

Funding Criteria and Requirements

In funding events, considerations will be given to projects, events, conferences, tournaments, and conventions based on:

- The out-of-town participants having overnight hotel stays
- The ability to make significant economic impact on the City of Quincy
- The ability to draw a major amount of out-of-town participants
- Multiple day events
- The Quincy Tourism Grant closeout evaluation must be completed and returned **NO LATER** than 30 days following the event to receive the balance of tourism grant dollars.



Awards Process:

- Funding decisions will be made by the Quincy Tourism Grant Committee Members and the OLC Board.
- Grant Funds will be awarded as follows: 75% paid up front & 25% after completion of the closeout evaluation form and will be paid subject to meeting your event goals listed within the application.

The Quincy Tourism Grant Committee and OLC Board may withdraw funding or request a return of funds for events that are substantially reduced or inaccurately portrayed from what was submitted in the application or do not occur within the proposed date(s) or time(s).

ALL UNUSED FUNDS MUST BE RETURNED TO THE OLC



Helpful Tips:

1. **Schedule Room Blocks:** The Quincy Area Convention and Visitors Bureau or the OLC will be happy to send out an RFP to ensure the best rate for your event.
2. **Avoid busy weekends:**
 - Bridge the Gap 5K-3rd week of May
 - Gus Macker Basketball-Memorial Weekend
 - Little People's Golf Championships-Mon thru Wed, Monday following Father's Day in June
 - Fishing for Freedom-1st weekend of June
 - Firecracker Classic 2nd weekend of July
 - Early Tin Dusters Car Show 3rd weekend in October

Please contact the Quincy CVB at 217-214-3700 for additional information.

3. **Book your event in off peak times of the year:**

This will help provide your event guests with lower room rates and allow better use of Grant funds. Recommended times for local hotels are the months of November thru April.
4. **Use Local Vendors:** All event organizers are encouraged to patronize the City of Quincy businesses for food, supplies, materials, printing, etc.
5. **Take Advantage of FREE Services:**

The CVB Provides the Following at No Charge...

 - a. Sending out RFP's for Room Blocks
 - b. Press Releases
 - c. Listing of your event on area & state wide calendars
 - d. Goodie Bags for your group with local visitors information.

Quincy, IL Tourism Grant Application

Date: _____ Funding Amount Requested: \$ _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Phone Number: _____

Email
Address: _____

Purpose of Organization: _____

Name of Organization: _____

EVENT INFORMATION

Date(s) of Event: _____ Number of Days the event will be held: _____

Official Name of Event: _____

Location(s) of Event: _____

Web Address of Event: _____

Start Time/End Time for the Event: _____

Description of the event for which you will use the funds:

Name of Organization: _____

Anticipated Attendance: _____

1.) Projected hotel rooms to be used **per night**: _____

2.) Number of nights spent in Quincy: _____

3.) Total approximate overnight stays in hotel(s):
Multiply Lines 1 and 2= _____

Has the Event been held before? If yes, please list the years and location(s):

For existing local events please share your plans for continued growth such as adding additional days or divisions:

We highly encourage existing events to provide us with references, itineraries, or previous promotional materials to help the committee better understand your event.

Name of Organization: _____

Please list any other organizations, government entities, and grants that have offered financial support to your event:

Please list any contributions that are made to the community of Quincy, IL as a result of funds generated from the event (scholarships, donations, etc.):

Please list in detail the purpose of the Funds you are requesting:

Please list the Quincy businesses you plan to utilize while conducting your event:

Name of Organization: _____

If tourism grant funds are denied or not available will the event still be held in Quincy?

Please circle one: Yes No

Awarded funds will be as follows:

75% paid prior to your event & after completion of the event closeout evaluation form and the 25% will be awarded subject to meeting your event goals listed above.

All applicants will be notified within 60 days after submitting the application.

Closeout Evaluation Survey:

The closeout evaluation form will be provided with awarded grant dollars and must be submitted within 30 days after the event and include:

- Estimated Attendance
- Summary of events success
- Quincy, IL hotel usage

ALL UNUSED GRANT FUNDS MUST BE RETURNED TO THE OLC

***Cancellation of the event will result in a request of reimbursement for the entire funds awarded.**

Name of Organization: _____

I understand the limitation placed on use of Hotel Tax funds, and certify that the requested funds will be used for purposes described in the application or as approved by the Quincy, IL tourism grant committee and the OLC Board of Directors. I understand use of funds is subject to the above terms in addition to the completion of the closeout evaluation form. The Applicant further understands that the remainder of the grant funds will be held until the presentation of appropriate documents along with the completed closeout evaluation form have been received.

The Quincy Tourism Grant Committee and OLC Board may withdraw funding, or request a return of funds for events that are substantially reduced or inaccurately portrayed from what was submitted in the application or do not occur within the proposed date(s) or time(s).

Name

Title

Date

Request must be received at least 90 days prior to event and must be submitted to:

Oakley Lindsay Center
Attn: Tourism Grant Committee
300 Civic Center Plaza, Suite 237
Quincy, IL 62301
Phone: (217) 223-1000, Fax: (217) 223-1330