



IMPORTANT NOTICE

After your event, please email jen@sagebrushmarketing.net with a final event report. Include attendance numbers and, if possible, a license plate or other visitor count—where did your guests come from? Also, provide details on how the advertising dollars were used.

Grant payments will be issued only after your event is complete and an event impact report has been submitted, along with receipts showing how the funds were spent. Sharing this information helps the Tourism Board evaluate your event's success and may influence funding eligibility in future years.

CONTACT INFORMATION	
ORGANIZATION NAME:	
PRIMARY CONTACT:	
ORGANIZATION ADDRESS:	
CITY/STATE/ZIP:	
PHONE NUMBER:	
EMAIL ADDRESS:	
PROJECT NAME:	
TOTAL FUNDS REQUESTED:	
DID YOU RECEIVE FUNDS FOR THIS PROJECT LAST YEAR? IF SO, HOW MUCH?	
ORGANIZATION TYPE: <input type="checkbox"/> Non-Profit (attach documentation) <input type="checkbox"/> Business <input type="checkbox"/> Individual	SPECIAL CONSIDERATIONS: <input type="checkbox"/> Matching Funds (attach details) <input type="checkbox"/> Purchase of local services <input type="checkbox"/> Multi-Day Event
If you are hosting an event, what is the event date? Where is it taking place? If possible, attach details.	If you are making an advertising purchase, what is your earliest deadline?

How do you plan to use the dollars awarded? When complete, this should simply be a list of where you are advertising, what you're getting and what it costs. Attach the associated bids.



How will your project or event increase overnight stays in Crook County?

**Do you wish to be included on the next agenda?
The Tourism Board meets monthly on the third
Wednesday, but please contact us to confirm
meeting plans.**

☐ **Yes**
☐ **No**

**Do you wish to have a 5-minute slot on the next
Tourism Board agenda? You will be asked to
present your request and answer any questions
that the board has regarding your application.**

☐ **Yes**
☐ **No**

Are there other things the board should know about your request for funds?

The Tourism Board works to increase overnight stays in the county by investing lodging tax dollars in marketing and advertising efforts. Funding is not guaranteed, as the Board is responsible for ensuring that every dollar is invested wisely to generate overnight stays and encourage traffic at local businesses. According to travel expert Berkley Young, overnight visitors spend 2.5 times more than day visitors, so the Tourism Board prioritizes funding requests with that in mind.

When applying for funds, make sure your application clearly states how much money you are requesting and exactly how you plan to use it. Incomplete or unclear applications can cause delays in funding decisions. Please apply well in advance of your event or deadline—the Tourism Board meets monthly and cannot accommodate last-minute requests. Planning ahead also helps maximize the impact of your marketing.