

**MANCHESTER COMMUNITY PROMOTION BOARD
200 EAST MAIN STREET
MANCHESTER, IOWA 52057
563-927-4141**

Mission Statement: The Manchester Community Promotion Board offers financial assistance in the creation, marketing and general support of promotional projects that benefit the greater Manchester area by encouraging tourism, retail patronage and community growth.

APPLICATION FOR ASSISTANCE

These assistance grants are funded by Manchester's Hotel/Motel Tax

- The Community Promotion Board will accept applications prior to January 15, April 15, July 15, and October 15 of each year. Spending commitments will be limited to the funds that are available at the time of the application review.
- Applications will be evaluated and Applicants will be informed of the board's award, or rejection, of the application within two (2) weeks of the aforementioned dates.
- Monetary awards will be issued upon completion of the event/project and after copies of all bills have been turned in and approved by the board. Bills not submitted, and accepted, within 120 days following the event, or expected project completion date, will be denied. (Written extensions may be requested prior to the expiration of the 120 day time limit).
- Grants will be paid as originally approved or 50% of actual costs whichever is the lesser of the two.
- Cost Sharing will, in part, be determined by the number of participants and how much the event/project will bring into the community with a maximum grant of up to 50% of the eligible costs.
- Return this completed form, with copies of necessary quotes to:
Manchester Community Promotion Board
200 East Main St.
Manchester, Iowa 52057

(CONTINUED ON REVERSE)

Date of application _____

Name of Organization/individual: _____

Contact _____ Daytime phone _____

Cell phone _____ E-mail _____

Mailing address _____

City, State, Zip _____

Event/Project Title _____

Date of event or project completion _____

Total estimated cost of event/project _____

Amount being requested _____

Estimated number of people attending or benefiting _____

Answer the following questions in order on one attached page

1. Provide a description of your event or project.
2. Explain how the money you are requesting will be used (Attach quotes from vendors, samples of ads, etc., if applicable).
3. How will local businesses benefit (i.e. 50 people will need rooms for one night, will eat 3 meals in local restaurants and will have the opportunity to shop in local stores during the day).
4. Will Manchester be showcased outside of the local area, how, to whom, and by what methods?
5. Why do you believe the Board should award the requested grant?
6. How will you give credit to the Community Promotion Board for the funds received?