



SUPPORT GRANT APPLICATION

This program is presented by the Martinsburg-Berkeley County Convention and Visitors Bureau Board to support the development of projects or events that can **increase tourism to Berkeley County**, resulting in short-term hotel stays. The Support Grant is intended to support non-profit organizations with a plan to enhance an existing project or event by taking it to the "next level."

The M-BCCVB realizes that sometimes you have a fantastic project or event but don't have sufficient funding to grow upon its success. The grant is offered to assist when the organization is not yet prepared to commit to the M-BCVB Seed Grant. The Support Grant is a one-time grant not to exceed \$5,000. The project must be completed within a year of the awarded date.

This grant can be used for technical needs, application design, marketing, supply purchases, or other uses involved in the project. It is not to be used for salaries or similar compensation. The disbursement schedule of funds will be jointly agreed upon before the start of the project.

Acknowledgment or credit to the Martinsburg-Berkeley County Convention and Visitors Bureau or its logo must be used in advertising and public relations for this project; failure to do so may forfeit other grant opportunities with the CVB.

At a minimum, applicants must answer this form with contact information, a narrative on the project, and a budget. After submitting the form, the applicant must present their proposal to the Martinsburg-Berkeley County CVB Board of Directors for consideration at the next board meeting.

Planning is critical to any successful event; the grant should be submitted well before the date needed. Please note that this grant has a 30 to 90-day approval/reward process. Please keep that in mind as you begin your grant process for your event.

If awarded, a final report and presentation to board members indicating if objectives were met will be required within 30 days after project completion.

Please email submissions to Susan Crowell at **Susan@travelwv.com** or hand deliver them to the CVB offices. *Handwritten submissions will not be accepted.*

PLEASE FILL OUT THIS SUPPORT GRANT APPLICATION AND ATTACH ANY DOCUMENTS THAT WILL HELP SUPPORT YOUR REQUEST

BUSINESS NAME: _____

BUSINESS CONTACT: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: (____) _____ BUSINESS FAX: (____) _____

CONTACT EMAIL: _____

BUSINESS WEBSITE: _____

TYPE OF BUSINESS: _____

Explain your project plan.

How does this business, event, or project promote and increase local tourism?

Does anyone else in the area do what you are proposing? If yes, explain how your project may differ.

How do you plan on tracking this project's successes or needed improvements?

What other projects like this one have you undertaken? What were their successes and or unachieved opportunities?

What is the overall budget for this project? Include a complete budget plan, including an estimated cost of the project. Please submit your budget on a separate sheet.

Feel free to provide any further information or documentation.