**CARBON COUNTY ROOM TAX ALLOCATION**

**INSTRUCTIONS**

**Please read before filling out grant application and provide a checkmark in the box.**

□1. Provide a brief description of your organization.

□2. Include a list of your board members and describe your mission statement.

□3. Provide a brief description of your project.

□4. Describe any past projects that are relevant to the promotion of tourism.

□5. Explain the goals of the project for which you seek funds and how they will enhance or

 increase tourism in Carbon County.

□6. What is the timeframe for this project?

□7. Describe how you will use the funds. Will it be for marketing, mounting programs, etc.?

 ***Please provide estimates from sources.***

□8. Who is your target audience-for example, day trippers, overnight stays, extended visits?

□9. How will you measure the effectiveness of your project?

□10. What is your project budget?

□11. Since ***grants will not exceed 50% of the project cost***, what are your sources for the

 balance of the funds needed?

□12*.* ***If you received grant funds previously, documentation on how the funds were spent is***

 ***required.***

□13. If you have been granted a 501 (c) (3) or 501 (c) (6), please include a copy of your IRS

 determination letter.