



# Tourism Financial Assistance APPLICATION

Applications must be submitted by: **MARCH 28, 2025**

Grants will be awarded On: **APRIL 8, 2025**

Note: Return signed application to:

[cbadmins@montgomerycountyil.gov](mailto:cbadmins@montgomerycountyil.gov). If you need to use additional pages for supporting evidence, please attach those to the application.

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Address of Event Venue (if applicable): \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount Requested (No greater than \$1,000): \$ \_\_\_\_\_

List event website, Facebook, Instagram page(s): \_\_\_\_\_

\_\_\_\_\_

**I, \_\_\_\_\_, hereby agree to reimburse the County Tourism Account the full amount of the grant awarded if the event is cancelled for any reason other than weather or emergency.**

**Signature:** \_\_\_\_\_

\_\_\_\_\_  
**FOR Personnel/Development COMMITTEE USE ONLY**

Date Received: \_\_\_\_\_

Date Approved/Denied: \_\_\_\_\_

Amt. Approved: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Date Final Report Due: _____
Date Final Report Received: _____



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5. How do you plan to collect data to measure the results of your event? (5 points)

Event attendance, # of overnight stays, profile of attendees, etc.

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6. Does your organization hold fundraisers to create operating capital for this event OR do they solicit sponsorships? (1pt for a Yes)

Yes       No

7. Attach an itemized budget showing what expenditures this grant assistance will cover. (5pts)

Please include any pertinent vendor information

The Montgomery County Personnel/Development Committee and Montgomery County Board reserve the right to require additional information to show compliance with the standards described within these guidelines. Please initial: \_\_\_\_\_

**If awarded financial assistance, a Final Report to Montgomery County Personnel Development Committee must be received 90 days after your event date (or final event date if the event spans multiple dates).** This includes copies of receipts for all items/services purchased as part of the grant awarded. If this report is not submitted on time, your organization may not be eligible for event funding assistance through the County. Please initial: \_\_\_\_\_

**Total available points: 25**

- ❖ Score of 20 to 25 will be eligible for full funding request upon board approval and available funds.
- ❖ Score of 15 to 19 will be eligible for funding up to 75% of the requested amount upon board approval and available funds.
- ❖ Score of 10 to 15 will be eligible for funding up to 50% of the requested amount upon board approval and available funds.
- ❖ Scores of 9 and below will be ineligible for funding.

The Montgomery County Personnel/Development Committee will review all applications and the total points will be averaged for the final score. The score will then be used to determine funding decision and amount, which will be based on the guidelines set above. Note: The Montgomery County Personnel/Development Committee and Montgomery County Board reserve the right to fund events at an amount less than the amount requested.

**Applications may be emailed to:      [cbadmins@montgomerycountyil.gov](mailto:cbadmins@montgomerycountyil.gov)**

**Or Mailed to:** Montgomery County Personnel/Development Committee

Attn: Tourism Grant Application

#1 Courthouse Square - Room 202, Hillsboro, IL 62049



# Grant Report

*Please complete and send back to the County Development Committee  
within 90 days after the event date  
(or final event date if event spans multiple dates.)*

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Address of Event *(if applicable)*: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please confirm amount received: \$ \_\_\_\_\_

Attach copies or receipts to report. (Please redact any personal account information.)

Do you think this grant helped you reach a larger audience and/or provide a better event experience?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your organization have any takeaway thoughts they would like to share with the County Personnel/Development? (Things you wish to change next year, increase or decrease next year?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_