



Dear Grant Applicant:

The Washington Tourism Development Authority (WTDA), as a part of its mission, helps in the promotion of events and activities in the Washington area. Grant funding is also periodically available to assist with this effort.

Enclosed is a WTDA Grant Application. This application was designed to provide the necessary information about projects and events to help the WTDA Board of Directors make an educated decision about funding grant requests. It is important that all requirements of the application are met prior to submitting the application for review.

Of particular note are items 1 and 3 of the Application Process.

1. Application should be completed at least 60 days prior to the event and no later than the last Tuesday of the month. For example: *the event is scheduled for May 20. The application should be submitted to the WTDA by March 20. If the application is received after the last Tuesday of the month, it will not be considered at the upcoming meeting that falls on the 3rd Wednesday of each month. Rather, it will be considered 1 month later.*
3. A representative of the applying organization may be asked to attend the monthly board meeting in which the application will be reviewed to answer any questions and present the project to the board of directors.

Upon approval of a grant request your organization will be notified in writing. At that time your organization will receive instructions and helpful information regarding completion of the Final Report that is due 30 after the completion of your project.

Should you have questions please feel free to contact the WTDA office at 252-948-9415.

Sincerely,

*Lynn Wingate*

Tourism Development Director

# **WASHINGTON TOURISM DEVELOPMENT AUTHORITY TOURISM GRANT APPLICATION**

## **Program Description:**

The primary purpose of the WTDA Grant Program is to stimulate and assist Washington and Beaufort County organizations in the enhancement, promotion, and marketing of tourism and culturally related events and activities.

## **Application Process**

1. *Application should be completed at least 60 days prior to the event and no later than the last Tuesday of the month. For example: the event is scheduled for May 20. The application should be submitted to the WTDA by March 20. If the application is received after the last Tuesday of the month, it will not be considered at the upcoming meeting that falls on the 3rd Wednesday of each month. Rather, it will be considered 1 month later.*
2. Return completed applications: WTDA, PO Box 1765, Washington, NC 27889 or in person at 108 Gladden Street.
3. A representative of the applying organization may be asked to attend the monthly board meeting in which the application will be reviewed to answer any questions and present the project to the board of directors.
4. This is a reimbursement grant. No funds will be awarded for work completed prior to the approval of the grant. All expenses must be accounted for with receipts, cancelled checks, and examples of actual advertising (tear sheets, brochures, fliers, etc.) These items should be submitted with the Grant Follow-Up Report included in this package.
5. A Final Report shall be filed with the Tourism Development Director of the Washington Tourism Development Authority within 30 days following the event. A final report form is attached to this application. The purpose of this report is for the WTDA to review compliance with terms and conditions of grant funding.

## **Grant Application Specifications & Guidelines**

1. The Washington Tourism Development Authority should be listed and recognized as a sponsor if funding is awarded.
2. Primary consideration will be given to events or projects with the potential for positive economic impact on the local economy.
3. Preference will be given to projects that are directed outside of the immediate area, attracting out of town visitors, and increase the number of overnight stays in Washington lodging properties.
4. Amount of Funding: Total funding of any event, project or publication will not be greater than 25% of the total project budget and will not exceed \$5,000.00.
5. If at any time projects are not being performed within the scope of the approved application and terms of this program, NO funds will be issued by the WTDA.
6. In the event grant applicant pursues funding for brochure production, monies awarded will be limited to development and first printing of a new brochure and not subsequent printings of said brochure. Funds will not be awarded for additional printing of an existing brochure.
7. After receiving grant funds for two consecutive years, grant applicants will not be eligible for funding for one year.

**Tournament Specific Guidelines**

1. Funding may be awarded to recreation leagues to help attract regional or statewide tournaments to Washington.
2. Tournament grant awards will be based on total hotel room nights associated with the event. Following the tournament, hotels will be asked to provide a report of the number of room nights used for the event.
3. Final amount awarded will be based on actual room nights used in Washington.
4. All application guidelines should be followed. A final report is required to receive WTDA grant funds.

**Signature Line:**

My signature attests to the fact that I have read, understand and agree to abide by the terms stated above.

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Organization Official

Date

**Past WTDA Grant Recipients**

Washington Girls Fastpitch Softball League  
Pamlico River Quilters' Guild  
Walk in the Light Productions  
FS Series – Washington Triathlon  
Aurora Richlands Chamber of Commerce – Aurora Fossil Festival  
Historic Bath Foundation

**WTDA Grant Application**

**Date:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred method of contact: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_ Amount Being Requested: \_\_\_\_\_

Additional Sources of Project Funding: \_\_\_\_\_

Funding Request is for ☐ EVENT or ☐ PROJECT

Date of Event or completion of project: \_\_\_\_\_

Anticipated Visitor (outside of Beaufort County) Attendance: \_\_\_\_\_

Anticipated number of Washington hotel room nights to be used: \_\_\_\_\_

Description of Event or Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe how funds will be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Requested Funds: \_\_\_\_\_

Signature of Organization Official: \_\_\_\_\_

(DATE)

## Washington Tourism Development Authority Grants Program Final Report

*This form must be accompanied by copies of the following within **30 days of project completion**: receipts, cancelled checks, and examples of actual advertising (tear sheets, brochures, fliers, etc.) Reimbursement will not be made without the required paperwork.*

Project Title: \_\_\_\_\_

Amount Awarded: \$ \_\_\_\_\_ Amount Spent: \$ \_\_\_\_\_

Date Project Completed: \_\_\_\_\_

Evaluation of Overall Project: \_\_\_\_\_

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Attendance (if applicable): \_\_\_\_\_

Total Number of Hotel Room Nights Used: \_\_\_\_\_

Additional Supporting Information: \_\_\_\_\_

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Signature of Organization Official: \_\_\_\_\_

(DATE)

Make Check Payable to: \_\_\_\_\_