



DESOTO PARISH TOURISM COMMISSION

Sponsorship/Grant Application

115 N. Washington Street
Mansfield, LA 71052
(318) 872-1177

Applicant Name, Federal ID/Primary Contact

NAME: _____

FEDERAL ID/SS#: _____

PRIMARY CONTACT: _____

TELEPHONE NO: _____ EMAIL: _____

Applicant Type: (Please select one of the choices below)

- Governmental
- Non-profit
- Educational
- Commercial
- Other:
- Community Organization
- Tribal Organization
- Cultural Heritage Organization
- Individual

Project Title and Location

Funding Category: (select the category that fits your project goals and activities)

- Festival/Event
- Promotion & Marketing

Project Contact (full name, title and contact information for the person managing project)

Funding amount requested \$ _____

A 50/50 match is required for all funded projects; project match may be Cash or In-kind. Funds are allocated on a reimbursable basis upon receipt of invoicing and final report.

Project Proposal

Applicant Name

Project Title

Partners

Project Proposal

Must be 300 words or less and can be submitted in a separate attachment if needed. Please include how many people you expect to attend along with possible overnight stays at local hotels, bed and breakfasts etc. Your proposal must include how your event will enhance the visitors experience.

Project Period:

Project Activities

- Entertainment
- Children's Activities
- Other

PROPOSED BUDGET

Please complete the following budget chart and match summary for your project. Please see page 5 & 6 for clarifications.

Project Budget Summary				
Categories	Request	Cash	In-kind	Subtotals
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entertainment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marketing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In-kind Sources (Please list the sources of your *In-kind Match*, i.e. volunteer personnel, consultants, etc.)

Cash Sources (Please list the sources of your *Cash Match*)

I certify the information within the application to be accurate and I fully understand the requirements of the grant program.

Signature (authorizing official) and Date

Guidelines for completing & submitting the Application

Page 1 – The Application Form

Applicant Name, Mailing Address, Phone Number & Email:

Enter the name of the organization or individual requesting the funding along with their mailing address, phone number and email.

Applicant Type: Here you are to select one of the choices that best describes you or your organization.

Federal ID Number: You must provide the Tax ID number for your organization.

Project Title and Location: List the title of your project. Provide an address for the location where the project will take place.

Funding Category: Select the category that best fits your project goals and activities

Project Contact: List the name of the person(s) managing the project, along with their title and an email or phone number where they can be reached during the daytime.

Funding Amount Requested: List the dollar amount you are requesting from Desoto Parish Tourism Commission.

****A 50/50 match is required for all funded projects.**

What does this mean? Some programs require a contribution by the applicant to the total cost of the project they are requesting funding for. This is called **mandatory cost-share**. A program may require a percentage of the total project costs in dollars or in-kind services as a match, such as 1:1 match. This type of mandatory cost-share is called **matching funds**. A **50/50 match** means an applicant must provide an amount equal to the sponsor's funds to receive a grant award (i.e. if you are asking for \$200 in funds then

your organization must have \$200 in cash or in-kind match towards the project)

****Funds are allocated on a reimbursable basis upon receipt of invoicing and final report.**

What does this mean? This means to receive payment you must present a receipt(s), or invoicing to a third party totaling the amount of your requested funding (or less) to receive the money awarded to your project. **You must also complete and submit a copy of the final report and final invoicing forms before receiving reimbursement.**

Page 2 – Project Proposal

Please use the example provided on page 7 as a guide for drafting your proposal.

Applicant Name: *(same as page 1)*

Project Title: *(same as page 1)*

Partners: List any organizations that will assist with implementing, facilitating, volunteering or providing service to assist with project related activities.

Project Proposal: Your project proposal should be 300 words or less. The proposal must provide a clear overview of the project and its purpose.

Project Period: the start and end dates of the project. Please factor in time for submitting your final report and invoicing to your project timetable.

Project Activities: List major activities that will take place throughout the project period.

Budget Summary Chart

Using the chart, you will account for: 1. How the money you are requesting will be used to implement the project. 2. How the cash you have or in-kind services you have will be used to implement the project.

Subtotals – you will add the figures for each row (going across horizontally) to get the subtotal for each category.

Totals – you will add the figures for each column (going down vertically) to get the totals.

Budget Categories

Contract for Services – this refers to the labor and equipment that will be provided by **non-staff** for the project implementation. Examples include equipment rental, work crew labor, technical application assistance

Equipment – refers to the tools purchased, rented or donated for technical application and processes related to completion of the project (i.e. renting a crane lift to complete a construction project)

Marketing – Posters, flyers, advertising on local media, social media, newspaper.

Other expenses – miscellaneous expenses;

What do you mean by Sources (Cash, In-kind)? Cash Sources refer to the source of the money that you or your organization will match towards the project.

Examples: if the source of your cash match is from grants that you or your organization has received you will list the title of the grant(s) and the name of the granting institution(s). If your cash source is from a fundraiser your organization held you will list the name and dates of the fundraiser and the amount that is going towards the match for the project. If your cash match is provided by a government program you will list the program and whether the entity is federal, state, or local government.

In-kind Sources refer to the source of donated services or resources for your project.

Examples (In-kind): if the source of your match is in-kind donated services you will

list the name and type of service provider along with the monetary value of the service they are providing. For example, a local architectural firm donates their services to do a structural engineering report for a building you are restoring. You would list the name of the firm, the type of service they provided and the monetary value of that service in the space asking for in-kind sources.

Additional Terms

Applicant – organization or individual applying for grant funding. The applicant assumes legal and financial responsibility for administering the project.

Authorizing official – the person with authority to legally obligate an organization, usually the president, director or project manager.

Cash – real cash contributed to the project by the applicant

Contact person – the person to contact for additional information about the application and project. Usually the project director or person responsible for implementing proposed activities.

Fiscal Year (FY) – any 12-month period used for record-keeping and reporting for an organizations operating cycle. DPTC's fiscal year starts January 1 and ends December 31.

In-kind – goods or services used in place of cash or payment. In-kind includes personnel time given to the project, a person on loan from another organization and use of facilities, equipment or office space.

Match – amount of money estimated to fund the portion of a project not covered by grant funds.

Non-profit (not-for-profit) – a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

Paid contractor or consultant – a contractor or consultant providing services for the project for a fee.

Project Period – actual start and end dates of the project.

Request – this is amount of funds you are requesting from the DPTC sponsorship/grant program.

Underserved populations – people who genuinely lack access to programs services or resources for geographic, economic, cultural, social, physical or other reasons. The term “population” can refer to a group of people with common heritage, regardless of whether they live in the same area.

Completing and Submitting an Application

Go to www.discoverdesoto.com to download a copy of the application and guidelines. **Please** review the criteria section of this webpage before completing your application.

All applications need to be turned in within 120 days of event.

Email, mail or drop by office the signed and completed application to:

Attn: Desoto Parish Tourist Commission
Email: touristb@bellsouth.net
115 North Washington Ave
Mansfield, LA 71052
Phone: 318-872-1177

You may mail or submit your completed application in-person at the address above; your application must be placed in a sealed envelope addressed to DPTC.