

Meeting & Event Incentive Fund

Date Revised: January 25, 2023

Explore Crawford County
117 W 4th St
PO Box 1115
Pittsburg, Kansas 66762
(620) 231-1212

Introduction: Explore Crawford County (ECC) is the official destination marketing organization for Crawford County, Kansas and is funded by the county's Transient Guest Tax. These funds are specifically designated, by county ordinance, to fund the operations of Explore Crawford County and to promote the county as a destination.

Guidelines:

1. Requests must be submitted **a minimum of three (3) months** before funding is needed.
2. Limit one request per Meeting or Event.
3. Assistance will only be accepted if the event provides a means to increase awareness of Crawford County as a destination.
4. If approved, applicants shall not assume that funding is pre-approved for subsequent years or amounts.
5. Meetings or Events must be held within Crawford County.
6. Incentive requests shall not exceed \$1,500.
7. Applicants will receive 50% of funds following board approval of the application. The remaining 50% will be paid after the applicant submits the post meeting and event summary report, which must be completed within 45 days after the event. Expect it could take **up to 60 days** to receive remaining funding due to board and county procedures.
8. Applicants failing to submit the post meeting and event summary report will not be considered for future requests.

Any applicant found guilty of violating, misleading, neglecting or refusing to comply with these guidelines shall be disqualified from submitting any future requests.

Ineligible recipients include political campaigns or parties; adult related industries; groups that discriminate on the basis of age, race, ethnicity, gender identity, sexual orientation or national origin, schools, churches and other religious organizations; programs or events that serve the special interests of an individual or group and provide no benefit to the county as a whole; individuals; and/or groups with which the county is currently in litigation or have sued the county in the past.

Meeting & Event Incentive Fund Request Form

Review guidelines prior to submitting

Organization: _____

Name of Meeting or Event: _____

Location of Event: _____

Date(s) of Event: _____

Amount Requested: _____ \$ _____

Anticipated number of hotel rooms that will be filled per day by this event? _____

How will funds be used? (Be as detailed as possible.)

Primary Contact Person: _____

Phone: _____

Email: _____

Signature: _____

Date submitted: _____

Payment Information

Payable to (organization only): _____

Mailing Address _____

City, State, Zip _____

Please complete this form and return to

Explore Crawford County
117 W 4th St
PO Box 1115
Pittsburg, Kansas 66762
info@explorecrawfordcounty.com

ECC USE ONLY
Date Received _____
Date Reviewed _____
Amount Approved _____
Payment Dates _____

Post Meeting & Event Summary Report

This report is REQUIRED and must be submitted to Explore Crawford County within 45 days following the event or prior to December 15, whichever comes first. Applicants will not receive the remaining 50% of awarded funds until this report has been received and reviewed by the ECC.

Organization: _____

Name of Meeting or Event: _____

Location of Event: _____

Date(s) of Event: _____

Estimated Attendance: _____

Method used to estimate attendance: _____

Actual number of hotel overnight stays: _____

How did you get overnight stay data? _____

The Post Meeting & Event Summary Report should be submitted to Explore Crawford County at info@explorecrawfordcounty.com or mailed to 117 W 4th St, PO Box 1115, Pittsburg, KS 66762.