

INCOME AND EXPENSE ACCOUNT DEFINITIONS

INCOME

- Line 1 - Contributions – Individuals, gifts, unsolicited money, support from clubs and community groups
- Line 2 - Other Public Support – Any other direct or indirect contributions
- Line 3 - Fee and Grants – Any federal, state or local reimbursements
- Line 4 - Admission Fees – Any fee charged to gain admission to the event; public or exhibitor
- Line 5 - Concession Sales – Any type of food or merchandize sold before, during, or after the event
- Line 6 - Program Sales – Any funds generated through advertising in an event program
- Line 7 - Exhibit Space Sales – Any funds generated by renting space during the event
- Line 8 thru 12 – (are blank)
- Line 13 - Grant funding request – The amount you are asking this committee to fund.
- Line 14 - Total Income – Sum of lines 1-13

EXPENSES

- Line 15 - Publicity – Cost of printing informational materials. Also the cost of journal, magazine, radio, newsprint advertising and postage
- Line 16 - Equipment Rental – Cost of renting equipment
- Line 17 - Supplies – Cost of materials, office supplies
- Line 18 - Contracts – Cost for providing entertainment/performing artist
- Line 19 - Concession Supplies – Cost of supplies/merchandize to operate the concession
- Line 20 - Trophies/Prizes – Cost of awards and/or prize money
- Line 21 - Site Costs – Costs arising from the occupancy and use of owned or leased land, building and area
- Line 22 - Specific Asst./Consultant – Specific material assistance or consultant purchased for the event
- Line 23 thru 27 – (are blank)
- Line 28 - Total Expenses – Sum of lines 15-27

**Central Wisconsin/Stevens Point Area
Sports Commission**

**Sporting Event Grant Fund
Application Form**

DRAFT

The many year-round sporting events hosted in the Stevens Point Area are an important aspect of the region's tourism industry. The Central Wisconsin/Stevens Point Area Sports Commission Grand Fund is designed to assist sporting event planners in their role of event development and promotion in Portage County. The fund is appropriated by the Sports Commission and allocated to various organizations by the Sports Commission, based on recommendations of the Board of Directors.

The grant program provides "seed money" to new and expanding sporting events. The intent of the grant program is to assist organizations in planning and hosting sporting events in Stevens Point Area that will generate overnight visits, extend visitor stays and create a positive image of the Stevens Point Area to potential visitors.

Criteria and Process of Selection

1. The primary goal of the project is to fund organizations that will attract a significant number of visitors to the community for a sporting event.
2. Funds are usually granted to non-profit organizations exempt from Federal Taxation under Sections (c)(3) of the Internal Revenue Code or to service/civic organizations. Trade, professional, and fraternal groups will be considered if they meet other criteria.
3. The Committee may provide challenge funds or matching funds at their discretion, in an attempt to stimulate increased response from other funding sources.
4. The Committee encourages citywide sporting events utilizing a substantial number of the community's hotel room inventory, or events developed in consultation with other planning groups and those, which promote coordination, cooperation and sharing among organizations, which in turn may help eliminate duplication of programs/events.
5. Funds are to be used to promote increased attendance and participation, not to offset operating expenses of the approved event. They are not to be used for general operating or funding of an organization/group.
6. The Committee will operate without discrimination as to age, race, religion, sex or national origin in the consideration of funding requests and will award funding only to organizations which do not discriminate as to age, race, religion, sex or national origin.
7. If an event charges a spectator fee and nets a profit, money may be required to be returned to the Sports Commission. This money will then be carried over into the next year's fund or may be used to automatically fund that organization's same event the following year.
8. Half of the money granted will be given to the organization 30-60days prior to the event and the remaining half will be given to the organization upon the receipt of the completed budget sheet after the event.
9. Application must be received not less than 90 days prior to the first day of the event.

Each request is also based on the following criteria:
*Potential Visitor Draw *Quality of Planning *Number of Overnight Stays *Creates a Positive *Potential to become self-supporting *Community Image
1 = Poor; 2 = Fair; 3 = Good; 4 = Very Good; 5 = Excellent

PLEASE COMPLETE THE FOLLOWING INFORMATION

Applicant Organization: _____

Name of Event: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Contact Person/Title: _____

Date of Application: _____

Date of Event: _____

Grant Request Amount: _____

Date Funds Are Needed: _____

Does your group have 501 C-3 status: _____

Have you read the guidelines and criteria on the first page: _____

How did you hear about this grant opportunity: _____

Project Description

On a separate piece of paper, please type your response to the following questions:

1. Briefly describe the purpose of your organization, what your organization provides to the community and what group of people you intend to bring into our community with this project/event.
2. Describe your event: type a narrative description of no more than ONE page. Be sure to include who will be involved (indicate how many people will benefit, and include a list of groups, organization and people who will partner with you in this effort), what the anticipated outcomes will be, where, when, and how activities will take place.
3. How does your event benefit the community/organization? Briefly describe your request specifying whether is a one-time festival/event or if it is an ongoing program.
4. What geographic areas are you bringing visitors from?
5. What are the specific goals of this project and what impact will this event have on the community?

Definitions for each line item can be found on the back of the application

	Proposed Budget	Actual Amount
Income		
1. Contributions		
2. Other Public Support		
3. Fees and other Grants		
4. Admission Fees		
5. Concession Sales		
6. Program/Ad Sales		
7. Exhibit Space Sales		
8.		
9.		
10.		
11.		
12.		
13. Grant funding request.		
14. TOTAL INCOME		
EXPENSE		
15. Publicity		
16. Equipment Rental		
17. Supplies		
18. Contracts		
19. Concession Supplies		
20. Trophies/Prizes		
21. Site Costs		
22. Specific Assistant/Consultant Fees		
23.		
24.		
25.		
26.		
27.		
28. TOTAL EXPENSES		

I/we certify that, to the best of my/our knowledge, the information I/we provide on this application is true and accurate. I/we also agree to furnish to the Committee any and all documents/invoices that will verify the above figures/totals, if so requested by such Committee.

President of Organization/Group/Agency

Treasurer of Organization/Group/Agency

Please send this application to the address below:
 Central Wisconsin/Stevens Point Area Sports Commission
 340 North Division Street
 Stevens Point, WI 54481
 715-344-2556/800-236-4636/Fax 715-344-5818
 Email: info@spacvb.com / Website: www.stevenspointarea.com/sports