

**Grand County Colorado Tourism Board
Marketing & Special Event Funding Policy
Grant Submittal Check Sheet**

Dear Prospective Grantee:

Please review the following check sheet items prior to submitting your organization's grant request.

Our organization is a registered non-profit.

Grant request is for funding marketing and advertising.

Grant request submitted two weeks prior to GCCTB quarterly grant review meeting (January, April, July, October). Contact GCCTB administrative office for exact date, if necessary.

Appropriate request form submitted i.e., Marketing Request, Special Event Request.

If Special Event request, 50% match accounted for.

Event/marketing encourages overnight stays in the county by out-of-county visitors.

Encourages tourism in the off-season.

Is in keeping with the image of the county created by the overall marketing efforts of the GCCTB.

All insurance requirements have been (or can be) met.