



GRANT APPLICATION

- 1. **Event title:** \_\_\_\_\_
- 2. **Event date:** \_\_\_\_\_ 3. **Sport(s) involved:** \_\_\_\_\_
- 3. **Brief description of event:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4. **Is this event:** Local \_\_\_\_\_ State \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_  
 International \_\_\_\_\_ Qualifier \_\_\_\_\_ Youth \_\_\_\_\_ Adult \_\_\_\_\_
- 5. **Proposed facility(ies):** \_\_\_\_\_
- 6. **Locations:** \_\_\_\_\_
- 7. **Has facility been secured?** Contract signed: \_\_\_\_\_ In negotiation: \_\_\_\_\_
- 8. **Facility contact:** \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- 9. **Legal name of organization:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web Site: \_\_\_\_\_
- 10. **This organization is:** Independently chartered \_\_\_\_\_ Private \_\_\_\_\_  
 Non-Profit \_\_\_\_\_ Other (please describe) \_\_\_\_\_
- 11. **Event Director:** \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address (If different than legal org): \_\_\_\_\_  
\_\_\_\_\_

12. **Amount of funds requested:** \_\_\_\_\_

Are you requesting funds from another TDC organization?      Yes \_\_\_      No \_\_\_

Will this event be held regardless of funding from PBCSC?    Yes \_\_\_      No \_\_\_

13. **List major sporting events (including dates) hosted by organization:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. **What are the sources of funding for hosting above events (cash, in kind, grants, amounts, etc.)?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. **Total expected adult participants:**    Local \_\_\_\_\_ Out of County \_\_\_\_\_

**Total expected youth participants:**    Local \_\_\_\_\_ Out of County \_\_\_\_\_

16. **What is the overall event plan? Include schedules, competition specifics, special events, etc.:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Summarize the marketing plan for the event to include all media and timelines:

---

---

---

---

---

18. Is there television coverage? No \_\_\_\_\_ Yes \_\_\_\_\_ Local \_\_\_\_\_ National \_\_\_\_\_

List stations (ie, ESPN, NBC, Sunshine, etc): \_\_\_\_\_

Are you paying television production costs? \_\_\_\_\_

If not, who is? \_\_\_\_\_

19. At the level of sponsorship you have requested, what are the sponsorship benefits that will be included? \_\_\_\_\_

---

---

---

---

---

---

20. Will you require local community assistance (ie., volunteers, permits, etc)?

---

---

---

---

21. Will there be any events the community can participate in such as clinics, festivals, etc?

\_\_\_\_\_  
\_\_\_\_\_

22. A. Have you contacted **area hotels**? Yes\_\_\_\_\_ No\_\_\_\_\_

B. If yes, which hotels (**MUST BE PALM BEACH COUNTY HOTELS**)? \_\_\_\_\_

C. Can we assist you in securing hotels? Yes\_\_\_\_\_ No\_\_\_\_\_

(If yes, please complete enclosed Hotel RFP)

**REQUIRED**

1. ONLY PALM BEACH COUNTY HOTELS MAY BE USED IF FUNDING IS PROVIDED
2. Hotel confirmation letters are required.
3. Participant registration forms (including hotel/travel info) must be submitted

23. Estimate the projected economic impact of the event:

(Ex: Using state estimates: 50 adults x 4 night stay x \$143 avg. spending = \$28,600 economic impact)

(You may adjust the average spending dollars for your event based on time of year and other group demographics. It is not necessary to use the state estimates)(State estimates are: \$143-adult hotel stay/\$72-youth hotel stay/\$72 no hotel stay)

# ADULT participants\_\_\_\_\_ x # nights in hotel\_\_\_\_\_ x avg. spending\_\_\_\_\_ =  
Total ADULT economic Impact \$\_\_\_\_\_

# YOUTH participants\_\_\_\_\_ x # nights in hotel \_\_\_\_\_ x avg. spending\_\_\_\_\_ =  
Total YOUTH economic impact \$\_\_\_\_\_

# LOCAL participants (NO HOTEL STAY) \_\_\_\_\_ x avg. spending\_\_\_\_\_ =  
Total LOCAL economic impact \$\_\_\_\_\_

**TOTAL PROJECTED ECONOMIC IMPACT:** \_\_\_\_\_

24. Estimate the multiplied out-of-county impact of event (use total projected economic impact figure from above as multiplier):

Output Impact: \_\_\_\_\_ x 1.5 (output multiplier) = \$\_\_\_\_\_

Earnings Impact: \_\_\_\_\_ x .57 (earnings multiplier) = \$\_\_\_\_\_

Employment Impact: \_\_\_\_\_ /1,000,000 x 22 (employment multiplier) = \$ \_\_\_\_\_

**25. Total Hotel Impact**

# of Rooms \_\_\_\_\_ x Avg. # of nights \_\_\_\_\_ x Avg. Room Rate \_\_\_\_\_ = \$ \_\_\_\_\_

**26. Revenue Estimates Generated by Non-Resident Participants/Spectators (if applicable)**

<u>State Sales Tax</u>	Direct Economic Impact x .065 =	\$ _____
<u>Bed Tax</u>	Total Hotel Impact x .05 =	\$ _____
<u>Local Gasoline Tax</u>	Direct Economic Impact x .10 =	\$ _____
		\$ _____

**27. Event History**

Previous Location/Date(s) \_\_\_\_\_  
Contact Name/Phone/E-Mail \_\_\_\_\_  
# Out of Town Participants \_\_\_\_\_ # Room Nights \_\_\_\_\_ Economic Impact \_\_\_\_\_

Previous Location/Date(s) \_\_\_\_\_  
Contact Name/Phone/E-Mail \_\_\_\_\_  
# Out of Town Participants \_\_\_\_\_ # Room Nights \_\_\_\_\_ Economic Impact \_\_\_\_\_

Previous Location/Date(s) \_\_\_\_\_  
Contact Name/Phone/E-Mail \_\_\_\_\_  
# Out of Town Participants \_\_\_\_\_ # Room Nights \_\_\_\_\_ Economic Impact \_\_\_\_\_

28. Total Event Budget (Expenses)

	Past Event			Current Event	
	In-Kind	Cash		In-Kind	Cash
Travel					
Housing					
Food					
Sanction Fees					
Site Fees					
Rights Fees					
Officials					
Awards (non-monetary)					
Equipment					
Rentals					
Insurance					
Security					
Labor					
Marketing/Promotions (in County)					
Marketing/Promotions (out of County)					
<b>OTHER EXPENSES</b>					
<b>TOTAL IN-KIND EXPENSE</b>					
<b>TOTAL CASH EXPENSE</b>					
<b>TOTAL EVENT BUDGET (Total Expenses)</b> <b>(Total In-Kind Expense + Total Cash Expense for current event)</b>					

See Page 10 for Allowable and Disallowable Expenses

**29. Event Budget-Income**

	Past Event	Current Event
	<b>Cash Income</b>	<b>Cash Income</b>
Admissions		
Contributions**		
Grants*		
Sponsorships		
Sales		
Room Rebates		
<b>OTHER INCOME</b>		
Total Cash Income		
<b>TOTAL INCOME (current event)</b>		

- \* Do not include this Palm Beach County Sports Commission request.
- \*\* Please provide a summary of current contributors/sponsors including the amount of their cash and/or other type of contribution

**Please note:** If a grant is awarded, payment/reimbursement occurs after the event by submitting invoices totaling the amount granted. The following summarizes the allowable/disallowable expenses that may be used for reimbursement.

**Allowable Expenses:**

- Promotion, marketing and programming expenses including reasonable travel for special officials or performers only as approved by the PBCSC
- Paid advertising and media buys OUTSIDE PBC
- Production and technical expenses
- Site Fees and other costs including: contract help (i.e., security, officials, maintenance), rentals insurance
- Rights Fees, Sanction Fees, and NON-MONETARY awards

**Disallowable Expenses:**

- General operating or administrative expenses, including travel to solicit event
- Building, renovating, and/or remodeling a facility
- Purchase of permanent equipment
- Expenses or debts incurred or obligated prior to the grant
- Printed programs which solicit advertising
- Hospitality or social functions
- Expenses of a local sports team traveling outside the County to compete





