

# GERMANTOWN TOURISM COMMISSION

## REQUEST FOR FUNDING CALENDAR YEAR \_\_\_\_\_

Funds may be requested by groups for events or projects that will bring visitors to the Village of Germantown

1. Event Name \_\_\_\_\_  
Group Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number & Email \_\_\_\_\_
2. Responsible persons name \_\_\_\_\_  
Telephone (if different from above) \_\_\_\_\_
3. Amount requested \_\_\_\_\_
4. Date by which funding is desired: \_\_\_\_\_

Please complete the information requested on the back of this form regarding the project or event.

*Please submit an estimate for the project for approval. Upon completion of the project, receipts submitted will be matched against the detail costs to verify the final expenditure.*

- 1) All receipts must be received by the Village Clerk within 60 days of approval or the day of the event.**
- 2) Upon approval, any advertising and projects must display: Sponsored in part by Village of Germantown Tourism Commission.**
- 3) Plan for a representative from your organization to attend the Tourism Commission meeting when funds are requested. You will be notified by email of the date and time of the meeting.**

**Please complete the following regarding your request from the  
Tourism Commission:**

Event or project description: (Please provide details regarding your event or project)

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Goals of your event/project:

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Cost details:

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2<sup>nd</sup> or 3<sup>rd</sup> year applicants - please describe the results of the previous years event/project:

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## **GUIDELINES**

- 1) Funds shall not be used for fund raising functions. However, they may be used in conjunction with funds raised by such functions for projects or improvements.
- 2) Funds shall be used for seasonal, permanent or long-lived improvements that benefit the Village.
- 3) Applicants must be a Germantown resident, civic organization or business.
- 4) Submit receipts to the Village Clerk within 60 days of approval or the day of the event for reimbursement.