

SPORT TOURNAMENT GRANT GUIDELINES
McPherson Convention and Visitors Bureau

PURPOSE: The McPherson Convention and Visitors Bureau SPORT TOURNAMENT GRANT program is designed to assist local organizers in planning and executing sports tournaments to attract outside teams to McPherson. Grant recipients can receive monies for ONE of the following: 1) Up to 50 percent of the cost of sports facility rentals not to exceed \$750; 2) \$300 for a hospitality room or 3) \$750 for officials' salaries.

SPECIFICATIONS: The total annual SPORT TOURNAMENT GRANT pool is \$10,000. Any organization requesting grant monies must be prepared to provide receipts and/or documentation of related expenses. Grant applications should be forwarded to the McPherson Convention and Visitors Bureau at 1111 E. Kansas, McPherson, KS 67460. **Application deadline is at least 90 days prior to the scheduled event.**

ELIGIBILITY: The SPORT TOURNAMENT GRANT is available to any non-profit group or organization in McPherson County actively involved in planning sport tournaments that attract teams from outside McPherson County. To qualify for funding, projects must meet the following requirements:

- 1) The tournament must draw at least 50 percent of its entries from outside McPherson County; preference is given to multiple, consecutive-day tournaments with teams traveling a minimum of 50 miles that encourages overnight stays.
- 2) The tournament must be sponsored by a non-profit group or organization.
- 3) Tournament brackets must be provided to the McPherson Convention and Visitors Bureau.
- 4) Each grant request must include a statement as to how the impact and effectiveness of the project will be measured. Upon completion of the project and within 60 days of the event, an impact statement and proof of expenditures must be submitted to the McPherson Convention and Visitors Bureau. If this information is not provided within 60 days, it will jeopardize the organization's opportunity for future grants. Grant dollars are not issued until all supporting documents are submitted.
- 5) The following phrase must appear on all printed material related to the sport tournament including a sign posted in the hospitality room if applicable, **"This event is funded in part by a grant from the McPherson Convention and Visitors Bureau."**

SPORT TOURNAMENT GRANT DEVELOPMENT:

- 1) Planning – Grant recipients must use designated funds for sports facility rental, a hospitality room or salaries for officials. Excluded items include alcoholic beverages, concession stand items, trophies or medals and tournament equipment or supplies i.e. balls, uniforms, give-away t-shirts.
- 2) Modification – Grant recipients cannot transfer funds from one specific grant tournament to a different project.
- 3) Withdrawal – Grant recipients will notify the McPherson Convention and Visitors Bureau in writing immediately if approved grant funds will not be used as outlined in the original application. This notification will result in the cancellation of the grant award.
- 4) Liability – Grant recipients are responsible for any and all liability issues resulting from the activities of the event or attraction and will hold the City of McPherson and the McPherson Convention and Visitors Bureau harmless from any liability as a result of granting funds.

SPORT TOURNAMENT GRANT COMPLETION: The grant recipient will submit a letter to the McPherson Convention and Visitors Bureau no later than 60 days after the event or attraction. Supporting documents should include a brief financial summary accounting for expenditures including matching grant funds, proof of expenditure payments and/or a copy of rental agreements. Documentation should also include a copy of tournament printed materials, tournament registration forms and hotel printouts documenting rooms used for the tournament. A statement of the tournament's actual impact on the community should be included. Grants will only be issued upon completion of the sport tournament and the submittal of required documentation.

How will the sport tournament be tracked to determine its effectiveness? _____

Has your organization received past grants from the McPherson Convention and Visitors Bureau to support this sport tournament? If yes, please the date and amount received. _____

Provide an estimated budget for the sport tournament:

SPORT FACILITY RENTAL

\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

\$ _____ **TOTAL SPORT FACILITY RENTAL BUDGET**

OFFICIALS' SALARIES

\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

\$ _____ **TOTAL OFFICIALS' SALARIES BUDGET**

HOSPITALITY ROOM

\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

\$ _____ **TOTAL HOSPITALITY ROOM BUDGET**

\$ _____ **GRAND TOTAL SPORT TOURNAMENT BUDGET**

Applicant Signature

Date Submitted