



2023 FUNDING REQUEST

EVENTS

This form must be completed for presentation at the regular Convention and Tourism Board Meeting no later than 60 days prior to the event. Meetings are held the third (3rd) Thursday of every month, at 12pm at City Hall, 2nd floor conference room, located at 424 N. Main St., Guymon, OK 73942.

Deadline: First working day of the month to be presented by 5 p.m.

Emailed to: Ursula Whitfield: Ursula.whitfield@guymonok.org

A representative from the requesting group must be present at the Convention and Tourism Board meeting for the funding request and final report. No exceptions.

These funds are a reimbursable grant, meaning the project coordinator is responsible for paying any expense that may occur. The funds are paid once the event has concluded and the Final Report has been presented to the Convention and Tourism Board.

A cost estimate should be drafted to determine the estimated cost of the event and to assess the coordinator's resources to complete the project. This estimate/budget should include break down of estimated expenses for City requested funds only. An example of the cost estimate is attached as Exhibit A. Please note the cost estimate/budget with actual cost accrued is required on Final Report along with a copy of all invoices/receipts that tie back to the actual cost.

If funded Event Coordinator(s) agrees to have signage to include the City of Guymon's Convention and Tourism logo for marketing materials.

For questions about the application and its process, please contact Ursula Whitfield at 580-338-3396 ext. 1020 or email at ursula.whitfield@guymonok.org.

Funding Request Application

Event Name: _____

Event Date(s): _____

Organization's Name: _____

Primary Contact: _____

Primary Contact Phone number: _____

Primary Contract Email Address: _____

Host organization: (Attach a letter of commitment)

Is there a "Presenting Sponsor" for this event and what goes with this designation? Please include a sponsorship packet or letter if you have one.

These funds are generated from hotel/motel stays via the hotel/motel tax. Do you have a guaranteed hotel block? Yes or No If so, total nights: How many rooms will be in-kind? (Donated or traded) _____

Is this a political event or are any political figures to be hosted? _____

Explanation of event, including the benefit it provides for those who attend and the primary goal for holding the event.

Has the event been held in Guymon before? Yes or No If yes, how many years? _____

If "Yes", how many years has the event been sponsored by City of Guymon – Convention and Tourism Board? _____

Amount being requested \$ _____ (Final amount will be voted on after the final report presentation of invoices and receipts)

Does this event have other funding sources? If yes, what are they? (i.e., Sponsors/advertisers, concessions, gate/tickets)

Cost Estimate

City Guymon Sponsored Event

Example of Cost Estimate/Budget for Funding Request

Revenue

	Planned	Actual
<i>Totals</i>	\$2,500.00	\$0
Sponsorship from COG	\$2,500.00	\$0.00
	\$2,500.00	\$0.00

Expenses

	Planned	Actual
Marketing	\$500.00	\$0.00
Band	\$1,000.00	\$0.00
Equipment Rental	\$750.00	\$0.00
Supplies	\$250.00	\$0.00
(Other)	\$0.00	\$0.00
(Other)	\$0.00	\$0.00
(Other)	\$0.00	\$0.00
	\$2,500.00	\$0.00