



Pocahontas County Convention and Visitors Bureau
NON-PROFIT, TOURISM RELATED BROCHURES AND WEBSITE SUPPORT POLICY

Financial support is available from the Pocahontas County CVB for tourism related marketing brochures and websites produced by small, non-profit organizations or county boards. The services provided by the organizations seeking support must in some way provide direct benefits to and/or be of interest to countywide tourism promotion or enhancement.

1. Grant recipients must be non-profit organization or county boards located in Pocahontas County with annual operating budgets of less than \$150,000 and have no funds allocated for a formal advertising program
2. The grant applies exclusively to informational marketing brochures and the initial development and production of a website [no banners, posters, signage, gift items or any other type of marketing collateral]
3. All funded groups must submit a cost estimate to produce the project(s)
4. Organizations may be eligible to receive funding up to 80% of the total production costs, but not exceeding \$800 for the project
5. The PCCVB logo, phone number and website address must be presented on the marketing brochure or the homepage of the website. The website must also include a link to the Pocahontas County CVB website
6. The PCCVB reserves the right to request proof of liability insurance
7. A PCCVB request form for funding must be received at the PCCVB office two [2] weeks prior to a Board of Director's meeting
8. The applicant must present their proposal to the PCCVB Board of Directors during a regular monthly board meeting. Call 799-4636 in advance to be placed on the agenda
9. A copy of all paid invoices for expenditures funded by the grant, along with a printed brochure or notification of completed website, must be provided to the PCCVB office within sixty (60) days after production is completed
10. Any grant funds provided that are not utilized must be returned in full payable to the Pocahontas County Convention and Visitors Bureau within sixty (60) days following completion of the project
11. The PCCVB reserves the right to reject proposals

Adopted July 13, 2006
Revised January 2025



NON-PROFIT, TOURISM RELATED BROCHURES AND WEBSITE SUPPORT APPLICATION
Recipients of PCCVB grants must agree to all terms outlined in the written grant policies.

Name of Organization: _____

Applicant Name: _____

Address: _____

Phone Number: _____

Email: _____

Please describe the goals and purpose of this project and its benefits to tourism in the county:



[Please complete if your project is a marketing brochure]

Total quantity of brochures to be produced: _____

How will the brochures be distributed:

What source[s] is being used to produce artwork and printing:

[Please complete if your project is a website]

URL: _____

What source[s] is being used to produce the website?



[To be completed for all projects]

Total project budget \$ _____

Total funds contributed by your organization: \$ _____

Amount of PCCVB funds requested: \$ _____

Have you or do you plan to ask for funds from other organizations for this project?

Yes _____ No _____

If yes, what amount? \$ _____

Has your organization requested grant funds from the PCCVB before?

Yes _____ No _____

If yes, what was the funded amount and purpose?

AGREEMENT:

The contact person or representative must be present at a monthly meeting of the PCCVB Board of Directors to submit their request in person. This form must be completed and submitted to the PCCVB office two weeks prior to the meeting you attend. The PCCVB reserves the right to reject any and all fund requests. The recipient must provide the CVB with a final breakdown of how the funds were expended. The undersigned agrees to these stated conditions and the applicable written PCCVB policy.

Signature: _____

Date: _____