

**Grant Application**  
**Pick up and Drop off**  
**1st floor City Hall**

**TOURISM ADVISORY BOARD OF SALEM**

231 S. Broadway Avenue  
Salem, OH 44460

**Grant Application**

The Tourism Advisory Board of Salem (TABS) works to foster a positive image of the numerous assets of the City of Salem. As such, TABS is committed to working together with other organizations or entities to promote the City of Salem through assistance in marketing, events, information, or other projects associated with attracting tourists to the City of Salem. Please be advised that TABS **does not** wholly fund any project for any other entity or organization and therefore your entity or organization must have proof of matching funds.

In order to help TABS in making an informed decision regarding this request for financial assistance, please fill out the following form and return it to TABS at City Hall located at 231 S. Broadway Avenue, Salem, OH 44460 together with detailed estimates for the costs associated with your event or activity.

Funds will be awarded upon the basis of an organization's promotional/marketing activities. Consideration will also be given to grants for specific tourism attractions and/or events. It is the general policy of TABS to partner with other organizations or entities for promotional and marketing activities who can provide **matching funds** for their event or activity.

- 1.) Name of Organization: \_\_\_\_\_
- 2.) Address: \_\_\_\_\_  
\_\_\_\_\_
- 3.) Amt. of Request: \_\_\_\_\_
- 4.) Event that monies will be used for: \_\_\_\_\_  
\_\_\_\_\_
- 5.) Date(s) of Event: \_\_\_\_\_
- 6.) Is the event within the City limits? \_\_\_\_\_
- 7.) Approximate attendance for event: \_\_\_\_\_
- 8.) Will this event have attendees from outside of our area? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9.) Approximate budget amount for this tourism event: \_\_\_\_\_

\_\_\_\_\_

10.) How much will the matching funds be for this request? \_\_\_\_\_

11.) Specific usage of grant monies: (Example - 1,000 promotional brochures, newspaper or radio advertisements, special entertainment, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12.) Please attach a quote(s) for your marketing project and/or entertainment. (\*Required)

**Notification:** In the event that TABS agrees to grant any funds as requested, it will be necessary to provide receipts or proof of payment for the use of the funds for any expense incurred before, during or at the conclusion of the event or activity. By signing below, you agree to be personally bound by this requirement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

PLEASE GIVE CONTACT NAME, EMAIL AND TELEPHONE NUMBER IN ORDER TO ANSWER ANY QUESTIONS THE TOURISM BOARD MIGHT HAVE.

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**\*\*TABS prefers and gives serious consideration to any request for funds to any applicant who uses goods, services or materials from businesses or vendors located in the City of Salem.**

\_\_\_\_\_  
Duly Approved:

\_\_\_\_\_  
Date