

## **Viroqua Tourism Commission Event Grant Application**

Congratulations on your event, and thank you for your hard work to make it happen. The Viroqua Tourism Commission is here to help support your event. The VTC is funded by room tax collected in the City of Viroqua, and uses those funds to support tourism focused events that encourage overnight stays in our community along with elevated economic and social activity.

Please detail your event using the outline below. We need all of this information to determine if your event is eligible for funds. Funds for new events, available in the range of \$50 to \$500, may be used for promotion and event operations. They may not be used to pay wages (including event organizer). Note that your event must be free and open to the public. Your application may be in letter or outline form, and must be typewritten and emailed to Viroqua Tourism Commission c/o lpolhamus@viroqua-wisconsin.com. Please submit your application at least 60 days prior to your event. If approved, please list the Viroqua Tourism Commission as a sponsor.

Please include the following in your application:

1. Name of event
2. Date and time of event
3. Name of event organizer
4. Contact info
5. Description of event
6. How this event affects tourism
7. Budget for event – Please submit a detailed line item budget
8. Amount requested
9. How funds will be used – Please submit a detailed line item budget
10. Other sources of support/funds – in detail please

