

# Tournament Builder Program

*Assist Sports Tournaments by building awareness of the Findlay area and show a growth pattern that benefits the community • Must show a track record of overnight stays. • Organizations are not limited to a single application • Award 50% of total budget, up to \$5,000 • Current applications are for tournaments taking place March 1, 2019 - February 28, 2020 • Applications due February 11, 2019*

## Application Timeline

- **Submit Application** - Applications are due no later than Monday, February 11, 2019. There is no limit on the number of applications each organization may submit, but individual applications are required for each tournament. Please fill out one complete applications per each applicable tournament.
- **Notice of Approval and 50% Payment** - To be received by March 15, 2019.
- **Have a Successful Tournament** - We want to ensure you have a great event, let us know how we can assist!
- **Submit Request for Reimbursement** - Reimbursement form, related receipts, and proof of logo usage are due no later than December 1, 2019. Reimbursements will be accepted earlier and extensions in certain circumstances may be requested.
- **Reimbursement Processed** - Within 30 days of the receipt of the completed reimbursement request and materials you will receive your reimbursement check.

## Application Checklist

- **Tournament Builder Application** - Complete all sections of the application, including narrative sections. Attach extra sheets, if necessary.
- **Budget Worksheet** - Complete all sections of the Budget Worksheet with explanations. Up to 50% of the total Tournament budget may be matched by CVB Tournament Builder funds, at a maximum of \$5,000. (Example: Total budget \$10,000 could be matched with \$5,000 of CVB funds). Matching funds may be comprised of up to 50% in-kind donations (at least 50% of the matching funds must be cash). In-kind contributions must be clearly marked on the budget worksheet. See Page 5 for eligible expenses.
- **Supporting Materials** - If deemed appropriate by the applicant, include narrative of previous tournament history, attendance, hotel rooms occupied and financial recap (exhibitors, admissions, advertisement placement). References and other relevant information may also be submitted.
- **Submit application** – Submit application no later than the deadline - February 11, 2019
- **Submit your tournament to the Visit Findlay Calendar** – Go to [VisitFindlay.com/Events](http://VisitFindlay.com/Events) to fill out the form.

**Complete every page of the application and worksheet! Make sure to read the fine print on page 5 to see if your organization is eligible, priority areas, eligible expenses, documentation and more.**

**Contact Visit Findlay with any questions you may have:  
[info@visitfindlay.com](mailto:info@visitfindlay.com) & 419-422-3315**

# 2019 Tournament Builder Program

## Application Guidelines and Funding Restrictions

**Who May Apply:** Any non-profit organization seeking to organize a tournament that will build awareness of the Findlay area, show a growth pattern that benefits the community, and will bring overnight stays to Hancock County.

**Priority Areas:** Preference will be given to tournaments that will be bringing teams to Hancock County from outside the region. Applicant Tournaments must show a track record of overnight stays and guarantee overnights in the applicant year.

**Timeliness:** In order to be considered for funding, applicants must complete and submit the 2019 Tournament Builder Program Application and any supporting materials to the Hancock County Convention & Visitors Bureau prior to the stated deadline. Incomplete or late applications will not be considered.

**CVB Logo:** The current Hancock County Convention & Visitors Bureau logo and/or website must clearly be presented in all marketing materials, press releases, and presentations. Failure to acknowledge the CVB and/or failure to use correct CVB logo in event promotions will disqualify the organization from receiving reimbursement funds. Failure to comply could also limit the organization's ability to apply for future funding from the CVB. Correct Visit Findlay logos can be downloaded at [VisitFindlay.com/VisitFindlayLogo](http://VisitFindlay.com/VisitFindlayLogo) or requested by emailing [info@visitfindlay.com](mailto:info@visitfindlay.com).

**Documentation and payment:** A Reimbursement Request form will be provided to you along with approval notification, and is available at [VisitFindlay.com](http://VisitFindlay.com). Please fill out this form with information about your event's outcome and success prior to December 1, 2019. Reimbursements will be accepted earlier and extensions in certain circumstances may be requested. Proof of payment, paid invoices, copies of checks and original artwork or photographs of VisitFindlay logo in advertising materials must accompany the Reimbursement Request form in order to receive reimbursement. Final payment will be issued once this document is received and processed. Failure to complete the reimbursement request by the deadline will disqualify the organization from receiving reimbursement funds and require the organization to return the initial award disbursement.

**Event Cancellation, Inclement Weather, etc.:** Should the event be rendered not feasible or impossible to execute, then the applicant must return all funding received within 30 days from the planned event date. Should inclement weather or other force majeure cause an unexpected event cancellation, the applicant may retain funding only for applicable expenses incurred by submitting a written report explaining the details of the cancellation and an accounting of funds received, which must then be reviewed and approved by the CVB.

**Use and In-Kind Funding Restrictions:** Funds granted through the Tournament Builder Program must be used for the sustainability of an event or program. Funding may not be used for administrative fees or salaries, alcohol, alcohol or event permits, raffle items, merchandise to sell, or prize money. The amount of CVB funds requested may be up to 50% of the total event budget to a maximum of \$5,000. Matching funds may be comprised of up to 50% in-kind donations (at least half of the matching funds must be cash).

**Combination, Future Funding:** Up to \$3,000 of CVB Co-Op Advertising funds are also available to Tournament Builder Program recipients, but cannot be used as matching funds for Tournament Development funds. Organizations are not limited to a single grant application, but individual applications are required for each tournament. Please fill out one complete applications per each applicable tournament.

**Special Circumstances:** In the event the application has special requests outside of the realm of Tournament Builder Program guidelines, including the need to receive 100% of grant funds before the conclusion of the event instead of the standard 50%, the CVB Grant Committee will review and present a recommendation to the CVB Advisory Board for approval. Applicants will be notified if special procedures are needed.

*The Hancock County Convention & Visitors Bureau Advisory Board and Staff have the right to refuse any or all applications, if they are deemed outside the boundaries of the mission of the Convention & Visitors Bureau.*

*\*All decisions are final\**

*\*Disbursement of funds is dependent on the receipts collected from the bed tax from year to year\**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date** \_\_\_\_\_

*An electronic signature above signifies that this document is complete, and all information within is accurate.*

### Return Completed Application to:

Hancock County Convention & Visitors Bureau, Attn: Tournament Builder Program  
**MAIL:** 123 East Main Cross, Findlay, Ohio 45840, **FAX:** 419.422.9508 or **EMAIL:** [info@visitfindlay.com](mailto:info@visitfindlay.com).

Note: Completed application must be submitted by February 11, 2019

A complete application consists of: Completed original application form, completed Event Budget, and supporting documents or other pertinent information for consideration, if applicable.

Questions? Contact the CVB at 419.422.3315, or email [info@VisitFindlay.com](mailto:info@VisitFindlay.com).