

To: Individuals and Groups Requesting Funds

Re: Guidelines for Funding Requests

Dear Grant Applicant:

The Salem Tourism Board would like to **thank you** for your interest and involvement in our community, and for choosing Salem to host your event.

With scores of requests for financial assistance each year, the Salem Tourism Board routinely grants funds to organizations and events that both **promote tourism** in our area and draw people to **stay in our many fine motels and our historic bed and breakfast**. We recognize the importance of your efforts in supporting Salem motels and will continue to help to the best of our abilities.

The purpose of this letter is to introduce a few guidelines that have been developed in order to improve the management and accountability of the funds distributed.

Beginning January 1, 2005, individuals and/or groups requesting funds will need to fill out a "Grant Application".

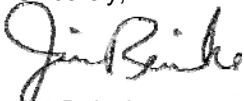
In order to allow adequate time for the board to evaluate the grant application, and plan for distribution, individuals and/or groups requesting a grant must use the following guidelines:

1. Submit the "Grant Application" to Salem City Hall one week prior to the Salem Tourism Board's monthly meeting. (Meetings are held the second Monday of every month.)
2. Requestors should allow a minimum of sixty days for the board to consider the grant request.
3. Requestors must appear before the board to answer any questions that may arise.
4. Grants up to \$2,000 will be considered by the board, providing the requesting party makes an effort to match the requested amount before appearing before the board. Because the money used to support the grants are provided by the motels of Salem, individuals and/or groups receiving grants are required to utilize a minimum of 10 percent for advertising outside of Salem, and include the names of the local motels and bed & breakfasts in their advertising. Tear sheets and/or samples of advertising must be delivered to the Salem Tourism Board upon publication.

In purchasing items for your event (i.e. trophies, shirts, printing needs, etc.) you will find many **Salem businesses** to be very supportive and **offer competitive prices** for your event. The Salem Tourism Board encourages you to take advantage of all that Salem, her residents and businesses have to offer.

Once again, we would like to say "Thank you" for your continued support of our community.

Sincerely,



Jim Reincke
Chairman
Salem Tourism Board

Salem Tourism Board Grant Application

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_____		_____		
Contact Name		Organization Represented		
_____		_____	_____	_____
Address		City	State	Zip Code
_____		_____		
Phone	Fax	Email		
_____		_____		
Grant Request Date	Date Funds Are Needed	Web Site Address		
_____	_____	_____		

\$_____ How much money are you requesting?

Yes No The organization I represent is a For-Profit business or entity.

Yes No If awarded, I will use a minimum of 10% of the grant monies received for advertising outside the community of Salem, and will include a listing of the motels and bed & breakfasts in Salem.

Yes No I will be purchasing items (e.g. trophies, plaques, awards, shirts, caps, printing needs, etc.) not provided by staff members or volunteers of my organization.

Please Describe Your Organization:

If awarded, what is the intended purpose of the grant monies received?
