

GUIDELINES FOR BLACKHAWK WATERWAYS GRANT AWARDS

The purpose of the BWCVB Grant Program is to assist our tourism partners in the promotion of tourism related businesses, attractions and events/festivals located within our 4 county region.

The intent of the BWCVB Grant Program is to provide matching funds for projects that will promote our region as a tourism destination. Individual grant amounts will be awarded for up to half the cost of the specific project and will not exceed \$500.00. The total amount of the BWCVB Grant Program will be determined on a yearly basis and approved by the BWCVB Board of Directors prior to grants being awarded.

- All projects funds must be used to attract visitors to the Blackhawk Waterways CVB region and involve businesses, attractions & events/festivals located in Carroll, Lee, Ogle or Whiteside Counties.
- Only one grant will be awarded per business, attraction or not-for-profit agency, per BWCVB fiscal year.
- All projects receiving grant funding must be started and completed during FY 17 (July 1, 2016 - June 30, 2017)
- All promotional brochures or rack cards produced using grant funds must meet the following criteria:
 1. Brochure/rack card must be printed on a minimum of 14 pt card stock
 2. Business name/event title must be located in top 1/3 of brochure/rack card
 3. The brochure/rack card must be at least two colors - black or white plus a minimum of one other color - colored text does not constitute an additional color.
 4. The finished size must be a minimum of 3 ½" W x 8" L and must not exceed 8 ½"W x 11"L. This will allow the publication to fit in a standard literature rack.
- All printed projects funded by this grant must be available free of charge to the public and may not be sold.
- All decisions relating to grant awards will be made by the BWCVB Grant Review Panel and all decisions will be final.
- AWARDING OF GRANTS – All decisions on grant awards will be made within 30 days of submission of signed grant application.
- DISBURSEMENT OF GRANT FUNDS – once the project is completed all documentation in the form of receipts, proof of performance (ie., copies of brochure/rack card , photos of signage, advertising tear sheet) must be submitted to BWCVB in order to facilitate grant payment.
- REVIEW PANEL AND CONFLICT OF INTEREST - In order to maintain the highest standards of fairness in the competition for grants and to avoid any possible conflict of interest, any member of the BWCVB Grant Review Panel will abstain from deliberating or voting on any proposal in which he/she is connected through employment, through service as an unpaid consultant to the project, or as an officer or other representative.
- DEADLINES: While there is no deadline to submit an application, keep in mind that grant funds will be disbursed on a first come, first served basis until the grant budget is depleted.

To submit grant application fill out the form and return via one of the following:

* Mail to: BWCVB, 201 N Franklin Ave, Polo, IL 61064

* Scan & E-mail to dbausman@bwcvb.com