

## McPHERSON CONVENTION & VISITORS BUREAU

### SPORT TOURNAMENT GRANT PROGRAM

#### PURPOSE:

The McPherson CVB Sport Tournament Grant Program is designed to assist local organizers in planning and executing sports tournaments to attract outside teams to McPherson. Monies will be awarded for up to 50% of the cost of sports facility rentals not to exceed \$500 or \$300 for a hospitality room or \$300 for officials' salaries.

Total grant pool is \$7,500. Any organization requesting grant monies must be prepared to supply proper receipts and documentation and follow the guidelines below.

Please note that an organization is only eligible for one type of CVB grant per event. If a series of events is planned, the entire series is only eligible for one grant.

#### ELIGIBILITY:

- The Sport Tournament Grant is available to any **non-profit** group or organization in the city of McPherson actively involved in **planning tournaments that attract teams from outside McPherson.**
- To qualify for funding, projects must meet the following requirements:
  - **The tournament must draw at least 50% of its entries from outside McPherson County.**
  - Preference is given to multiple, consecutive-day tournaments with teams traveling a distance of 50 miles or greater.
  - Each proposal must include a statement as to how the impact and effectiveness of the project will be measured. **Upon completion of the project (within 60 days of event), an impact statement and proof of expenditures and payment must be submitted to the CVB. If this information is not provided on time it will jeopardize your organization's opportunity for future grants.**

#### APPLICATION PROCEDURES:

- Complete application and forward to the McPherson Convention and Visitors Bureau. If more space is needed, please attach a page to application.
- Application Deadline – Applications must be postmarked or hand carried no later than 90 days prior to the event to the following address:

McPherson Convention & Visitors Bureau  
306 N. Main, P.O. Box 616  
McPherson, KS 67460  
Attn: Anne Hassler

**PROJECT/EVENT DEVELOPMENT:**

- Project Planning – Applicants should provide a brief written summary of the tournament, including type of tournament, expected number of entries, sample bracket, length and duration of tournament, what facilities are planned to be used and the rental cost. Please provide any history of the tournament from previous years.
- Project/Event Withdrawal – The McPherson CVB must be notified in writing as soon as possible if the applicant does not plan to use their funds that have been approved.
- Project/Event liability – The recipient of the grant is responsible for any and all liability issues resulting from the activities of this project/event and holds the City of McPherson and McPherson CVB harmless from any liability as a result of granting funds.

**PROJECT/EVENT COMPLETION:**

- **A letter accompanying the following items** should be submitted to the McPherson CVB within 60 days after the event.
  - Brief financial summary accounting for expenditures including matching grant funds and some type of proof of payment. Grants will only be reimbursed upon completion of an event upon submittal of the aforementioned letter along with the following information.
  - Copy of any registration forms or advertising used. All print advertising should credit the McPherson CVB as a sponsor for the tournament.
  - Statement as to the project's **actual impact** on the community. This statement **must include the impact on the local motels and approximate count of out-of –town guests attending.**

## APPLICATION INSTRUCTIONS

- Applications must be completed in full by providing the following information:
  1. Name of organization and address.
  2. Name of contact person, telephone number, and e-mail address.
  3. Name of tournament.
  4. Date of tournament and sign-up dates.  
(Completion date must be no later than 60 days after event.)
  5. Amount of Grant Funds requested.
  6. Source of matching funds (if applying for sport facility rental fees).
  7. Narrative Description (**Explain the scope of your tournament in full**).
    - History of tournament
    - number of teams expected and from what areas
    - location and rental cost of fields or total expected officials salaries or cost of hospitality room
    - how effectiveness of tournament will be measured
    - **impact on motel occupancy**
  8. Economic Impact: These **economic objectives must be addressed** in your application and are the criteria upon which the funding will be based.
    - potential to attract leisure tourists/visitors to stay overnight
    - benefit to the local community
  9. All applications will be considered on the ability to develop tournaments that will draw out-of-town visitors with preference given to multiple, consecutive day tournaments. Brackets must be provided to CVB.

Items that may be funded include **one** of the following:

- Sport facility rental
  - Give location and rental fees, copy of rental agreement if available
  - The following phrase must appear on all printed material funded through the grant program: **“This tournament is funded in part by a grant from the McPherson Convention & Visitors Bureau.”** Call 241-3340 for further information
- Officials salaries
  - Give number of officials needed for how many games
  - Give cost per game or appropriate salaries
  - The following phrase must appear on all printed material funded through the grant program: **“This tournament is funded in part by a grant from the McPherson Convention & Visitors Bureau.”** Call 241-3340 for further information
- Hospitality room.
  - Number of days and number of people expected to use the hospitality room
  - All receipts must be from stores, caterers and restaurants from McPherson.
  - Please post a sign indicating that the hospitality room is sponsored in part by McPherson Convention and Visitors Bureau.

## **SIGNATURES**

The signatures on the application certify compliance with these guidelines upon project approval. Application must bear the signatures of the project director and another pertinent person.

- Ensure the expenses for the project/event are reasonable.
- Non-Fundable Items Include:
  - alcoholic beverages
  - items for concession stands
  - equipment or supplies used to run the tournament, i.e. balls, uniforms, giveaway T-shirts
  - trophies or medals



8. Estimated Economic Impact: Complete the following as it pertains to your project.

How many teams do you usually attract? \_\_\_\_\_

How many of those are from 50+ mile distance? \_\_\_\_\_

Give an example of the spending habits of teams, parents and other tournament attendees at this type of event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Benefits to McPherson:

Explain what benefits you believe this project will bring to our area.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you received grants from us in the past for your project? If so, indicate what was received and when.

\_\_\_\_\_  
\_\_\_\_\_

9. Project Budget: Please provide printing costs, cost of materials, and ad placement costs.

Sports Facility Rental (Give location and cost of facility.)

\$ \_\_\_\_\_ per sport facility \_\_\_\_\_ per hour/day (circle)

\_\_\_\_\_ Total number of fields **X** \_\_\_\_\_ total days or hours

**X** \_\_\_\_\_ rate = \$ \_\_\_\_\_ **BUDGET TOTAL**

**OR**

Officials' salaries

\_\_\_\_\_ number of officials needed per game **X** \_\_\_\_\_ number of games

**X** \$ \_\_\_\_\_ rate per game

= \$ \_\_\_\_\_ **BUDGET TOTAL**

