



Alamance County

Tourism In Alamance Funding Application

Application Instructions:

Alamance County *Tourism in Alamance* Funding is for agencies to request financial assistance for programs or resources related to tourism and visitation to Alamance County. This funding is supported through occupancy tax dollars.

Please follow the instructions below for submitting an application:

1. Please include all required attachments.
2. Make sure the application is signed by all requested parties.
3. Please email the completed application, with the required attachments, to:

Anna Bowland, Budget Analyst
budget@alamancecountync.gov

Or mail to:

Alamance County
Attn: Anna Bowland
Budget Department
124 W. Elm Street
Graham, NC 27253

All sections of the application must be complete and all required attachments must be included to receive consideration.

Note: Failure to provide all requested information will automatically disqualify an agency for funding consideration. If an item requested does not apply to your agency, please indicate with an "NA" and explain why it is not applicable.

Applications are due by 5:00 pm Friday, March 14, 2025.

If you have any questions regarding the application process or about any of the information requested, please contact:

Anna Bowland
budget@alamancecountync.gov
336-790-0276



Alamance County

Tourism In Alamance Funding Application

ORGANIZATION NAME: _____

ADDRESS: _____

PHONE: _____

EXECUTIVE DIRECTOR: _____

EMAIL: _____

CONTACT PERSON FOR GRANT: _____

EMAIL: _____

COUNTY FUNDING RECEIVED FOR FY 2024-25 _____

COUNTY FUNDING REQUESTED FOR FY 2025-26 _____

Please attach the following with your application.

If an item is not applicable to your organization, please indicate "NA" and explain why it is not applicable.

☐

Audited Financial Statement for 2024, Including Management Letter

☐

Board-approved budget for the current fiscal year (2024-2025)

☐

Proposed project or activity budget
(disclose how the funds requested will be specifically used for FY 2025-2026)

If a Not-For-Profit Agency, please provide these additional items:

☐

Copy of 501(c)3 Letter of Tax Exemption - Required

☐

Copy of Form 990. Federal Tax return for 2024 - Required

☐

Copies of Articles of Incorporation and Bylaws (if applicable) - Required if New Applicant or Updated

☐

Roster of Board Members, with terms specified - Required if New Applicant or Updated

Failure to disclose all requested information will automatically disqualify an agency from funding consideration.



Alamance County

Tourism In Alamance Funding Application

AGENCY INFORMATION

PLEASE PROVIDE YOUR AGENCY'S PURPOSE/MISSION STATEMENT

PLEASE LIST THE TYPES OF SERVICES/PROGRAMS YOUR AGENCY PROVIDES

WHO IS YOUR AGENCY'S TARGET POPULATION?

FUNDING PURPOSE

**Examples of eligible tourism-related funding include ongoing efforts and projects to acquire, maintain, and operate civic centers, arts centers, museums, recreational facilities, and for visitor-related programs and activities including (but not limited to), museum and art exhibits, cultural programs, events, and festivals.*

PROVIDE A BRIEF NARRATIVE DESCRIPTION OF THE ANTICIPATED USES OF COUNTY FUNDS AND THE REASON NEEDED.

EXPLAIN HOW WILL THE FUNDS BE USED TO FURTHER THE GOAL OF FOSTERING TOURISM AND VISITATION TO ALAMANCE COUNTY?



Alamance County

Tourism In Alamance Funding Application

IF YOUR AGENCY IS VISITOR-DRIVEN, PLEASE FILL OUT THE FOLLOWING:

WHAT WAS THE VISITOR ATTENDANCE AT YOUR FACILITY IN 2024?

WHAT METHODS DID YOU USE TO COLLECT THESE ATTENDANCE NUMBERS? PROVIDE SUPPORTING DOCUMENTATION TO VERIFY ATTENDANCE ESTIMATES.

WHAT HOURS ARE YOU OPEN TO THE PUBLIC?

WHAT SPECIAL EVENTS ARE YOU OPEN TO THE PUBLIC OUTSIDE OF NORMAL BUSINESS HOURS?

IS THERE ANY OTHER INFORMATION RELEVANT TO HOW YOUR ORGANIZATION PROMOTES VISITATION TO ALAMANCE COUNTY?



Alamance County ***Tourism In Alamance Funding Application***

PERFORMANCE OUTCOMES

To assess the effectiveness of your program outcomes, please provide a summary of target goals and actual results of the County funded program for FY 2024-25 (if applicable):

Goals	Outcomes	Actual	Target

AGENCY AGREEMENT

_____ (agency name) agrees to the following guidelines:

- That all audited financial statements are open to the public upon reasonable notice.
- That the agency will obtain bids for capital outlay items funded with County dollars, and be able to provide adequate written documentation of such upon reasonable request.
- That the agency will abide by all Federal, State, and local laws and ordinances.
- That the agency will use County funds only for the purpose for which the funds were appropriated.
- That the agency will repay any funds that are in violation of the stated purpose for receiving the appropriation.

 Authorized Agency
 Official

 Date

 Chair to the Board

 Date