

**REQUEST FOR PROJECT FUNDS**

**CARRBORO TOURISM DEVELOPMENT AUTHORITY**

*[ADDRESS / CONTACT INFO]*

**Due at least two months prior to event and at least 7 days prior to next regularly scheduled CTDA meeting.**

**Representative of the Organization seeking funding must attend this CTDA meeting.**

**CTDA reserves the right to give less than what is requested. Amount given will depend upon the scope of the Organization’s Project. CTDA will NOT fund the general overhead expenses of Organization or staff salaries of Organization.**

The Carrboro Tourism Development Authority allots funds for the purpose of PROMOTING TOURISM IN THE TOWN OF CARRBORO.

Conditions of all funds allotments include:

- The approval and availability of funds (funds are dispersed on a rolling basis).
- Applicant utilizes Town of Carrboro logo on all print media.
- Applicant does not discriminate against any individual on the basis of race, color, religion, sex, gender, national origin, disability, sexual orientation or gender expression/identity in any of event related activities or operations whether financed in whole or in part by funds received from the Carrboro Tourism Authority.
- No funds will be dispersed until Applicant enters into a written agreement with the CTDA.

Name of Organization:
Type of Organization:
Address:
Contact person:
Phone:
E-mail:
Website:
Project Title:
Project Date(s):
Total Budget of the Project:
CTDA Funding Request:
If Project is an Event, Give the Event Location:

## Information About The Project

Please describe your project and include the following paragraph headings:

- The Project (event, purchase, etc.) – What are you proposing to do? If the Project is an event, is it new or recurring? If recurring, how long has Organization been doing Project?
- About Your Organization: Who in your Organization is responsible for the Project? How many paid staff / volunteers do you have working on the Project?
- Marketing – how will you market the project (pls. be **specific**)?
- Tourism Enhancement – how does the project enhance tourism in the Town of Carrboro?
- Measurements – what tools will you use to measure the effectiveness / success of the project?
- Improvements – if you have done it before, what are you going to do to make it better?
- Use of CDTA Funds – what **specific** use will you put to the funds you are requesting from the CDTA?

