

2024 Tournament Builder Program

Application Guidelines and Funding Restrictions

Who May Apply: Any non-profit organization seeking to organize a tournament that will build awareness of the Findlay area, show a growth pattern that benefits the community, and will bring overnight stays to Hancock County.

Priority Areas: Preference will be given to tournaments that will be bringing teams to Hancock County from outside the region. Applicant Tournaments must show a track record of overnight stays and guarantee overnights in the applicant year.

Timeliness: In order to be considered for funding, applicants must complete and submit the Tournament Builder Program Application and any supporting materials to the Hancock County Convention & Visitors Bureau prior to the stated deadline. Incomplete or late applications will not be considered.

CVB Logo: The current Hancock County Convention & Visitors Bureau logo and/or website must clearly be presented in all marketing materials, press releases, and presentations. Failure to acknowledge the CVB and/or failure to use correct CVB logo in event promotions will disqualify the organization from receiving reimbursement funds. Failure to comply could also limit the organization's ability to apply for future funding from the CVB. **Correct Visit Findlay logos can be downloaded at [VisitFindlay.com/VisitFindlayLogo](https://www.visitfindlay.com/VisitFindlayLogo)** or requested by emailing info@visitfindlay.com.

Documentation and payment: A Reimbursement Request form is available at [VisitFindlay.com](https://www.VisitFindlay.com). Please fill out this form with information about your event's outcome and success within 60 days post-event. Reimbursements will be accepted earlier and extensions in certain circumstances may be requested. Proof of payment, paid invoices, copies of checks and original artwork or photographs of VisitFindlay logo in advertising materials must accompany the Reimbursement Request form in order to receive reimbursement. Final payment will be issued once this document is received and processed. Failure to complete the reimbursement request by the deadline will disqualify the organization from receiving reimbursement funds and require the organization to return the initial award disbursement.

Event Cancellation, Inclement Weather, etc.: Should the event be rendered not feasible or impossible to execute, then the applicant must return all funding received within 30 days from the planned event date. Should inclement weather or other force majeure cause an unexpected event cancellation, the applicant may retain funding only for applicable expenses incurred by submitting a written report explaining the details of the cancellation and an accounting of funds received, which must then be reviewed and approved by the CVB.

Use and In-Kind Funding Restrictions: Funds granted through the Tournament Builder Program must be used for the sustainability of an event or program. Funding may not be used for administrative fees or salaries, registration refunds, tournament director fees or other salaries, entertainment, alcohol, alcohol or event permits, food/catering costs, raffle items, merchandise to sell, prize money, insurance, or overnight accommodations. Expenses for awards and trophies are limited to a \$250 match. The amount of CVB funds requested may be up to 50% of the total event budget to a maximum of \$5,000. Matching funds may be comprised of up to 50% in-kind donations (at least half of the matching funds must be cash).

Combination, Future Funding: Up to \$3,500 of CVB Co-Op Advertising funds are also available to Tournament Builder Program recipients, but cannot be used as matching funds for Tournament Builder funds. Organizations are not limited to a single grant application, but individual applications are required for each tournament. Please fill out one complete application per each applicable tournament. A Co Op Addendum is available by emailing info@visitfindlay.com.

Special Circumstances: In the event the application has special requests outside of the realm of Tournament Builder Program guidelines, including the need to receive 100% of grant funds before the conclusion of the event instead of the standard 50%, the CVB Grant Committee will review and present a recommendation to the CVB Advisory Board for approval. Applicants will be notified if special procedures are needed.

The Hancock County Convention & Visitors Bureau Advisory Board and Staff have the right to refuse any or all applications, if they are deemed outside the boundaries of the mission of the Convention & Visitors Bureau.

All decisions are final

Disbursement of funds is dependent on the receipts collected from the bed tax from year to year

Signature:

Title:

Date

An electronic signature above signifies that this document is complete, and all information within is accurate.

Return Completed Application to:

Hancock County Convention & Visitors Bureau, Attn: Tournament Builder Program
MAIL: 123 East Main Cross, Findlay, Ohio 45840, **FAX:** 419.422.9508 or **EMAIL:** info@visitfindlay.com.

Note: Completed application must be submitted within 90 days of the start of competition

A complete application consists of: Completed original application form, completed Event Budget, and supporting documents or other pertinent information for consideration, if applicable.

Questions? Contact the CVB at 419.422.3315, or email info@VisitFindlay.com.