

Memo to: Grant Applicant
From: Starke County Visitors Association
RE: 2008-2009 Grant Application

We are very pleased for your interest in this first time grant funding opportunity from the Starke County Visitors Association. The deadline for the grant application will be at **Noon, December 19, 2008**. Your application may be mailed or hand delivered to the:

Starke County Tourism Office
400 N. Heaton Street
Knox, IN 46534

This office is located in the old Train Depot, North on Highway 35 and is usually open daily, but **please call in advance** to verify that someone will be in the office to receive your applications. **Phone # is: (574) 772-0896**

Here are a few requirements for you to follow:

1. Submit **five (5) copies** of your grant proposal. **No exceptions to this!!!**
2. Submit requests for no more than **\$500.00**
3. If your organization does have a board or governing body, attach a list of those names and designate the officers and which office they hold.
4. Attach a current financial statement which includes the current cash balance, income, and expenditures.
5. Only not for profit entities will be considered. If you are a 501(c)(3), you may attach these documents.
6. Complete all sections. Be brief and to the point.
7. Write your request with the purpose of attracting travelers to Starke County which will, in turn, enhance and promote the Tourism Industry and all those it serves.
8. You will receive notification if your application has been selected for full or partial funding by January 16, 2009.