



VisitHATTIESBURG TOURISM GRANT PROGRAM FISCAL YEAR 2021

Project Name: _____

Organization: _____

Qualifying Expenses

TGP funds may be used for a variety of expenses, including traditional and digital advertising, brochures and signage, event or exhibit production costs, and marketing and promotional activities. Funding should be spent as indicated on your application, and receipts must be provided as documentation in your Final Report.

Disallowable expenses include facility utilities, general operating expenses, administrative expenses (including salaries, travel, meal and lodging), loan payments, personal benefits, cash awards or expenses not directly related to the approved project, and any illegal activities.

Eligibility Requirements

Applicants should fulfill the following requirements:

- The project for which grant funds are requested must be primarily located within Hattiesburg (includes Forrest and Lamar Counties).
- Projects should promote Hattiesburg as a destination by highlighting local lodging, dining, shopping and attractions.
- The proposed project must comply with all applicable laws, permits, licenses and regulations.
- Each project must maintain financial records to document the use of TGP funds. These records should be filed and made available for inspection by VisitHATTIESBURG for a period of not less than three (3) years.
- All projects must comply with local, statewide, and national Covid-19 and safety guidelines.
- If funding is granted, the current VisitHATTIESBURG logo must be included on all collateral, advertisement, digital media, and signage in relation to the funded project. In addition, a hyperlinked VisitHATTIESBURG logo must be placed on the project website upon grant selection and must remain for a period of no less than 12 consecutive months.
- In cases where sponsorship packages are available, a sponsorship equivalent to the dollar amount of TGP funds awarded should be provided to VisitHATTIESBURG. Please submit that packet with this form.

- Grant fund recipients are responsible for paying any applicable taxes.

Reporting

A final report and supporting documentation is due within 30 days of a project's completion and no later than September 30, 2021. Failure to submit the final report will result in a complete loss of funding for a project, which must be refunded to VisitHattiesburg immediately.

Stipulations

- Failure to use funds as specified in an application will result a full refund of TGP funds distributed.
- Failure to submit a final report and other required documentation may result in penalties including but not limited to a full refund of TGP funds distributed.
- TGP funds cannot be transferred from one project to another or to another organization other than that listed on the application.
- Applicants not in compliance with reporting deadlines and procedures will be disqualified from receiving any future TGP funding.
- If a project changes during developmental stages, the applicant should submit a written request to VisitHATTIESBURG, which may choose to accept or decline the changes. If changes are declined, no further TGP funds will be awarded and any distributed funds must be refunded immediately. If changes are approved, an addendum to the original agreement will be provided by VisitHATTIESBURG and the project may move forward with pledged funding.
- Selected projects must be completed within the Fiscal Year in which the grant is awarded. If a project is delayed for any reason, the grantee must inform VisitHATTIESBURG in writing, requesting an extension. VisitHATTIESBURG reserves the right to reject a request for extension which may result in penalties including but not limited to a full refund of TGP funds distributed.

For questions related to VisitHATTIESBURG's Tourism Grant Program, please contact Kristen Brock at kbrock@visithburg.org or 601-296-7475.

This form and any accompanying materials for TGP must be returned via email or mail upon receipt, no later than March 31, 2021. Forms not received by the deadline forfeit any TGP 2021 funding.

I certify that the organization named above accepts the terms outlined for the Tourism Grant Program:

Signed

Title

Date