

Grant Application for Funding for 2025 Projects

Clark County Convention Facilities Authority

General Information		
Requested Amount:		
Legal Name of Not-for-Profit Entity:		
Specific Use for Grant:		
Mailing Address:		
City:	State:	Zip:
Physical Location (if different than mailing address):		
Contact:	Phone:	
E-mail address (mandatory):		

Note: Incomplete applications will not be considered for funding.

CFA Grants will support increased tourism and overnight stays
Your Relationship to Tourism
Estimate room nights used by guests of your venue within the last 12 months?
Projected room nights to be used by guests of your venue within the next 12 months?
What will your organization do to increase overnight stays?
Who Are your Tourism Partners?

Please attach testimonials from endorsed hotel/motel properties, outline their support of your current room usage. Please attach letters of support from tourism partners.

Who Are Your Community Partners?
List them and attach letters of support.
Please supply a credit rating overview from your bank
List any outstanding Loans:

One copy of the completed and signed application and all supporting documentation must be submitted to the Clark County Convention Facility Authority, 20 South Limestone Street – Suite 100, Springfield, Ohio 45502

Grant Information

What is your total projected income for 2025?

What are the sources that make up the total?	
Venue Rental	\$
Other Fees	\$
Private Investment	\$
Grants	\$
State Funds	\$
Federal Funds	\$
Private Fundraising	\$
Other	\$
Comments:	

Is your organization currently applying for loans, Grants, other funding sources?

Which are participating in collaborative efforts pending approval?

No

Yes – Please list sources and amounts

Promotion and Marketing

Name of Marketing Manager:

Phone Number:

e-mail:

What specific uses are currently Marketed? (example: meetings/events/weddings/tours)

Are expanded uses being considered that tie directly to tourism and overnight stays?

Attachment a copy of your current marketing plan

Items to attach to this application.

A letter of request on organization's letterhead, with a resolution from your organization's board, certified by the President and Secretary. This letter should include an explanation of why this funding is needed in addition to current venue income.

Relationship to tourism: Please include a detailed description of how your venue's programming is related to the development of Clark County as a tourism destination.

Financials:

- Last 2 years actual budget and projected budget for 2025
- Copy of IRS determination letters of non-profit status
- Last three audits or reviewed statements
- Copies of last 2 years 990's

Organization Information:

- Current marketing plan
- Last two annual reports
- Organizational Chart showing paid and unpaid employees
- List of current and previous investors
- Organization Mission Statement

Signature of Applicant:
Organization:
Date:

Mail to: Chad Yancey
Clark County Convention Facilities Authority
20 S. Limestone Street Suite 100
Springfield, Ohio 45502

Questions? cyancey@greaterspringfield.com

Application for 2025 Funding
Clark County Convention Facilities Authority
20 South Limestone Street – Suite 100
Springfield, Ohio 45502
937-325-7621

Program Overview:

The Clark County Convention Facilities Authority exists to stimulate and assist Clark County venues in the enhancement, promotion and marketing of Clark County as a destination. The objective of the CFA is to assist hospitality venues. The program is structured to offer funding assistance to venues that, based on their own merit, an eventually grow and succeed without financial assistance from the program.

Mission:

The Clark County Convention Facilities Authority provides funding assistance to public and/or private not-for-profit organizations that require assistance to pay for existing facilities, new construction, expansion, repair and enhancement of a facility that directly targets growing the tourism economy in Clark County through overnight stays.

Funding:

Funding for the CFA is authorized under the Ohio Revised Code section 351.01. Funding decisions are made solely on venues which meet the criteria of the legislation and applicant ability and intent to attract visitors to generate hotel/motel room nights from outside the county.

The Clark County Convention Facilities Authority is subject to Ohio's Sunshine Laws

Program Guidelines

1. Venues seeking assistance must fit the criteria and intent of the legislation: Meeting, event and sporting facilities.
2. Venues must clearly show the intent to enhance the development of travel and tourism through programming which attracts overnight guests.

3. The primary function of venues must be designed to enhance and develop Clark County, Ohio's image as a leisure travel/sports/meeting and cultural destination. In making decisions on applications the CFA Board will consider such factors as the type and scope of the agency/organization applying, the effect and impact of the venue and its programming, the time span during which the funding will be needed, the amount of funding requests, the project ability and intent to attract overnight visitors to Clark County, Ohio on a continuing basis and after the funding timeframe is completed.
4. The venue must develop programming and marketing which is designed to stimulate economic activity for the venue and for the extended community.
5. The Board of the CFA shall make final funding decisions and shall have sole authority in granting and disbursing funds. In person interviews with the CFA Board is a requirement of this the application process.
6. Projects not performed within the scope of an accepted application and guidelines of the program will be denied and receipt of funds rescinded.
7. No recipient who has failed to complete any funding contract satisfactorily will be eligible for subsequent assistance grants from CFA.
8. Periodic accountability forms must be completed by the grant recipient and reviewed by the CFA Board. Failure to meet the terms of funding requirements can result in the suspension or termination of funding.
9. Disbursement of funds will follow accepted accounting practices.
10. The Board of the CFA reserves the right to inspect at any time the grant recipient's records to ensure compliance with the program guidelines and accuracy of financial reporting
11. The CFA Board may choose to award multiple year funding grants.

Notes:

1. **If your organization has completed this grant package in the past, you will not be required to complete it again. Please complete the "GRANT UPDATE" form in this package.**
2. **Successful grants will be scheduled for payment beginning in January 2025.**