



2020 MEETINGS/EVENTS FUND GRANT GUIDELINES AND APPLICATION

PURPOSE OF FUNDS

The purpose of the Explore Gwinnett MEETINGS GRANT is to provide funding to assist in drawing groups to choose Gwinnett County as a location for events, including but not limited to conventions, meetings, and tournaments.

USE OF FUNDS

Grants may be requested by hotels, meeting/attraction facility managers and event planners. To avoid confusion, the grant process should be discussed, submitted and finalized between the requesting party and Explore Gwinnett staff.

CRITERIA

Funds will be awarded for use in booking a specific convention, event and/or tournament.

Primary consideration is given to:

- Number of hotel room nights generated by planner, attendees and vendors

Additional consideration * is given to:

- Attendance
- Percentage of attendees from outside of Gwinnett County
- Utilization of local attractions and facilities
- Use of local suppliers/service providers
- Time of year
- Creation of revenue/economic impact for dining, retail and shopping

APPLICATION PROCESS

APPLICATION: Each applicant must include the signed guideline form, completed application, counter-signed between the facility/planner and any other requested information.

ELIGIBLE AMOUNTS: There is a range of grant amounts available, based on total hotel room nights. Please note: Various factors will impact if grant award is at the higher end of the range, including: hotel room nights, ancillary spending, opportunity of repeat booking and economic impact. Not all grant applications will receive the full amount.

DEADLINE: Applications are to be submitted at least two weeks prior to Explore Gwinnett’s monthly board meeting, which is held on the 4th Wednesday in January, March, May, August, October and November. Applications need to be submitted at least 30 days prior to your event in order to be accepted. Grant applications will NOT be considered post-event.

REPORTING/ACCOUNTING AND PAYMENT PROCEDURES

REPORTING/ACCOUNTING: Up to 50% of the grant will be paid prior to the event, with the inclusion of a counter-signed agreement. The final 50% of the grant will be paid post-grant, following receipt of official hotel room night pick-up report. If hotel room nights do not meet the original grant criteria (i.e. a larger % of projected room nights do not materialize), grant reimbursement may be adjusted downward, and applicant may not receive the full amount.

PAYMENT: Payment will be made directly to the organization, facility or vendor. Payment is not made to individuals associated with the planning organization. Final payment will be made after the completion of the event and all requested receipts/reports are received by Explore Gwinnett.

REVIEW PROCESS

Grants are discretionary, based upon available funds, other anticipated use, and appropriateness and anticipated effectiveness of the accepted event.

Applicant Signature _____ Date: _____

FOR CVB OFFICE USE ONLY:	Previous Grants: Yes_____ No_____
Date Meetings Grant Submitted: _____	Previous Grant Dates: _____
Did the Applicant Submit:	Did the Applicant Meet All Requirements: _____
<input type="checkbox"/> Completed Application	Date Reviewed/Decision by CVB Board of Directors: _____
<input type="checkbox"/> Event Description	Date Invoices/Receipts Submitted for Grant Award: _____
<input type="checkbox"/> Budget Worksheet	Date Meetings Fund Grant Check Issued to Applicant: _____
<input type="checkbox"/> Proposal Summary by Event Organizer	

2020 MEETINGS/EVENTS FUND GRANT APPLICATION

The Explore Gwinnett (Gwinnett Convention and Visitors Bureau's) Meetings Grant Program is a program designed to generate overnight hotel stays, thus generating visitor spending and economic impact. The fund has a fixed amount available per year for grants, with a \$5,000 maximum grant.

Program Contact: Lisa Anders, Executive Director, 770.814.6044 or lisa@exploregwinnett.org

PURPOSE OF THE GRANT PROGRAM:

- To assist event/meeting planners OR local facilities as they bid for regional meetings, events and tournaments generating hotel overnight stays and creating a significant economic impact for Gwinnett County. Meetings can represent a wide variety of markets, from conventions, meetings, faith-based conferences and tradeshows.
- To be used judiciously to assist in helping hoteliers "bring the meeting home."
- To bring in new meetings/events into Gwinnett but NOT to fund in-state events that are already existing and are recurring events on an annual basis.
- Priority is given to expanding existing events to create additional room nights and economic impact and to first-time Gwinnett events (with established history).

GRANT PROGRAM USES: (Check all that apply)

- Facility Rental Transportation Other (specify) _____
 Parking Fees Audio-Visual _____

The grant fund mission is to offset costs that would potentially create obstacle to winning the event bid, or the ability to bring the event to Gwinnett. Explore Gwinnett reserves the right to determine the eligibility of the expense.

Grant funds may NOT be used for:

- Alcohol
- Guest Rooms
- Food and Beverage Costs
- Out-of-County Expenditures
- Meeting Planner Fees
- Attrition Fees

APPLICATION

All applications must include the signed guidelines form. Applications should be submitted to Explore Gwinnett Executive Director, Lisa Anders, and must be completely filled out in order to be considered.

APPROVAL OF GRANT

For approved grants, a countersigned contract with detailed room block agreement must be provided. If the meeting/convention/event fails to materialize, a full reimbursement of ANY paid-out funds must be made within 30 days of officially cancelling the event.

EVENT FINAL REPORT

The Meetings Mean Business grant evaluation must be submitted within 30 days after the meeting/event/convention has concluded. The final 50% will be issued at this time.

If the room pick-up is not comparable with the amount claimed on the initial application, Explore Gwinnett reserves the right to amend the grant funding to adjust for decreased room nights.

The following should be included in the evaluation:

- Documented Hotel Room Nights (full grant amount may be adjusted if room night block is lower than anticipated). Screenshot from hotel required (see right for example).
- Analysis of event's success, changes for return and revenue impact

AVAILABLE FUNDING

The maximum amount of a grant is \$5,000, and while many factors can play into grant decision, the overriding factor is documented generation of hotel room night stays, total event/food and beverage revenues and opportunity for future or expanded events. Total room nights play the determining factor in the level of grant funding.

650 room nights or more	\$4,500 to \$5,000*
500-649 room nights	\$4,000-\$4,500
350-499 room nights	\$3,000-\$4,000
150-349 room nights	\$1,500-\$3,000
125-150 room nights	\$1,000-\$1,500

*Restricted to events utilizing multiple hotels.

The screenshot shows a software interface for managing a business block. Key elements include:

- Block Information:** Name, Start Date, End Date, Status (PRO), Market, Source, Owner.
- Room Block Details:** Res. Type (GNON), Rate Code, Packages, Cutoff Date, Follow up Date, Decision Date.
- Revenue Summary:**

Rooms Revenue (in USD)			
Calc.	Blocked	Picked-Up	Available
Room Nights		0	0
Net Revenue	0.00	0.00	
Net Rate	0.00	0.00	
- Navigation:** Buttons for Resv., Grid, Events, Options, OK, Save, Close.

MEETINGS MEAN BUSINESS GRANT APPLICATION

APPLICANT INFORMATION

Organization Name: _____

Name/Title of Person Filling Out Application: _____

E-Mail: _____ Phone: _____

Address: _____ City/Zip: _____

FEIN Number or Non-Profit Organization Status: _____

Amount of Grant Funding Requested: _____

EVENT INFORMATION

Event Title: _____ Event Date: _____

Organization Hosting/Putting on Event: _____

Website: _____

Have you ever received grant funding from Explore Gwinnett (Gwinnett Convention and Visitors Bureau) for any event previously, and if so, how much? _____

Brief Description of Convention/Event/Meeting: _____

Location: _____ Event Venue: _____

Has the Facility Been Secured? (If so, please attach contract) _____

Facility Contact: _____

MEETING/EVENT/CONVENTION HISTORY (MANDATORY)

Previous Location/Date(s): _____

Previous Venue: _____

Attendance: _____ Total Room Nights: _____ Peak Night: _____

Previous Location/Date(s): _____

Previous Venue: _____

Attendance: _____ Total Room Nights: _____ Peak Night: _____

ADDITIONAL INFORMATION

What work will need to be done to secure this meeting/convention/event?

Does event have off-site events, functions or activities planned (in and/or outside of hotel or convention center)? Please provide details. _____

Does this meeting/event/convention have public relations benefits to the local community?

VISITOR SPENDING/PARTICIPATION PROJECTIONS

Total Expected Participants (Attendees, Staff, and/or Vendors) _____

Out-of-State _____ Georgia _____

Number of Hotel Rooms _____ X Average Number of Nights _____ x Average Room Rate = \$ _____

Additional Visitor Spending Expenditures (if available): _____

ATTACHMENTS

Please include event budget (including facility rental), an event marketing plan or any other appropriate event information.