

**Grand County Colorado Tourism Board  
Marketing & Special Event Funding Policy  
Grant Submittal Check Sheet**

Dear Prospective Grantee:

Please review the following check sheet items prior to submitting your organization's grant request.

- Our organization is a registered non-profit.
- Grant request is for funding *marketing and advertising*.
- Grant request submitted two weeks prior to GCCTB quarterly grant review meeting (January, April, July, October). *Contact GCCTB administrative office for exact date, if necessary.*
- Appropriate request form submitted i.e., Marketing Request, Special Event Request.
- If Special Event request, 50% match accounted for.
- Event/marketing encourages overnight stays in the county by out-of-county visitors.
- Encourages tourism in the off-season.
- Is in keeping with the image of the county created by the overall marketing efforts of the GCCTB.
- All insurance requirements have been (or can be) met.