

2020 Application for Matching Funds Grant to Print Tourist Destination Rack Cards or Brochures

To apply, submit a final copy of the product to be printed (with the acknowledgment as stated on the reverse,) a copy of the quote or proposal for the printing cost, and a completed W-9 and this form. **Each tourist destination may receive only one grant through this program per cycle.**

Name of Tourist Destination: _____

Name of Contact: _____

Mailing Address: _____

Phone: _____ E-Mail Address: _____

Are you a member of the Oil Region Alliance? ___Yes ___No If not, join the Alliance today. Request a Membership Packet at ealtomare@oilregion.org. **This grant is available to Oil Region Alliance members only.**

What is the amount of your request? \$ _____ **Grants are available for half the cost of printing up to \$500.**

Grants may be used to print rack cards or brochures that will promote your tourist destination. Successful applicants must match the amount received by paying an equal amount. If the cost of your job is more than \$1,000, you can still apply for a grant of \$500.

Will this project be sponsored by any other entities? ___No ___ Yes, by _____

What marketing materials do you propose to have printed? _____

What quantity do you intend to have printed? _____

How will you distribute the materials once they are printed? _____

Signature: _____ Date: _____

Print Name: _____ Position: _____

Deadline to apply is Friday, March 13, 2020.

Submit this application, final copy of rack card or brochure to be printed, quote for cost of printing and W-9 to:

Emily Altomare, Communications & Tourism Manager - Oil Region Alliance of Business, Industry & Tourism
217 Elm Street, Oil City, PA 16301
ealtomare@oilregion.org

Applicants will be notified by Friday, March 20, 2020.

Rules for 2020 Mini-Grants to Print Tourism Publications

To apply for a grant, submit a final copy of the product to be printed (with the acknowledgment shown below,) a copy of the quote or proposal for the printing cost, and a completed W-9 and application. **Each tourist destination may receive only one grant through this program per cycle.**

- Printed product must include “Funding for this project was provided in part by” followed by the current logo (provided upon request) and “217 Elm St., Oil City, PA 16301, 814.677.3152, OilRegion.org” such as:



- The Oil Region Alliance must review and approve all materials before they are printed and reserves the right to not fund the grant if the final product does not adhere to the guidelines listed here.
- Printing should be completed and stock should be delivered to the ORA office (217 Elm St., Oil City) by **Friday, May 1, 2020.**
- Rack cards should be printed on cardstock and brochures should be printed on cover stock or heavier paper.
- Suggested amounts for delivery at the ORA for local distribution: 1,000 to 2,000 copies.
- All brochures/rack cards should be shrink-wrapped or rubber-banded together in groups of 25 or 50, depending on thickness.
- Boxes of product delivered to ORA should weigh no more than 35 pounds each.
- The ORA recommends materials not be dated so they can have as long a shelf life as possible.

Deadline to apply is Friday, March 13, 2020.

Submit this application, final copy of rack card or brochure to be printed, quote for cost of printing and W-9 to:

Emily Altomare, Communications & Tourism Manager - Oil Region Alliance of Business, Industry & Tourism
217 Elm Street, Oil City, PA 16301
ealtomare@oilregion.org

Applicants will be notified by Friday, March 20, 2020.