

TRI-COUNTY LODGING ASSOCIATION
Special Event/Festival Funding Request
FUNDING REQUEST CHECKLIST

Thank you for your interest in submitting a funding request. Attached you will find a Funding Request Form that must be fully completed in order for your request to be considered. We have provided on this page a checklist for you to utilize when preparing your request. If the request is not completed fully with all required documentation, the request will not be considered for funding.

Should you have any questions or need assistance, please contact our offices:

Tri-County Lodging Association
P.O. Box 1299/5815 Osage Beach Parkway
Osage Beach, Missouri 65065
(573) 348-0111

NAME OF EVENT OR FESTIVAL: _____

- Completed Funding Request Form (attached)
- Detailed Budget for the Event (Income & Expenses)
- Funding Request Form & Supporting Documentation must be submitted to the TCLA Offices by the 15th of the month in order to be considered at the monthly TCLA Board of Directors meeting.
- For requests over \$2,000.00, it is recommended a representative from the event be available at the monthly TCLA Board of Directors meeting to provide information and/or answer questions.
- If approved, 50% of the funds requested will be provided PRIOR to the event. The remaining funds will be released after the event upon completion of a Post-Event Summary (Form will be provided)
- If approved, an invoice must be submitted to the TCLA offices from the event indicating whom the check is to be made payable and where to mail when completed.