



**LAKE AREA BUSINESS DISTRICTS OF CAMDEN, MILLER AND MORGAN COUNTY  
Event Funding Request Checklist**

Thank you for your interest in submitting a funding request. Below 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.

NAME OF EVENT : \_\_\_\_\_ Date of Form Submission: \_\_\_\_\_

\_\_\_\_ Completed Funding Request Form

\_\_\_\_ Detailed Budget for the Event (Income & Expenses)-Must Be Provided

\_\_\_\_ Funding Request Form & Supporting Documentation must be submitted to the Business District of Camden County, the Business District of Miller County, and the Business District of Morgan County by the 5<sup>th</sup> of the month and at least ninety (90) days prior to your event in order to be considered at the monthly Business Districts Advisory Board meetings. For requests \$2,000.00 and above, it is required a representative from the event be available at the monthly Business District Board Meetings and/or the TCLA Board of Directors meeting to provide information and/or answer questions.

If approved, you will be required to complete and submit a Post-Event Summary (a form will be provided) and provide receipts to show how the funds we utilized no later than sixty (60) days after the conclusion of your event to be eligible for future funding.

If approved, an invoice must be submitted to the Business District(s) that approved funding indicating whom the check is to be made payable and where to mail when completed.

If, for any reason, your event is cancelled after funds have been disbursed, said funds will be refunded the Lake Area Business District that provided the funding within thirty (30) days of the cancellation.

Should the Lake Area Business District of Camden, Miller or Morgan Advisory Board provide funding for this request, applicant entity agrees to provide a hard copy insurance binder, listing the Lake Area Business District Board who funded the event as an additional ensured entity/entity on the insurance policy for the event.

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

Lake of the Ozarks Area Business District of Camden County

[Camdencountybusinessdistrict@gmail.com](mailto:Camdencountybusinessdistrict@gmail.com)

Lake of the Ozarks Area Business District of Miller County

[millercountybusinessdistrict@gmail.com](mailto:millercountybusinessdistrict@gmail.com)

Lake of the Ozarks Area Business District of Morgan County

[morgancountybusinessdistrict@gmail.com](mailto:morgancountybusinessdistrict@gmail.com)

**LAKE AREA BUSINESS DISTRICTS OF CAMDEN, MILLER, AND MORGAN COUNTY**  
**Event Funding Request**

Thank you for considering the Lake of the Ozarks as a host site for your upcoming event! Please complete this form and send to the email addresses listed below. **YOU MUST INCLUDE A DETAILED BUDGET FOR THIS EVENT (INCLUDING ALL ANTICIPATED REVENUES AND EXPENSES) along with this completed form.**

Events Committee Mission Statement: **To assist special events and festivals that generate measurable overnight accommodation room nights, and to promote the Lake of the Ozarks, with the goal of the event financially sustaining itself at some point in the near future.**

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Brief Description of the Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person/Organization Completing Form: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Geographical Location: \_\_\_\_\_

Host Hotel(s) for Event: \_\_\_\_\_

Expected Number of Accommodation Facilities Utilized: (Please include Hotels, Motels, Resorts, Campgrounds, Homes and Condos) \_\_\_\_\_

Expected Total Number of Accommodation (Room) Nights Generated: \_\_\_\_\_

Previous Years Total Accommodation (Room) Nights Generated: \_\_\_\_\_

If this is a first-year event, please give past history from other locations of where overnight accommodation room nights were generated for this type of event.

Other Location(s): \_\_\_\_\_

Number of Room Nights Generated at Other Location(s): \_\_\_\_\_

Years Event has been in existence: \_\_\_\_\_

Is this an annual event? Yes No

Is this a "For Profit" Event?: Yes No

Expected Total Attendance: \_\_\_\_\_

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Expected attendance from within a 50-mile radius of event: \_\_\_\_\_

Expected attendance from farther than 50-mile radius of event: \_\_\_\_\_

Additional Funding Sources (amounts should be included in budget): \_\_\_\_\_

\_\_\_\_\_

**TOTAL FUNDS REQUESTED: \$** \_\_\_\_\_

Please Specify How the Requested Lake Area Business District funds will be used:

\_\_\_\_\_

\_\_\_\_\_

What percentage of your advertising budget will be spent on advertising/marketing this event within a 50-mile radius of the event? \_\_\_\_\_

What percentage of your advertising budget will be spent on advertising/marketing this event outside of a 50-mile radius? \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

**Please email the completed funding request form along with your budget to all three  
Business Districts listed below:**

Lake of the Ozarks Area Business District of Camden County  
[Camdencountybusinessdistrict@gmail.com](mailto:Camdencountybusinessdistrict@gmail.com)

Lake of the Ozarks Area Business District of Miller County  
[millercountybusinessdistrict@gmail.com](mailto:millercountybusinessdistrict@gmail.com)

Lake of the Ozarks Area Business District of Morgan County  
[morgancountybusinessdistrict@gmail.com](mailto:morgancountybusinessdistrict@gmail.com)

To allow for proper planning, funding request forms should be submitted for review at least ninety (90) days prior to needing the funding or prior to the date of the event. Please note that the Lake Area Business Districts fiscal budget runs from July 1<sup>st</sup> through June 30<sup>th</sup>.

Received By: \_\_\_\_\_

Date: \_\_\_\_\_