



# Town of Franklin

## Funds Request

Tourism Development Authority

P.O. Box 1479 • Franklin, North Carolina 28744 • (828) 524-2516

**Due two months prior to regularly scheduled meeting where the request will be considered.**

The Tourism Development Authority of the Town of Franklin allots funds for the purpose of **PROMOTING TRAVEL AND TOURISM IN THE TOWN OF FRANKLIN.**

Conditions of all funds allotments include:

- Subject to approval and availability of funds.
- Applicant recognizes the contribution made by the Tourism Development Authority of the Town of Franklin through the use of the TDA/Franklin logo in all print media.
- Applicant utilizes the TDA/Franklin logo or tagline on all print media.

**Only funding requests received two months prior to monthly TDA meetings will be considered.**

**For billboard requests, copy ready electronic proof must be submitted with request.**

Billboard (s) Request Yes/ No	Number of Billboards	Date of Event
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Name of Organization			
Street or PO Box		City, ST Zip	
Representative		Phone	
E-mail		Web Site	

Project Title		Project Date(s)	
Total Budgeted Cash Sources		TDA Request	

## **The Project**

Please describe your project and include the following paragraph headings:

- The event or purchase – what are you proposing to do?
- Marketing – how will you market the project (be specific)?
- Tourism Enhancement – how does the project enhance tourism in the Town of Franklin?
- Measurements – what tools will you use to measure the effectiveness / success of the project?
- Improvements – if you have done it before, what are you going to do to make it better?
- Net Cash Flow – how will you put to use any net cash flow generated by project?

## Project Budget

Insert or delete lines / columns in the table as needed and round to the nearest dollar.

	Current Year Budget	Prior Year Actual (if appropriate)
<b>Sources of Cash:</b>		
Your organization		
Town of Franklin TDA		
Sponsorships		
Booth fees		
Entry / other fees		
Sales		
Other - specify		
<b>Total Sources of Cash</b>		
<b>Uses of Cash:</b>		
Salaries, wages, taxes & benefits		
Contracted services		
Cost of merchandise sold		
Rental of facilities		
Rental of equipment		
Expendable supplies		
Printing		
Print media		
Radio media		
Other advertising – specify		
Other expenses - specify		
<b>Total Uses of Cash</b>		
<b>Net Cash Flow</b>		

I certify that any significant alterations in the project will be reported to this committee as soon as possible and that I will provide TDA with the required Project Report within thirty (30) days of the completion of the project.

Signature:

Title:

Date:

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