

**GUIDELINES FOR ROLLA'S  
TOURISM PARTNERSHIP GRANT (TPG) ALLOCATIONS**

1. The maximum funding level for any single application is \$3,000.
2. An organization may submit more than one event application. Each application will be evaluated independently, based on the TPG criteria.
3. All events must be held within ten (10) miles of the Rolla city limits.
4. Each application will be evaluated based on the TPG criteria.
5. All events must show (or have shown) potential to generate overnight hotel stays. Your application will be assessed by considering the following:
  - a) Event's ability to attract overnight visitors during previous years.
  - b) Event's ability to draw visitors from outside a 50 mile radius.
  - c) Ability of event to grow, with funding support, over two or more years.
  - d) Timing of event. More points will be given to those events which have the potential to generate overnight stays when history shows that occupancy in area hotels would be at 40% or less.
  - e) Food, beverage & retail expenditures by out of market visitors.
6. All events must be open to the general public. Event must not be exclusive in regard to attendance.
7. No event may have as its primary purpose the promotion of a specific candidate, political party or platform.
8. No event-related print, radio or television advertising may promote lodging facilities located outside the City of Rolla.
9. All event activities must comply with all ADA requirements.
10. Failure to submit your post-event summary within 90 days or submitting summaries with incomplete or missing information may affect funding of future applications. Include copies of invoices and checks for TPG related items ONLY in the final report. Please do not include invoices or copies of checks for items not funded by TPG.

**Post-Event Documentation & Reporting Procedures  
For Rolla's Tourism Partnership Grant (TPG) Expenditures**

1. All expenditures for items funded by TPG must be documented.
2. Documentation must include:
  - a) Copies of checks issued for payment of services or items
  - b) Copies of corresponding invoices
  - c) Copies of any required contracts
3. If approved TPG funds exceed the actual cost of the service or item, you must document the variance and return excess funds to the Chamber.
4. If approved TPG funds are less than the actual cost of the service or item purchased, the applicant is responsible for paying any amount exceeding the TPG allocation.
5. If, for any reason, you are unable to purchase an item or service as approved in your TPG contract, you must notify the Chamber of Commerce. You may complete a request to substitute another item or service for that which you were unable to purchase.
6. All financial documentation must be received by the Chamber of Commerce no later than 90 days following the last day of the funded event.
7. A summary of the event must be submitted with the financial documentation. In addition, the summary must include:
  - a) Estimated attendance. Describe method used to estimate attendance.
  - b) Summary of advertising placed to promote the event. Include all placed, trade and in-kind, examples of advertising.
  - c) General assessment of the event which addresses the event's success and any concerns or recommendations for changes.
  - d) Estimated # of motel rooms for event. Describe method used to estimate attendance.
8. If TPG funds are used for website development or enhancement, provide a detailed summary of what was done.
9. TPG funds may **ONLY** be used for items specifically approved in your TPG contract.

