

**Person County Tourism Development Authority Grant Application: Part A  
2021-2022**

Please include a cover letter explaining the program, event or tourism related project in your own words. The cover letter is your chance to share information you want us to know, not otherwise covered in the application.

The PCTDA Grant occurs annually, and includes but is not limited to, the support of marketing or promotion of events, development of tourism related programming, and development of other local projects that directly relate to the development or support of tourism in the Person County area.

Documents may be submitted digitally or by hard copy. If submitting by hard copy, we ask you submit seven total copies of grant application, to be distributed to the Board of Directors for review. If submitting digitally, please title all documents with your organization name followed by "PCTDA Grant Application 2021-2022"

Example: "Uptown Roxboro Group PCTDA Grant Application 2021-2022"

---

The information below is regarding the organization applying for this grant.

Is this a (Circle One) : Tourism Related Program / Event / Local Project

Name of Program/Project/Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

How long has the organization been in existence?: \_\_\_\_\_

Is the Organization a 501 C 3?: \_\_\_\_\_

If so, please list your number: \_\_\_\_\_

Has the Organization applied for grant funds from TDA previously?: \_\_\_\_\_

If yes, what years?: \_\_\_\_\_

---

The information below is in regards to the person responsible for filling out this form.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Street Address (if different from mailing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

---

Amount Requested: \_\_\_\_\_

If this grant request is for more than \$10,000, a copy of the most current 990 Tax Return should be submitted along with documents showing income and expenses for the current year. This grant request must be presented to the TDA Board of Directors in Person.

Organization's Fiscal Year Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

List other grants or funding requests for which you have applied for this particular project/program/event. Include the amount requested and the status of each request. (pending, approved, denied)

---

---

---

Attach the project/program/event's revenue sources, amounts. If preferred, attach in a separate document, and note "attached" below.

---

---

---

Please list expenses related to this project/program/event. If preferred, attach in a separate document, and note "attached" below.

---

---

---

Please briefly explain how your program, project, or event will support tourism, or contribute to the development of tourism in Person County.

---

---

---

Please briefly describe the objective (s) of your program, project or event.

---

---

---

In a few sentences, briefly describe the strategies you will use to accomplish the objective (s).

---

---

---

Describe the intended use of the TDA grant funds, if awarded.

---

---

---

---

**Please only fill out the below if applying for grant funds for an EVENT:**

Organization's Operating Budget for event : \_\_\_\_\_

Please explain how the organization will market, promote, brand the event outside a 60 mile radius.

---

---

---

Please explain how the organization will market promote and brand the event inside a 60 mile radius

---

---

---

If this is an event the organization has had before, how will this year's be different from where it started and where do you see it going in the future ?

---

---

---

If this is a specific event for people to attend, what is your projected attendance ?

---

How will you measure the attendance: \_\_\_\_\_

Percentage of overnight visitors estimated: \_\_\_\_\_

Has the organization worked with local hotel on blocks of rooms and if so, which hotels?

---

Has the organization worked with other forms of lodging (Local Campgrounds, RV Parks, Cabins, AirBnB or VRBO Rentals)? If possible, please specify forms of lodging used.

---



If this grant is for **acquisition of equipment, exhibit pieces or capital improvement**, how will it be used and what impact will it have on the development of tourism?

---

---

---

Please add any other remarks and or special requests you feel are significant to this grant application.

---

---

---



As the preparer of this grant, I hereby certify and acknowledge through my signature, that the information contained in this application is true and accurate to the best of my knowledge and that I have read the instructions and our organization is in compliance.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Please return completed forms to:

Person County Tourism Development Authority  
705 Durham Rd.  
Roxboro, NC 27573

For questions, please call or email:

Marley Spencer  
Executive Director

Email: [marley.spencer@itsbetterinperson.com](mailto:marley.spencer@itsbetterinperson.com)  
Phone: 336-583-6220

Person County Tourism Development Authority Grant Program 2021-2022

**Grant Completion Form Part B**

This form is required to be submitted within 30 days of the completion of use of grant funds.

Please name all additional documents digitally submitted with this application with your organization name followed by "PCTDA Grant Application 2021-2022"

Example: "Uptown Roxboro Group PCTDA Grant Application 2021-2022"

---

The information below is in regards to the person responsible for filling out this form.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Street Address (if different from mailing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

---

Project/Event/Program Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

---

Amount Awarded: \_\_\_\_\_ Total Amount Spent: \_\_\_\_\_

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

**If funds used for tourism related project or capital investment, please share final images with the submission of this form if able.**

Evaluation of Overall Project:

---



---



---



---

**Event Candidates Only:**

Total Attendance: \_\_\_\_\_ Estimated Overnight Visitors: \_\_\_\_\_

List Hotels/Cabins/Lodging Facilities Used:

---

Estimated # of Rooms: \_\_\_\_\_

How did you gather this information? \_\_\_\_\_

I hereby certify that the information contained in this form for the 2021-2022 PCTDA Grant is true and accurate to the best of my knowledge.

_____	_____	_____
Printed Name	Title	Date

_____	_____
Signature	Date

Please return completed forms to:

Person County Tourism Development Authority  
705 Durham Rd.  
Roxboro, NC 27573

For questions, please call or email:

Marley Spencer  
Executive Director

Email: marley.spencer@itsbetterinperson.com  
Phone: 336-583-6220

Person County Tourism Development Authority Grant Program 2021-2022  
**Grant Completion Form Part C: Financial Report**

Please name all additional documents digitally submitted with this application with your organization name followed by “PCTDA Grant Application 2021-2022”  
Example: “Uptown Roxboro Group PCTDA Grant Application 2021-2022”

---

The information below is in regards to the person responsible for filling out this form.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Street Address (if different from mailing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

---

Please briefly explain how the awarded grant money was used to support your program, project or event:

---

---

---

Please include an example of marketing materials used for this event with this form.

---

---

---

Do you plan to host this event or program next year?

---

---

---

**Please include a physical or digital copy of all paid receipts for purchases executed with grant funds. See above for instructions on titling documents if submitting digitally.**



If this is a reimbursement grant, a check for the approved amount will be mailed within 14 business days of the receipt of documentation by the PCTDA.

I hereby certify that the information contained in this Financial Report for the 2021-2022 PCTDA Grant is true and accurate to the best of my knowledge.

Printed Name	Title	Date

Signature	Date

Please return completed forms to:

Person County Tourism Development Authority  
705 Durham Rd.  
Roxboro, NC 27573

For questions, please call or email:

Marley Spencer  
Executive Director

Email: [marley.spencer@itsbetterinperson.com](mailto:marley.spencer@itsbetterinperson.com)  
Phone: 336-583-6220