



## Application Process

Complete the funding application and submit the original to the City of Bryant Advertising and Promotion Commission (the Commission). The application must be completed in full for consideration. If more space is needed, please attach additional pages or documents to the application. Any event advertisement material should also be included.

Each applicant must provide the following:

- A completed application page
- A proposed budget for the project
- Estimated expenses and anticipated revenue
- When applicable, the previous year’s revenue and expenses must be included

The four application deadlines are January 1<sup>st</sup>; April 1<sup>st</sup>; July 1<sup>st</sup> and October 1<sup>st</sup> for events being scheduled in the following quarter. Applications must be delivered in person or postmarked via mail no later than the referenced dates. All completed applications will be open for consideration by the Commission in the monthly meeting following the deadline, and thereafter as needed.

Application Deadline	For Events Scheduled No Earlier Than	Review by the Commission
January 1st	2 <sup>nd</sup> Quarter of the Current Year or thereafter	January Regular Meeting
April 1st	3 <sup>rd</sup> Quarter of the Current Year or thereafter	April Regular Meeting
July 1st	4 <sup>th</sup> Quarter of the Current Year or thereafter	July Regular Meeting
October 1st	1 <sup>st</sup> Quarter of the Following Year or thereafter	October Regular Meeting

The application must bear the signature of the meeting/event planner and another pertinent person involved with the project. All funding requests are subject to availability of funds.

### Additional requirements

- Funding requests must be submitted prior to the date of the invoices as well as the date of the event.
- All funds will be paid by the Commission and will not exceed the awarded amount
- Invoices are required for disbursement. If the invoices are more than the approved funding amount, only the awarded amount will be reimbursed. If the invoices are less than the approved funding amount, only the invoice amount will be dispersed.
- Submit any deviation from the funding request to the commission in writing for consideration and approval.
- Applicants cannot transfer funds from one specific funding request to that of another.
- Notify the Commission in writing as soon as possible if the applicant does not plan to use approved funds.
- Awarded funds shall be subject to return if the event is cancelled or if the Event-Final Report is not received by the Commission.