



This information to be completed by CAPC

Date Received: _____
Date Approved for Processing: _____
Date of Notification if Incomplete: _____
Date of Final Notification: _____

**EUREKA SPRINGS
CITY ADVERTISING & PROMOTION COMMISSION
FUNDING SUPPORT REQUEST APPLICATION FOR
PRIVATELY ATTENDED CONVENTIONS/MEETINGS
AND PUBLIC EVENTS**

All Fields Required. If field does not apply, enter NA.

Name of Organization: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
E-mail: _____ Work Phone: _____
Cell Phone: _____ Home Phone: _____
Alternate Contact Person: _____ E-mail: _____
Telephone Numbers for Alternate: _____
Is this a non-profit organization?: _____ Non-profit tax ID #: _____

GROUP HISTORY

Number of Years in Existence: _____
Number of total lodging place room nights anticipated: _____
Number of total attendees anticipated: _____
Number of total lodging place nights in the past two years: _____
Number of total attendees in each of the past two years: _____
Location of event in each of the past two years:

Goal(s)/History of Group:

FUNDING SUPPORT REQUEST

Name of Event: _____

Date Event Begins:_____ Last Day of Event: _____

Admission Charge: \$ _____

Amount of Funds Requested: \$ _____

Proposed Use of Funds: _____

Other information to support request: _____

Specific advertising budget file attached: _____
(Filename(s) of the document(s) you will submit.)

FINANCIAL INFORMATION

Projected event budget file attached: _____
(Filename(s) of the document(s) you will submit.)

Cost for Event Last Year: \$ _____

Profit for Event Last Year: \$ _____

How was the profit used?: _____

What is the total budget amount for this year's event?: \$ _____

How will the profit generated by this event be used this year?: _____

I hereby certify that the above statements are true under penalty of perjury.
Typing your name in the signature field below is just as legal and binding as a
real signature on a document.

Request Submitted By: _____

Date: _____

**THIS REQUEST WILL NOT BE CONSIDERED UNTIL ALL REQUESTED
INFORMATION IS PROVIDED TO THE COMMISSION.**

This application and any attachments will be submitted online to: Eureka Springs CAPC

Applications are not accepted by e-mail.
For technical assistance or to discuss proposals,
contact:CAPC Executive Director at 479-253-7333