



Ross-Chillicothe Convention and Visitors Bureau Brochure Program

The purpose of the RCCVB Brochure Assistance Program is to provide funding to non-profit/profit organizations, attractions, and individual events in the Chillicothe and Ross County area for promotion of a business, event, or program.

ELIGIBILITY

Non-profit/profit organizations, businesses, attractions, and special events are eligible to apply. All non-profits must provide proof of a 501C designation, and a copy of the incorporation agreement must be made available upon request.

Key items for brochure assistance

- Ross-Chillicothe Visitor's Bureau logo must appear on the printed material.
- A sample print displaying CVB logo must be approved by RCCVB.
- Applicants must cover at least 50% of costs related to brochures.
- RCCVB will pay 50% of costs up to \$250 maximum annually.
- A paid invoice/receipt must be submitted to the RCCVB before monies will be approved.

REQUIREMENTS/GUIDELINES

The following requirements must be met to apply/receive assistance from the program. Organizations, attractions, businesses, or individual special events who do not comply with these requirements may not be considered or receive promotional assistance:

1. Any non-profit/profit attraction, or special event may apply for assistance if the emphasis of the program is to increase tourism in the county by way of promotion. It is the responsibility of the non-profit/profit organization, attraction, or event to state how it will result in a visitor staying overnight or extending their stay in Ross County and increase spending in all facets of the tourism industry. It must also state how the event will promote a positive image and increase visibility of the region's attractions, culture, and heritage.
2. The Ross-Chillicothe Convention & Visitors Bureau's branding/logo must appear on materials. Submission of a proof or sample print must be provided to the Bureau for approval.
3. A paid invoice/receipt must be provided to the Ross-Chillicothe Convention & Visitors Bureau along with a completed Brochure Assistance Program application and copy of the brochure or flyer. The Bureau will issue a reimbursement payment as outlined to the applicant's organization.
4. Applicants are required to cover at least 50% of the cost of the flyers or brochures and the RCCVB will provide up to 50%, annual maximum amount of \$250.00.
5. Copies of the brochure or flyer must be provided to the RCCVB when finished.
6. A designated member of the event organization must sign for the monies received.



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Section 1: General Application Information (Attach additional sheets as needed.)

ORGANIZATION & EVENT /PROGRAM	
CONTACT PERSON (Name and Title)	
ADDRESS	
CITY	STATE ZIP
PHONE	FAX
E-MAIL	TAX I.D. #
SIGNATURE	DATE

AMOUNT APPLYING FOR:
PROGRAM/EVENT TITLE AND NARRATIVE DESCRIPTION:
HOW WILL THIS SPONSORSHIP FUNDING BE UTILIZED?
HOW WILL THIS SPONSORSHIP FUNDING DRIVE OVERNIGHT STAYS?

AMOUNT REQUESTED FROM RCCVB: \$ _____

Signature of Fiscal Agent: _____ Date: _____