



Effingham County Board  
101 N. 4<sup>th</sup> Street, Suite 301, Effingham, IL  
217.342.4990

## **Appendix A – Application & Checklist**

### **Event/Project Information**

Event / Project Name:

Sponsoring Organization:

Contact Person:

Mailing Address:

Phone Number:

Email Address:

Event / Project Location:

Event / Project Dates:

### **Proposed Use of Hotel/Motel Funds**

Provide a detailed explanation of how funds are proposed to be used.

Application Approved: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

\_\_\_\_\_The request is for activities, events, or projects that directly promote tourism; conventions; expositions; theatrical; sports and cultural activities within the county or otherwise to attract non-resident overnight visitors to Effingham County.

\_\_\_\_\_The proposed use must comply with all restrictions and requirements set forth in 55 ILCS 5/5-1030.

\_\_\_\_\_Funds will NOT be used for general governmental operations, salaries of public officials, or purposes not expressly allowed by statute.

\_\_\_\_\_The applicant submitted is complete including a detailed description of the project/event, timeline, projected use of funds, and some examples of the promotion of the local hotels/motels or short-term rentals available for use by attendees.

\_\_\_\_\_The request provides clear evidence of how the funded activity will increase overnight stays, visitor spending, or otherwise measurably boost tourism within Effingham County.

\_\_\_\_\_Applicant agrees to provide post-event or post-project reports documenting the use of funds and the actual impact on tourism. These reports should be submitted in a timely manner, but no less than 90 days after the event is concluded.

\_\_\_\_\_Requested funds are not a duplicate request for the same event in the same year.

\_\_\_\_\_The Effingham County Board finds in its judgement the event/project meets the spirit or intent of the statute, and serves the best interests of Effingham County tourism.

\_\_\_\_\_If the event is held entirely within a municipality, the requestor has provided an approval or denial letter from that municipality of a request for similar funding for the event/project.

Application Denied: \_\_\_\_\_

You request was denied for the following reasons:

\_\_\_\_\_The proposed use does not comply with 55 ILCS 5/5-1030 or other applicable laws.

\_\_\_\_\_The activity is not primarily tourism-related or will not attract visitors from outside the community.

\_\_\_\_\_The application is incomplete, lacks necessary documentation, or fails to provide a detailed budget/outcomes plan.

\_\_\_\_\_The applicant fails to demonstrate the expected positive impact on local tourism.

\_\_\_\_\_Funds are intended for ongoing operational costs, debt service, or other ineligible expenses.

\_\_\_\_\_Requestor has failed in past years to provide requested documents from other events.

Thank you for your application and good luck with your event/project,

\_\_\_\_\_

County Board Chairman Signature

Appeals:

Applicants may request reconsideration or provide additional documentation, but the Board's decision is final unless new information is presented that addresses the criteria above.