Hancock County Tourism Commission
Grant Request Form

Revised & Approved 11-15-11

The Hancock County Tourism Commission offers a grant program that assists local organizations with projects that increase tourism and attracts out-of-county visitors to economically benefit Hancock County. Organizations requesting funds must use the funds to bring in new business, develop local events, attractions, festivals or sporting events. It is our goal that funding such projects will draw and increase the number of visitors, especially overnight visitors, to Hancock County, thereby providing added economic benefits to the community.
Fund Requests will be provided to the Tourism Commission for Review and Approval. Please provide the requested information below for consideration. Attach additional information as required.

A. Applicant Information

Company, Business, or Organizations Name Applying for Grant: Riley Old Home Society (ROHS)

Contact Person and Title: Brigette Cook Jones Hostess Secretary ROHS

Mailing Address: P. O. Box 1068

City: Greenfield **State:** IN **Zip:** 46140

Mobile Phone: 317-502-6084 **Work Phone:** 317-462-8539

Email: jwrileyhome@live.com

Federal Tax ID Number (if applicable): 35-1720944

Date of Incorporation: 1974

Indiana Not-for-Profit? Yes **If so, Tax Exempt Number:**

List your Board of Directors, Committee or Project Members:

Dave Crider, President
Joyce Benbow, Vice President
Brigette Cook Jones, Secretary
Susie Billings, Treasurer
Terry Beagle, Archivist
Nancy Alldredge
Gwen Betor
Dee Carmichael
Stan Crider
Julia Glass
Judy Laird
Marianne Marshall
Patric McClarnon
Stuart Poe
Greg Roland
Dan Riley
Barb Roark
Anthony Scott
Joe Skvarenina
Deborah Smith

Best day and time to contact with any follow-up questions: Any time

B. Request Information

Describe the need or event:
The Riley Old Home Society is in need of a traveling pop up display unit to use at events such as the Bicentennial Birthday Party, the Chocolate Walk, the Riley Festival, the HCPL Volunteer fair for advertising and promotional purposes. This display can also be used in house for informing visitors about a variety of events, temporary exhibits, information, and facts about James Whitcomb Riley and the Riley Old Home Society

If need is for an event, what is your estimated attendance?

How will the funding of this request increase tourism or impact other Hancock County businesses in a positive manner?
The James Whitcomb Riley Boyhood Home is the *signature* attraction for Greenfield. There are over 2,000 visitors to the Riley Home every year, and any opportunity to advertise it and promote it brings more people to the Riley Home, and more visitors to Greenfield.

What will you use to measure the impact on the County or your organization from this potential funding? (example: We have asked local hotels to ask overnight visitors if they are attending our event.)
The Riley Boyhood Home currently tracks its visitors and provides these numbers on an annual basis to the Greenfield Parks and Recreation Department. It will be easy to see how this display has an impact on visitation to the home if we have an increase in visitation.

C. Request Budget
What contributions are you making toward fulfilling the request?
The Riley Old Home Society will be creating and providing all of the graphics, text and other items that will be displayed on this board. Any cost in the creation of those items will be at the expense of the ROHS or the Riley Home (with the exception of the main header graphic).

PROJECT NEEDS DESCRIPTION
$1,468.96 – the cost of a **former rental unit** (this is not new), a light kit, and a header graphic

$1,468.96 Total Costs

What funding, if any, is being sought from other organizations for this project?
The Riley Old Home Society or the Riley Home (under the auspices of the Greenfield Parks Dept) will be paying for any cost of any graphic or text that needs to be made to put on this unit, and all of the mounting material. This includes photo expense, and mounting expense. Also, if there is a cost to participate in any of these promotional events – the ROHS or the Greenfield Parks Department will incur this cost.

(When possible, the Hancock County Tourism Commission suggests that local companies or contractors be utilized when assisting with this project.)

**Any photograph will be printed locally for this unit.

Have you previously requested or been granted funds by the Hancock County Visitors Bureau? If so, when and for what purpose?
The James Dean Photo for the Reading with Riley promotional campaign in 2012.

D. Timing
How soon can the request being considered begin? Immediately

What is the timing for the request to be completed? As soon as this is approved, the graphic will be ordered and the unit will be secured for the use of the ROHS.

What critical dates need to be considered in the funding process?
We would like to purchase this unit in time for the Bicentennial event on October 14, 2016.- if possible

What other dates are important to this request? N/A

E. Signature
I hereby submit this application and supportive documents for the proposed request. I have read and understand that I must comply with the Grant Guidelines attached and I understand that if selected, the funded request printed and/or broadcast material must indicate that a source of the funding was the Hancock County Tourism Commission.
Applicant signature Brigette S. Cook Jenx Date 09/12/2016
Title Secretary ROHS
Company or Business Name: Riley Old Home Society

FOR TOURISM COMMISSION USE ONLY
Hancock County Tourism Commission Approval: Yes or No
Name_____
Signed_____ Date_____

Skyline
exhibits · graphics · services

Larry Reitz & Associates
4020 West 71st Street
Indianapolis, IN 46268
Phone: 317/293-9979
Fax: 317/299-3331

Date: 8/18/2016
Quote #: SKYQ24710
Account Mgr. Lori Reitz
Email: lorireitz@skyindy.com
Ship Via:
Ship Date:
SBT Acct #
P.O.#
Job#

Bill To:
Bridget Jones
James Whitcom Riley

Phone:
Fax:

Ship To:
Bridget Jones
James Whitcom Riley

Phone:
Fax:

Qty	Part	Description	Unit Price	Ext. Price
1	ZZCUS00000004921	5' Wide x 52" Tall Mirage two section frame. Quote# ZZCUS00000004921.	$240.00	$240.00
2	32704-17	Mir 52" Rnd End Pnl 14.5" X 50.75"	$85.10	$170.20
1	15760	Halogen 1-light Package Black	$188.60	$188.60
2	5971-17	Mir Pnl 52" Frnt 23.75" x 50.75" Premier	$121.90	$243.80
5	9312	Mirage 52" 2-Section Channel with Light Clip	$85.10	$425.50
1	9325	77" Mirage Transporter W/Core for Channels	$308.20	$308.20
1	Discount	30% Discount for Clean-But-Used Rental Hardware Above	-$472.89	-$472.89
1	XYV0900-L747	Detachable Panel Lambda Paper	$266.80	$266.80
0.75	33200	*** ESTIMATED *** Art Prep, Production/Preflight (Hourly Rate) Note: Art charges may vary depending upon the content and or quality of artwork submitted. Any additional charges will be billed upon completion of project.	$105.00	$78.75
1	FREIGHT	Freight - ground shipping for header graphic only from Egan, MN to Indpls Skyline ofc	$20.00	$20.00
			SubTotal	$1,468.96
			Sales Tax	$0.00
			Total	**$1,468.96**

Terms: 60% Due with order placement, 40% due on delivery

Signature Date