



Event Center Grant Project

The Event Center at Brushy Fork is the result of a collaborative partnership among the West Virginia Army National Guard, The City of Buckhannon, and The Upshur County Convention and Visitors Bureau. The Event Center is managed by the Upshur County Convention and Visitors Bureau. The CVB strives to maximize tourism opportunities for Upshur County. As a way to encourage tourism related events the Event Center each year will award grants to qualifying events to participate in our grant project.

To be eligible the event must be open to the public, and must be associated with a nonprofit organization, community group, or charitable organizations. Grants may only be awarded 2 consecutive years, unless the event is for fundraising purposes, open to the public, and money is distributed through the community, or given to a different organization. The grant cannot be combined with any gift cards, or other discounts. Each event held at the Event Center is required to hold event insurance at their cost.

If awarded grant funding each event must advertise outside of Upshur County. All advertisements must be sent to the Upshur County Convention and Visitors Bureau for approval 30 days prior to the event. Advertising must include the approved Event Center Logo where applicable. All grant applicants will be required to sign the Event Center at Brushy Fork Rental agreement.

Applications will be reviewed by The Upshur County CVB Event Center Committee for approval. All funding requests must complete & submit the Event Center Grant Application. Applications will be reviewed as submitted. All applications must be submitted 60 days prior to the event.



CONTACT INFORMATION:

NAME OF EVENT / BUSINESS: _____

ADDRESS: _____

CONTACT NAME: _____

SECOND CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

EVENT DETAIL:

EVENT / DATES: _____ EVENT TIMES: _____

DESCRIPTION OF EVENT: _____

TOURISM IMPACT:

How will this event impact tourism?

How many people can your event host? _____

How does your event make money or benefit Upshur County? _____

Have you had this event in the past? _____



If so, how many years? _____

How do you track attendance? _____

How many tourists (outside a 50 mile radius of Upshur County) do you believe your event will bring to Upshur County? _____

How many tourists will stay overnight in local hotels / Bed & Breakfasts? _____

How will you advertise?

What is the age demographic that would be interested in your event? _____

All applications will be reviewed by the Event Center Staff, and Members of the Event Center Committee. Event Center Staff may contact the person completing this application for additional information.

By signing below, you certify that the above information is true & correct, that you are authorized to submit this application and that you understand the Event Center Grant requirements. It is also understood that your event / organization will indemnify and hold harmless the Upshur County Convention and Visitors Bureau from any liability from your event and this agreement.

Signature

Date