



This Information to be completed by the CAPC:
Date Received _____
Date Approved for processing _____
Date of notification if incomplete _____
Date of Final Notification _____

Eureka Springs City Advertising and Promotion Commission Funding Support Request Application

IMPORTANT NOTE BEFORE FILLING OUT THIS APPLICATION: ALL APPLICATIONS MUST BE SUBMITTED AT LEAST FOUR (4) MONTHS IN ADVANCE OF THE EVENT. Specific guidelines and additional forms can be downloaded at CAPC.biz

Name of Organization _____
Contact Person _____
Address _____
City/State/Zip _____
Primary Phone _____ Cell Phone _____
Alternate Contact _____ Alternate Phone _____
Is this a Non-Profit Organization? _____ Non-Profit ID# _____

Group History

Number of years in existence _____
Goal(s) history of group _____

Total number of room nights anticipated _____ Total number of attendees anticipated _____
Total number of room nights last year _____ Total number of attendees last year _____
Total number of room nights last 2 years _____ Total number of attendees last 2 years _____
Location of event in each of the past two years _____



Eureka Springs City Advertising and Promotion Commission
Funding Support Request Application Page 2

Name of the Event _____

Date (s) of Event _____ Admission Charge _____

Amount of Funds Requested _____

Proposed Use of Funds _____

Other Information to support request _____

Important note: It is required that you attach a specific advertising budget by medium for this request. Detail of direct mail is required. Please do so on separate page.

Financial Information

For first year events, please attach your event budget on a separate page.

Cost for event last year _____ Profit for event last year _____

How was the profit used? _____

What is the total budget for this year's event _____

How will the profit generated by this event be used _____

Request submitted by _____

Date _____

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

Submit applications to: Eureka Springs CAPC
P. O. Box 522
121 East Van Buren Suite 3 B
Eureka Springs, Arkansas 72632
Fax: 479-363-9380
Submit via email to: Admin@EurekaSprings.Org
For technical assistance, please call 479-253-7333