Tourism Promotion Travel & Trade Show Grant Application Budget

A complete, detailed budget inclusive of all revenues and expenses is required for each grant application. You may add additional line items, as appropriate for your travel and trade show. Please reference the Grant Guidelines for more information, and for examples of eligible and ineligible expenses.

Basic Information	
Project Name:	
Total Cost of Project	$
Tourism Funding Requested	$
Organization Match Amount	$
Funding From Other Sources (if any)	$
Net Profit/Loss	$

Fill out the detailed Revenues and Expenses sections first, then complete this section.

Must equal the Total Expenses line, below.

Complete the below detailed budget, listing all revenues and expenses for the travel and trade show

Revenues	
Monetary Sponsorships	$
Applicant/Vendor Fees	$

Merchandise Sales	**$**
Donated Ad Space/Printed Collateral	**$**
Other Awarded Grant(s)	**$**
Other (Please Explain)	**$**
Other (Please Explain)	**$**
Other (Please Explain)	**$**
Total Revenues	**$ -**

Expenses		
Administrative Expenses		
Salaries	$	Only include salary expenses for travel and trade show
Insurance	$	Only include insurance for the travel and trade show
Other (Please Explain)	$	
Other (Please Explain)	$	
Administrative Sub-Total	$ -	
Travel Expenses		
Airfare	$	
Ground Transportation	$	
Lodging	$	
Meals and Per Diems	$	
Other (Please Explain)	$	
Other (Please Explain)	$	
Supplies Sub-Total	$ -	
Operating Expenses		
Booth Space	$	
Registration Fees		
Exhibit and Graphics	$	

Show Services	$	
Internet	$	
Lighting and AV	$	
Other (Please Explain)	$	
Other (Please Explain)	$	
Operating Sub-Total	$ -	
Marketing Expenses		
Pre-Show Marketing	$	
Giveaways and Promotional Items	$	
Lead Retrieval		
Other (Please Explain)	$	
Other (Please Explain)	$	
Marketing Sub-Total	$ -	Marketing Expenses should match the Marketing Plan
Total Expenses	$ -	Must match "Total Cost of Project" line in Basic Information Section

Total Revenues	$
Total Expenses	$
Net Profit / Loss	
Explanation:	