

Grant Recipient Requirements

- Include the “Superior Tourism Development Commission” as a sponsor of the event/project or list how you plan to recognize the support of the TDC.
- Email all specific information of the event/project to City's marketing contract holder for inclusion in advertising, calendar of events, web sites, etc.

For all grants awarded, the TDC expects a post-event summary of operating expenses, including an estimate of the number of people who attended.

This summary must be provided within 60 days following the event/project, along with copies of all paid receipts and invoices for expenditures in order to receive the second half of granted funds. The TDC may ask for additional information if necessary. If you have any questions with this reporting requirement, please ask at time of application.

If grant funds are awarded, 50% of the awarded amount may be requested at least 30 days prior to the start of the event/project. The remaining 50% of the awarded funds will only be dispersed once the post-event summary is received and approved.

Drop off or mail completed applications and all materials to:

City of Superior Attn: Tourism Development Commission, Chairperson

1316 North 14th Street Suite 200

Superior, WI 54880

If you do not receive a confirmation email or call within a week of submitting your application, please follow up with **the City Clerk's Office** as your application may not have been received. Please refrain from sending applications/evaluations in binders. Call **715-395-7200** for more information.