

# Rice County Tourism Grant Application Evaluation Rubric

Name of Applicant: \_\_\_\_\_  
 Event Title: \_\_\_\_\_  
 Event Date: \_\_\_\_\_  
 Funds Requested: \_\_\_\_\_

Date Received: \_\_\_\_\_  
 Amount Awarded: \_\_\_\_\_

	3	2	1
Application Deadline	Application received 60 days prior to event and before the first of the month.	Application received before 60 days but not before the first of the month.	Application received after the 60 days and after the first of the month.
Lodging Needs	Multiple hotel rooms secured for the event.	Hotel rooms needed for the event but not secured.	Information about hotel rooms not included or lacking validation.
Rice County Tourism	Rice County Tourism will be recognized on printed material and/or audio commercials as a sponsor.	Rice County Tourism will be recognized but description of how not included in application.	Rice County Tourism will not be recognized in any way.
Event Description	Event is clearly described and thoroughly documented; event supports the Rice County Tourism mission.	Event purpose is stated and some evidence of need is provided; event supports the Rice County Tourism mission.	Event purpose is unclear or does not address the mission of Rice County Tourism.
Purpose of Grant Description	Purpose of the grant clearly described; provides strong and convincing statements of reason to be funded.	Purpose of grant stated; uses limited sources and partial understanding of event to support reason for funding.	No evidence to support grant event
Event Influence on Rice County	Event will impact the economy of Rice County; event could be a reoccurring event with the prospect of growth.	Event will have slight impact on the economy of Rice County; event could be reoccurring but uncertain at this time.	Economic impact and opportunity for growth is unknown.
Number of Visitors to Rice County	Large number of visitors possible; spending more than 1 day in Rice County.	Visitors will be in Rice County for the day. Unsure of total number of visitors.	No estimate or documentation on the number of visitors to Rice County.

Budget	Budget is complete and contains all required information. Needs are described. Event relies on grant to be successful.	Budget complete but is not cost efficient and/or related to event. Event does not rely on grant for success.	Budget lacks required information or event success does not rely on grant.
Grant Use	Grant funds will cover expenses paid to a Rice County business(es).		Grant funds will not cover expenses paid to a Rice County business(es).
Prior Grant Recipient or New Application	Follow-up information reported within 2 months of event. Describes in detail event impact on Rice County, or first time applicant.	Follow-up information reported within 4 months of event. Describes in detail event impact on Rice County.	Follow-up information reported 6 months or later of event or not reported.

30 total points available

Total \_\_\_\_\_