



**2011-2012  
Grant Program**

**October 1, 2011  
through  
September 30, 2012**

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*For Meetings, Conferences/Conventions, Tradeshows,  
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**Jackson Convention & Visitors Bureau**

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## 2011-2012 JCVB CONVENTION & MEETING SUPPORT PROGRAM OVERVIEW

The Jackson Convention & Visitors Bureau is pleased to announce the 2011-2012 Grant Program. Under this program the Convention & Meeting Support section was designed to enhance **meetings, conferences/conventions, tradeshow, equine events, sporting events, and reunions**. Qualified applicants must clearly demonstrate the capability to generate a positive economic impact by attracting verifiable delegates or attendees from outside the Jackson area to stay overnight in Jackson hotels and patronize Jackson restaurants. Funding will be disbursed at the conclusion of the event and a review of final report documents which may include room nights, facility rental and meal function receipts, and other information detailing compliance with the Convention and Meeting Support Guidelines and conditions of the specific award.

**Applications will be accepted until 5:00 p.m., JUNE 15, 2011, for projects that will occur between October 1, 2011, and September 30, 2012.** Applications submitted will be reviewed by the JCVB Funding Review Committee and then presented to the full Board of Directors with recommendations. Applicants will be notified of decisions. **Projects must be completed and final reports with all supporting documents submitted no later than September 30, 2012 to be eligible to receive awards.** (*Events held during the month of September, 2012, have until 5:00 p.m., October 31, 2012, to submit their final report with all supporting documents.*)

Workshops to review the guidelines and answer questions regarding completing the application for the Grant Program will be held on the first Wednesdays in March, April and May at 9:00 a.m. in the JCVB Conference Room at 111 East Capitol St., Suite 102, in Jackson. These workshops **ARE NOT MANDATORY**, but you must sign up by the 25th of the previous month to attend.

Greater consideration and higher priority will be given to projects that demonstrate the highest potential for causing **major economic impact**, especially through increasing restaurant revenues and hotel occupancy. Applicants must realize that even though an application received may qualify, limited funding may not allow all projects to receive assistance. There are no guarantees that any submitted request will be provided with assistance. Any and all decisions regarding awarding or not awarding funds are made at the sole discretion of the Jackson Convention & Visitors Bureau Board of Directors.

Please read and follow the guidelines carefully to insure the fullest consideration for your application. **All projects must be completed and a final report submitted prior to 5:00 p.m., September 30, 2012.** Please submit all documents secured with paper clamps in lieu of staples.

**If you have questions, please contact: Christine Blackmon-McInnis at 601-960-1891.**

**JCVB CONVENTION & MEETING SUPPORT PROGRAM GUIDELINES**  
**For Meetings, Conferences/Conventions, Tradeshows,**  
**Equine Events, Sporting Events, and Reunions**

*Thank you for choosing Jackson as the destination for your next meeting or event!*

The Jackson Convention & Visitors Bureau (JCVB) offers many services as well as underwriting for qualifying events. We can also provide the expert assistance you need to make your event planning simple and your event successful.

Depending on the size and scope of your event, you may qualify for a wide range of valuable items, services, and/or funding including the following:

**Bureau Services:** *Your event may qualify for the following:*

**Invitations:** The official invitation packet may include letters from the Governor, Mayor, the Convention & Visitors Bureau, area attractions and businesses. An exciting video on Jackson is also available.

**Lodging Information:** JCVB will canvass local hotels/motels for space, rates, accommodations and dates for your meeting.

**Program Coordination:** JCVB can put you in touch with the right people to coordinate your convention program, prepare a tour, organize a spouses' or children's program, and fulfill transportation needs.

**Attendance Promotion:** For your registration packet, JCVB will provide your membership with materials such as area interest pamphlets, hotel and restaurant information, maps and visitor brochures.

**Publicity:** Your convention or meeting will be a newsmaker, so JCVB will distribute one news release on your behalf to our area media. Also available are images of Jackson for use in preparing your organization's publications.

**Welcome:** Allow us to extend a warm welcome to your convention delegates at the opening of your convention.

**Registration:** Professional registration assistants are available with the equipment necessary to service your event on site. Other electronics, such as audio/visual devices, are available by rental from local vendors. Preprinted, computer-generated name badges with pre-printed ribbons for your delegates can be provided by the Bureau with at least three weeks' notice.

**Brochures:** Visitor information brochures are available for your convention registration desks when in stock and with a two week advance request.

**Funding:** *All funding is based on specific, qualifying factors. To apply, please complete the JCVB Convention and Meeting Support Application in full and submit it by 5:00 p.m., June 15, 2011.*

Your event may be eligible for a limited number of the following items at no cost. These items are also available for purchase at the prices listed.

<u>Cost</u>	<u>each</u>
JCVB 13 x 15 Logo Bag	\$.25
JCVB Ink Pen	\$1.00
JCVB Laser Name-badge Paper	\$.50 per page
Name-badge Holder	\$.50
Elastic Neck Cords	\$.50
JCVB Adhesive Name-badge sheets	\$.50 per page
Promotional Stack Title Ribbons	\$1.00 each for special/\$.50 for standard
Registration Assistants	\$8.00 per hour for up 8 hours per day

## 1. APPLICATION PROCESS

All applicants must complete the Convention and Meeting Support Application in full and submit it to the program administrator on or before 5:00 p.m., June 15, 2011, for projects that occur between October 1, 2011 and September 30, 2012.

## 2. FINAL REPORT PROCESS

All applicants must complete the Final Report Applicant Information Form along with the following attachments at the conclusion of their event no later than 5:00 p.m., September 30, 2012 in order to receive funds that are awarded.

1. Final room occupancy report provided by hotel property
2. Facility rental invoice and/or food and beverage expense invoice
3. Official ticket sales report
4. All other invoices applicable to your event
5. Equine and Sporting Events Only (*list must be submitted in spreadsheet format*)

List names and cities of all competitors or participants from more than 100 miles outside Jackson

**If you have questions, please contact:**

**Christine McInnis, Convention & Meeting Support Administrator**  
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