



Village of Cottage Grove
221 E Cottage Grove Rd
Cottage Grove, WI 53527

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VILLAGE OF COTTAGE GROVE TOURISM ASSISTANCE GRANT APPLICATION

The Village of Cottage Grove’s Tourism Commission created the Tourism Assistance Grant to provide assistance to tourism related projects in the Village. The grants are funded by Room Tax dollars collected from local hotels and short-term rentals. Per state law, room tax dollars must be spent on endeavors that are likely to increase overnight stays in the municipality where they are collected.

Applications may be submitted at any time and will be considered at the next available Tourism Commission meeting. The Commission will make a determination on requests based on the likelihood that the project will increase overnight stays, the overall economic impact expected within the Village, and the availability of funds at the time of the request.

Please submit the completed application and any supplemental material you would like the Tourism Commission to consider to Erin Ruth, Director of Planning and Development, at eruth@villageofcottagesgrove.gov, or mail or deliver in person to Village Hall at 221 E. Cottage Grove Road.

APPLICANT INFORMATION	
Organization:	Contact:
Email:	Phone:
Mailing address:	
Event/project name:	
Event/project location:	
Event/project date:	
Date of request:	

EVENT/PROJECT INFORMATION	
Description of event/project:	
Describe how will this project promote overnight stays:	
Number of attendees expected:	Number of volunteers/workers expected:
Number of overnight room nights projected:	Total event/project budget:
Describe other funding sources:	Amount of request:
Applicant signature:	Date:

PROCESS:

- Submit application and any supporting documents no less than one week prior to Tourism Commission meeting.
- Applicant shall appear at the Tourism Commission meeting to present the request and answer any questions.
- Requests will typically be considered for approval at the same meeting.
- As a condition of approval, applicants will likely be requested to appear at a subsequent meeting after the event to report on the success of the event and the efficacy of the grant funding.