



**Haywood County Tourism Development Authority,  
operating as Visit Haywood**

## **Application Checklist & Instructions**

### **Tourism Promotion Grant – MARKET RESEARCH**

- ☐ Read the [guidelines](#) completely and review the [scoring sheet](#).
- ☐ Submit signed [application](#) via JotForm
  - The written questions have a maximum word count of 150, so applicants should ensure they answer the questions completely and succinctly.
- ☐ Provide detailed budget
  - Applicants must use the provided budget form, available [here](#).
  - The budget must include all revenues (actual and projected) and all expenses, regardless of their eligibility for grant reimbursement.
  - If applicants have expenses that are not already listed on the budget form, use the “Other” option and list the specific expenses.
- ☐ Additional documentation that supports the grant application, such as:
  - Request for Proposal draft
  - Project Estimates
  - Letters of Support