



**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