



**Morgan County Tourism Tax Advisory Board  
Event Funding Agreement | Terms and Conditions**

Congratulations on your award and thank you for being a partner in promoting Morgan County. Please read this document thoroughly.

- All funds must be used for marketing only. Note, receipts will be required during reporting.
- A written report is due following your event/activity. (A report template is provided.)
- The report shall be emailed to [morgancounty@vistaworks.com](mailto:morgancounty@vistaworks.com)
- Invoices/receipts for all grant-funded expenses shall be included with the report and emailed to [morgancounty@vistaworks.com](mailto:morgancounty@vistaworks.com)
- The Morgan Valley logo shall be used in all print or online promotional materials. Find the green logo [here](#) and the white logo [here](#).
- Consider developing a survey for participants at your event to help obtain the information requested in the written report.

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To obtain grant funds, send an invoice to:

[morgancounty@vistaworks.com](mailto:morgancounty@vistaworks.com)

Please include the name of the contact person, organization name, event name, and mailing address. A check will be mailed to you.

By checking the boxes above and signing this agreement, you agree to the Funding Agreement Terms and Conditions. Failure to comply may result in future disqualification. For any questions, please contact us at [morgancounty@vistaworks.com](mailto:morgancounty@vistaworks.com)

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NAME OF ORGANIZATION

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EVENT

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CONTACT NAME

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DATE