

**Perry Main Street Advisory Board
Matching Media Grant Program**

Guidelines & Eligibility Requirements

Matching Media Grant Program Overview

The Perry Main Street Advisory Board offers a Matching Media Grant Program to current and active businesses located within the City of Perry's Downtown District. The purpose of the Media Grant Program is to enhance the viability of the Downtown District as a thriving commercial core in which to engage in commerce, support local business and promote downtown Perry as a destination for business, shopping and dining opportunities.

By providing a cost-effective means for retail and businesses owners to increase their advertising efforts, the Perry Main Street Advisory Board seeks to increase foot traffic and sales within the Downtown District through enhanced marketing of both individual businesses and Perry's Downtown District as whole.

Applicants must complete a Matching Media Grant Application, available from the City of Perry's Main Street Coordinator at Perry City Hall; or online at www.downtownperry.com or www.perry-ga.gov

Grant funds must be used for advertising and promotions. The proposed campaign must be reviewed by the Perry Main Street Program's Promotion Committee. The Promotion Committee may approve or disapprove the proposed campaign at their discretion in accordance with the Matching Media Grant Program guidelines. The Promotion Committee may also make recommendations to the business owner for future consideration and review.

The proposed media campaign must contain the logo (featured above), web address and other information as determined by the Promotion Committee. The applicant shall be responsible for 100% of all costs over those that meet the minimum intent of the program.

Any grant funding must be matched by non-grant funding. Grant funding is available up to, but may not exceed, 50% of the total campaign costs, with a maximum grant approval of \$250, meaning, if your total campaign costs were \$400.00, you would be eligible to receive \$200 through the Matching Media Grant Program.

No more than one grant may be approved per property per fiscal year (July 1-June 30).

Campaigns funded by a Matching Media Grant must occur **after** the grant application has been submitted; and must be completed within **90 days** of the final approval of the grant. Promotions initiated prior to the application being submitted will NOT be eligible for consideration under the grant

program. Between the time the application is submitted and the time the grant is approved, any promotion costs incurred will be done so at the risk of the owner/applicant.

If the grant is approved to an applicant, the Promotion Committee will pay half (1/2) of the matching grant funding at the beginning of the campaign when notification is sent to the applicant. Once the campaign is completed, the applicant/grantee must submit final proofs of the campaign for review and verification by the Promotion Committee to ensure that all grant requirements were met. Third party estimates must be submitted, along with receipts, and “after” materials (such as print copy of ads, photos, etc.) will be required to receive funding. Upon final review and verification of the campaign, the Promotion Committee will pay out the remaining half (1/2) of the matching media grant to the applicant/grantee.

For example, if the Promotion Committee approves a grant of \$200 to an applicant for a media campaign that will cost the business owner \$400 in total costs, the Promotion Committee will pay \$100 at the time of the approval notification and will pay the remaining \$100 to the business once the campaign is completed and verified.

Matching Media Grants are approved at a minimum of two per quarter on a first come, first serve basis, as funds are available throughout the fiscal year. If additional monies are available to approve more than two grants in a quarter, the Promotion Committee may make the decision to approve more than two campaigns.

As grant applications are due **30 days prior** to the beginning of the quarter when the campaign will begin, the Promotion Committee will review the applications on a monthly basis and send notification following their monthly meetings on the third Wednesday of each month. See below for a schedule of application due dates. Please, note the Perry Main Street Advisory Board operates on a fiscal year calendar of July 1-June 30.

Grant Application Due	Campaign Start Date
Q1 June 1	July 1
Q2 September 17	October 15
Q3 December 1	January 1
Q4 March 1	April 1

Once funds for the fiscal year have been allocated, applications for that year will no longer be accepted.

Program Eligibility Requirements

1. Applicants must be a property owner or business owner located within the Perry Downtown Development District. A copy of the Perry Downtown Development District map is included as Attachment A.
2. Applicants must operate and conduct the advertised business in Downtown Perry throughout the grant process, including the fiscal year in which it is funded.
3. The Downtown Development District is to be represented by the Downtown Perry logo or by verbal representation (if radio or TV ad). If Matching Media Grant funds are to be used for online web-based advertising, the Downtown Perry logo with embedded website information will be required.
4. The Downtown Perry logo must be clearly visible in all visual media advertising and must not be smaller than 1inch, high resolution across for ANY print media. Advertisements that do not comply with this size requirement will not be funded.
5. The Promotion Committee must review and approve ads prior to publishing and/or broadcasting. The Promotion Committee has final approval on grant applications.
6. Project funds must be available to complete the proposed campaign.
7. The media campaign or program must be completed within a 90-day timeframe following approval of the grant. If the project is not completed within 90 days of the approval date, a letter must be submitted to the Promotion Committee explaining the delay, and if needed, the Promotion Committee and grantee will establish benchmarks to measure the successful completion of the campaign.
8. Completion of the grant application does not guarantee that the proposed campaign will receive grant funding.
9. Application materials must include any estimates from a third party, or for third party labor/materials/illustrations, etc., if applicable. Applicants will be required to turn in all receipts and finished products for final payment processing.
10. Applications must be received 30 days prior to the start of the quarter in which the applicant is seeking funding for the media campaign based on the published schedule in the program overview. Applicants will be approved only one grant per fiscal year.

For further information, please, contact:

Catherine Edgemon

Main Street Coordinator

City of Perry

P.O. Box 2030

Perry, GA 31069

478.988.2758

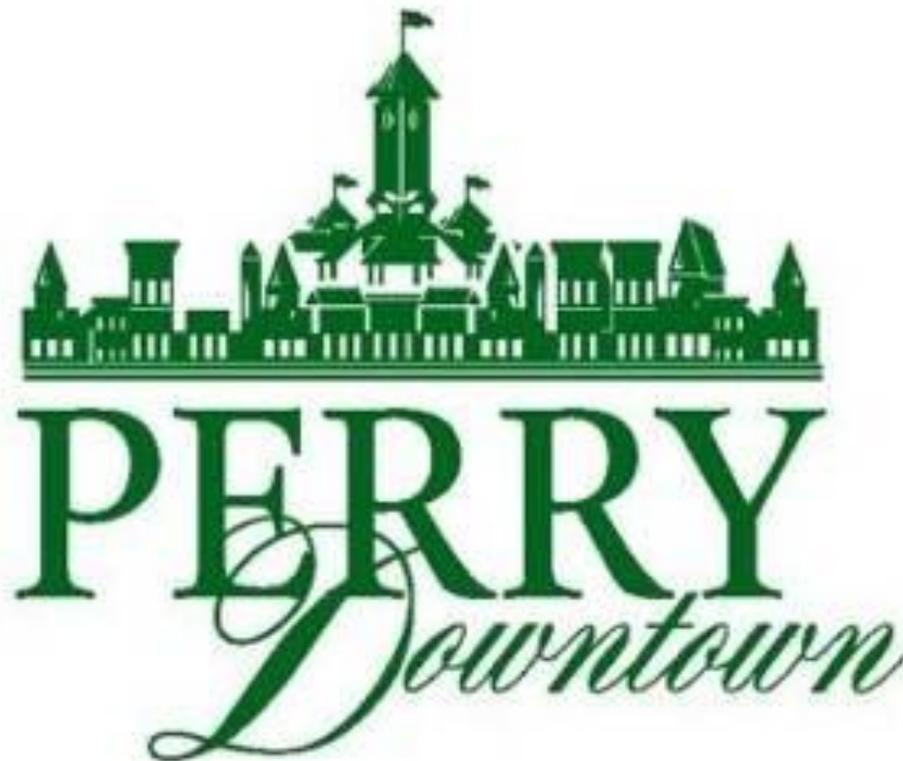
catherine.edgemon@perry-ga.gov

**Perry Main Street Advisory Board
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Logo Guidelines & Recommendations

Downtown Logo:

Downtown Perry logo must be clearly visible in all visual media advertising; and must not be smaller than 1 inch high resolution across for any print media.



Downtown Website:

www.downtownperry.com

Examples of how to use Downtown Perry logo in radio and/or television advertising:

- Use your own copy; and end with 'X' business, "located in beautiful historic Downtown Perry!"
- Or, for special events, end with "come out and enjoy the annual Perry Music Festival (Dogwood Festival, Perry Farmers' Market, etc.) in beautiful Downtown Perry on October 20 (or appropriate date)," depending on event, activity, etc.

***Perry Main Street Coordinator will provide grantee with correct files and/or language needed for advertisement.*

**Perry Main Street Advisory Board
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Matching Media Grant Program Partners

The following businesses have partnered with the Perry Main Street Program to offer special discounts or rates for those utilizing the Matching Media Grant Program. Please see below for further information regarding offered discounts.

Program Partners

1. **Houston Home Journal** – *The Houston Home Journal* will provide a discounted rate at \$8 per column; the Houston Home Journal will also offer banner ads for \$100 a month for a 3-month commitment. For more information, please, contact Natalie Johnson at the information provided below:

Houston Home Journal

The Houston Home Journal
P.O. Box 1910
1210 Washington Street
Perry, Georgia 31069
Office: (478) 987-1823 Ext. 233
Fax: (478) 988-9194
Cell: (478) 951-2774
email: kdriggers@hhjnews.com
www.hhjonline.com

2. **Macon Magazine** – *Macon Magazine* is an award-winning bi-monthly publication with more than 45,000 discriminating readers per issue. *Macon Magazine* emphasizes local history, arts and cultural events, homes and real estate developments, plus the people and places that make Central Georgia unique.

Macon Magazine will match up to \$250 for each ad purchased with Matching Media Grant funds. For more information, please, contact Publisher Jodi Palmer at the information provided below:

Jodi Palmer
Macon Magazine, Inc.
2208 Ingleside Avenue
Macon, GA 31204
Office: (478) 746-7779
Fax: (478) 743-4608
jodi@maconmagazine.com
www.maconmagazine.com
maconmagazine.uberflip.com

3. **The Telegraph** – *The Telegraph* offers special rates to Matching Media Grant Program participants through *The Telegraph*, *Rev Up*, *Sun News*, *Macon.com* and *Out & About*. Media Grant participants can take advantage of program partnership rates as listed below:

For full color ads:

- **Out & About**
1/4: \$130
1/2: \$260
Full: \$520
- **The Telegraph**
1/8: \$115
1/4: \$225
1/2: \$450

Please, see attached rate card for TMC products, including the Rev-Up and the Sun News. Pricing here includes full color and if we do need to design the ad for you, there's never any charge.



Hillary Strickland
Houston/Peach Sales Lead
The Telegraph
16B Green Street
Warner Robins, Georgia 31093
Office: (478) 396-7866
email: hstrickland@macon.com
www.macon.com

4. **ComSouth-Local Content Channel 100** – ComSouth’s Channel 100 Sponsorship Packages can reach thousands of potential customers, and ComSouth has packages to fit every budget. ComSouth Channel 100 offers a special deal to Matching Media Grant Program participants. Advertisers who purchase three months of advertising get the fourth month free. For more information, please, contact Video Content Production Manager Rebecca Vivas at the information provided below:



Kelly McWilliams
Video Production Manager
ComSouth Channel 100 TV
Office: (478) 892-3035
channel100@comsouth.net

5. **WMGT-41 NBC** – WMGT-41 NBC will work with non-profit organizations to match a minimum of 50% in airtime for commercial spots and/or other on-air initiatives. For-profit organizations will be matched by WMGT-41 NBC at a minimum of 25% in airtime for commercial spots and/or other on-air initiatives. For more information, please, contact General Manager Derek Rogers at the information provided below:



Joe Powers
Local Sales Manager
WMGT – 41NBC / WMGT
DIGITAL / My 41.2
Office: 478.745.4141 Ext. 120
jpowers@41nbc.com
www.41nbc.com

6. **Register Communications (Macon TV-Channel 58.1/WPGA-FM 100.9) – Register**
Communications will provide additional support to Matching Media Grant program participants by offering an additional 50% match in media advertising up to \$250. For more information, please, contact General Manager Debbie Hart at the information provided below:



Rick Humphrey
General Sales Manager
Office: (478) 745-5858 ext. 24
rickhumphrey@wpga.tv



Debbie Hart
General Manager
WPGA- Macon TV
1691 Forsyth Street
Macon, GA 31201
Office: (478) 745-5858 ext. 26
dhart@wpga.tv

* Due to ongoing negotiations with local and regional media partners, this list may change or be updated over time. For the most current information, please, contact (478) 988-2758 or catherine.edgemon@perry-ga.gov.

Extend the Reach!! of your advertising message

with these fine publications of **The Telegraph**
macon.com

The Telegraph offers several print options, including our Sunday Select (opt-in) product, a community newspaper, a growing TMC, and a popular military publication! Each one reaches a unique audience and you can choose to advertise independently in any of them. Pricing good through December 31, 2014.



The Sunday Select package is delivered to over 23,000 non-subscriber households in 12 of the top zip codes in the Central GA metro area. These non-subscribers "opted-in" to have the package delivered to them on Sundays. Zip codes were selected based on existing advertiser preprint buys, store locations, as well as household income, home value, and proximity to major shopping destinations.



The Sun News

Our weekly community newspaper delivered on Wednesdays to over 48,000 households in Houston and Peach Counties (Telegraph subscribers & non-subscribers)!



BIBB LIVING

Our Bibb County TMC product. It's not just a wrap...it's a growing community news piece delivered to 44,000 non-subscribers each Tuesday (minimum of four pages, including editorial content).



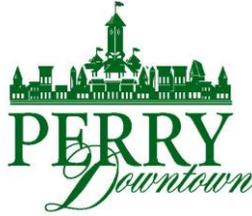
ROBINS REV-UP

The official weekly newspaper of Robins Air Force Base (the largest industrial complex in the state of GA). Distributed each Friday, it is **the source** of news and advertising for a highly desired Central GA demographic.

Advertiser agrees to run _____ times within 52 weeks of _____ (date).
 Advertiser _____ Date _____
 Advertising Rep _____ Date _____
 Sales Manager _____ Date _____
 VP of Advertising _____ Date _____
 CFO _____ Date _____

<input type="checkbox"/>	Open Rate	
	1/8 page	\$125.00
	1/4 page	\$250.00
	1/2 page	\$500.00
	Full page	\$1,000.00
<input type="checkbox"/>	3x Frequency Rate	
	1/8 page	\$95.00
	1/4 page	\$188.00
	1/2 page	\$375.00
	Full page	\$750.00
<input type="checkbox"/>	8x Frequency Rate	
	1/8 page	\$65.00
	1/4 page	\$130.00
	1/2 page	\$260.00
	Full page	\$520.00
<input type="checkbox"/>	13x Frequency Rate	
	1/8 page	\$55.00
	1/4 page	\$110.00
	1/2 page	\$220.00
	Full page	\$440.00
<input type="checkbox"/>	26x Frequency Rate	
	1/8 page	\$45.00
	1/4 page	\$90.00
	1/2 page	\$180.00
	Full page	\$360.00
<input type="checkbox"/>	52x Frequency Rate	
	1/8 page	\$38.00
	1/4 page	\$75.00
	1/2 page	\$150.00
	Full page	\$300.00
	All ads include full color.	





**Perry Main Street Advisory Board
Matching Media Grant Program Application**

Date: _____ *(Please, print your information and use blue or black ink.)*

Name of Applicant: _____

Name of Business: _____

Business Physical Address: _____

Applicant's Mailing Address: _____

Phone Number(s): _____

Email Address: _____

Web Address: _____

Proposed Media Campaign Concept/Description *(Please indicate the types of media that will be used in proposed campaign—Radio, Television, Print, Web, TAP Kiosk, Billboard or Other):* _____

Why/How will the proposed media campaign enhance or improve your business in Downtown Perry?

Campaign Start Date: _____ Campaign Completion Date: _____

Estimated Cost of Campaign – Attach estimate(s): \$ _____

Amount Requested: \$ _____

Do you have the funds available to complete the project? Yes _____ No _____

How long will the proposed Media Campaign last? _____

Have you applied for a Matching Media Grant before? Yes _____ No _____

If yes, was the grant approved? Yes _____ No _____

If yes, what amount were you approved? \$ _____

- Completion of the grant application does not guarantee that the proposed Media Campaign will receive grant funding.
- Applicants will be approved to receive only one grant per fiscal year.
- Upon completion of media campaign, copies of all third-party receipts and final product(s) must be submitted in order to receive final payment from the Matching Media Grant Program.
- Please see attached information regarding the Matching Media Grant Program and eligibility requirements.

Applicant Signature

Date

All Matching Media Grant Program Applications must be completed and submitted to the City of Perry Main Street Coordinator at:

*Catherine Edgemon
Main Street Coordinator
City of Perry
P.O. Box 2030
1211 Washington Street
Perry, GA 31069
478.988.2758
catherine.edgemone@perry-ga.gov*

Updated July 29, 2014

For Office Use Only:

Marketing Committee Review Date: _____

Board Notification Date: _____

Media Matching Grant Application Action:

Approved _____ Declined _____ Grant Approval Amount: \$ _____

Additional Comments:

Date Applicant Notified: _____