

### **Eligibility**

The Town of Dubois accepts Tourism Asset Development (TAD) grant proposals from entities submitting qualified advertising and promotion requests that demonstrate direct benefits to the tourism industry specifically in the Dubois area. TAD funds are to be used solely for promotional materials, television and radio advertising, printed advertising, digital content, social media, promotion of tours, staging of events, educational materials, and other specific tourism related objectives. Those entities that are eligible are non-profit organizations, tourist-related organizations, civic organizations, and for-profit organizations sponsoring community wide, tourism-related events. The Town of Dubois accepts proposals from persons of any race, color, creed, age, sex, disability, and national or ethnic origin. All advertising must include the Wind River Visitor's Council logo, available in electronic format from [destinationdubois@gmail.com](mailto:destinationdubois@gmail.com). Any request that the Governing Body believes may be beneficial to the promotion of the Town but is not normally considered may be permitted. A completed W-9 must be submitted with each application. Only grant applications from entities matching the W-9 submitted will be accepted for consideration.

Town of Dubois will not award grants to or for:

- Individuals
- Organizations that discriminate on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status
- Capital costs such as building and construction or equipment
- Purchase of alcoholic beverages
- Projects with proprietary elements, such as for-profit organizations advertising day-to-day, normal business operations
- Lobbying, political contributions, fund-raising events or other similar activities designed to influence legislation or intervene in political campaigns
- Donations, endowments, challenge grants, matching funds and other similar programs
- Direct or matching payments to members of the public, such as scholarships, assistance with personal and family financial difficulties, registration fees for conferences and training, or similar activities

### **Grant Priorities**

Of particular interest to Town of Dubois are projects that:

- Advertisement of attractions/events that encourage visitors to spend at least one full night in the Dubois area
- Advertise and promote the expansion, improvement, exhibit or addition to an existing visitor attraction
- Cover promotional, signage and advertising costs associated with projects, exhibits or performances including local advertising costs to be determined on a case-by-case basis
- Assist to get new visitor attractions started by advertising and promotion
- Advertising community wide events sponsored by for-profit businesses that benefit the entire community
- Advertising to reach a specific target tourism audience or to address an unmet tourism related need
- Will continue once advertisement of the event and the event itself ends
- Involve collaboration among partners, especially if collaboration occurs between organizations in different sectors (the non-profit, public, or for-profit)

### **Completion of Project**

All funding is on a reimbursable basis. Town of Dubois reserves the right to inspect, at any time, the records (specifically related to the grant) of the organization for purposes of audit. Upon completion of the project the following must be submitted to the Town of Dubois:

- Application for Reimbursement must be received by Town of Dubois within 60 days after the completion of the event.
- Reimbursement will be made only for previously approved items to the event sponsor.
- If the organization spends less than anticipated expenses no difference between the approved item and actual expenses will be reimbursed
- Final narrative report describing the outcome of the project
- Request for payment form with copies of all paid invoices and advertisements
- Town of Dubois will review each final report and determine its compliance with the approved grant submittal
- Town of Dubois will make ONE reimbursement to the event applicant. Applicant is to submit all invoices at same time with a notation that all invoices requested to be paid have been submitted. The grant is then closed.

### **Grant Applications**

Applications are available at Dubois Town Hall, Dubois Visitor Center or at [www.duboiswyoming.org](http://www.duboiswyoming.org). Submit applications to Town of Dubois, P.O. Box 555, Dubois, WY 82513-0555 or by email to [dubois@wyoming.com](mailto:dubois@wyoming.com) or to Destination Dubois, P.O. Box 45, Dubois, WY 82513-0045 or by email to [destinationdubois@gmail.com](mailto:destinationdubois@gmail.com)

### **Application Deadlines**

Grant funds are limited, and applications will be considered in the order in which they are received. Applications are due on the third Tuesday of January, March, May, July, September, or November. Grant applications will be considered at the next regularly scheduled meeting of Destination Dubois, which normally take place two weeks following the deadlines. Grant applications must be submitted to the Dubois Town Clerk's Office two weeks prior to the next scheduled Dubois Town Council meeting to be placed on the agenda for consideration. Destination Dubois recommendations regarding grant approvals or rejections must be approved by the Town of Dubois before awards are granted. All decisions of the Town Council are final.