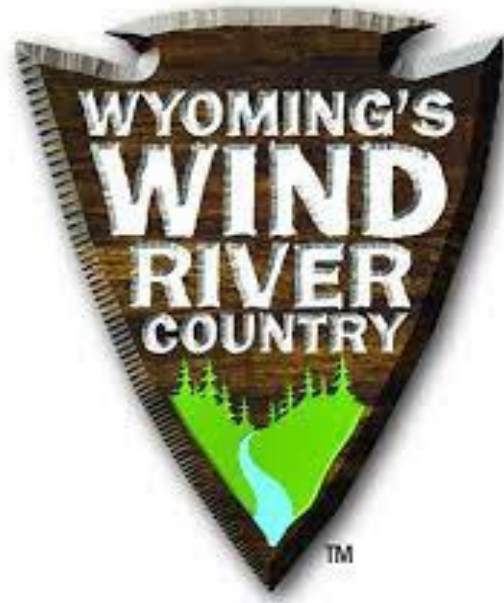
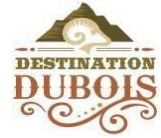


# TAD GRANT APPLICATION



THIS LOGO MUST BE ON EACH ADVERTISEMENT



**Dubois Tourism Asset Development (TAD) Grant Application Form**

Date of Application: \_\_\_\_\_ Have we funded this project in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

Legal Name of Event Sponsor: \_\_\_\_\_ (for-profit \_\_\_\_\_ non-profit \_\_\_\_\_)

**A W-9 must be submitted at time of application & match the Legal Event Sponsor name.**

Name of Project: \_\_\_\_\_ Project Begin & End Date: \_\_\_\_\_ / \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email/website: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Budget for Project: \_\_\_\_\_

Type of Audience/Reach of Advertising: Local \_\_\_\_\_ State \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_

Number of Anticipated Attendees: \_\_\_\_\_

Number of Anticipated Lodging Accommodations to be used: \_\_\_\_\_

Local Facilities that will be used for Project: \_\_\_\_\_

**Signature of Responsible Sponsor:** \_\_\_\_\_

By signing I acknowledge receipt of TAD grant Policy Procedures approved by the Dubois Governing Body.

**Documents Needed:**

1. Please attach no more than one sheet providing a detailed description of your project.
2. Please attach no more than one sheet explaining how these funds will be used.
3. Please attach a projected budget for the project. Include other funding sources.
4. Proof of Non-Profit Status. (if non-profit)
5. A W-9 Form must be submitted at time of application; it will be naming the requesting Event Sponsor as payee when the Reimbursement Form is presented for payment.
6. **WIND RIVER VISITOR COUNCIL LOGO'S MUST BE ON ALL THINGS ASSOCIATED WITH THIS GRANT.**

**Details for Reimbursement:**

1. **IMPORTANT!** Please place the name of the Event Sponsor that the reimbursement check will be written to in the line above titled: Legal Name of Event Sponsor.
2. If the amount requested for this project exceeds the actual monies spent, the lesser amount will become the reimbursement amount paid by the Town
3. Once the check is written to the requesting entity, the grant is considered closed
4. **ALL FUNDING IS GRANT REIMBURSABLE, YOU MUST PROVIDE PAID INVOICES**

**Grant Disposition:** Approved \_\_\_\_\_ / Denied \_\_\_\_\_ Approved Dollar Amount: \_\_\_\_\_

*For Office Use Only*

Tourism Asset Development  
 Grant Approval Checklist  
 Approved 8/12/2020

Yes	No
-----	----

**Will funds be used to:**

		Expand and/or improve an existing attraction
		Plan or develop an expansion, improvement, exhibit or addition to an existing visitor attraction
		Cover promotional, signage and advertising costs associated with project, exhibits or performances including local advertising costs
		Assist to get new visitor attractions started
		Reimburse costs

Yes	No
-----	----

**Is the ...**

		Attraction/performance open to the public
		Applicant a 501 (c) entity
		Applicant a "for-profit" entity

Yes	No
-----	----

**Project Information**

		Would this project happen without TAD funding?
		Are there other sources of funding?
		Will there be long term effects from this project?
		Will this project be a multi-day event?
		Will this project promote an existing tourism attraction?
		Will this project promote a new tourism attraction?
		Will this project bring outside monies to Dubois?
		Will this project encourage overnight stays in Dubois?
		A completed W-9 must be submitted with each application.
		Was the grant application submitted two weeks prior to the council meeting?
		Does the applicant and W-9 match?

Reviewers Notes:


### **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.



**Tourist Asset Development (TAD) Application for Grant Reimbursement**

Event Sponsor requesting reimbursement: \_\_\_\_\_

Request must be received **within 60 days** after event completion. All items included must be previously approved by the governing body. Payment will only made to Event Sponsor.

Contact Person/Phone Number(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email/Website: \_\_\_\_\_

*The project specified in the grant application with the TAD application program was completed on (Date: \_\_\_\_\_). If applicant spends more/less than anticipated during production/completion of the event, reimbursement will only include the actual expenditures that are **LESS OR EQUAL** to the requested amount. The Town of Dubois will make **ONE** reimbursement to the event applicant. Applicant is to submit all invoices together with a notation that all invoices requested to be paid have been submitted. The Grant is considered closed upon payment.*

**Required Information:**

- 1) \_\_\_\_\_ **FINAL NARRATIVE REPORT** (Include: Success of Project, attendance records, how long this project will require outside funding, etc.).
- 2) \_\_\_\_\_ **COPIES OF ALL PAID INVOICES** (Include itemized expenditure record)
- 3) \_\_\_\_\_ **COPY OF EACH COMPLETED PUBLICATION/BROCHURES.**

**CLAIMANT REQUEST**

**TOTAL EXPENSES** (Please include all invoices) \$ \_\_\_\_\_

**APPROVED BUDGET** (Please refer to approved grant application) \$ \_\_\_\_\_

I certify, under penalty of perjury, that the final report and its attachments are correct and just in all respects.

**Signature (Event Sponsor)** \_\_\_\_\_ **Date** \_\_\_\_\_