

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**. In the event a Joint Check Agreement is requested, the agreement must be fully executed prior to ordering goods/services.
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 (TAD) Application for Grant Reimbursement

Event Sponsor requesting reimbursement: _____

Request must be received **within 60 days** after event completion unless an extension has been granted by the governing body. All items included must be previously approved by the governing body. Payment will only be made to Event Sponsor/**Applicant unless a Joint Check Agreement has been approved.**

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 reimbursement to the event applicant. If the grant is a substantial amount, and/or over a period of time the applicant can request partial reimbursement of paid invoices only, submitted with a grant reimbursement form.*

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 PREVIOUSLY APPROVED BY THE GOVERNING BODY**
(Include itemized expenditure record)
All invoices previously approved by the Governing Body in the event of a Joint Check Agreement
- 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** _____

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. 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 unless a fully executed Joint Check Agreement is utilized. 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 unless otherwise approved by the Governing Body.
- 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 reimbursement to the event applicant. If the grant is a substantial amount, and/or over a period of time the applicant can request partial reimbursement of paid invoices only, submitted with a grant reimbursement form.

Grant Applications

Applications are available at Dubois Town Hall, Dubois Visitor Center or at www.duboisywoming.org. Submit applications to Town of Dubois, P.O. Box 555, Dubois, WY 82513-0555 or by email to dubois@wyoming.com or to Destination Dubois, P.O. Box 45, Dubois, WY 82513-0045 or by email to destinationduboiswyo@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 takes place two weeks following the deadlines. Grant applications must be submitted to the Dubois Town Administration 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.

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

Yes	No
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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
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Is the ...

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

Yes	No
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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:

AGREEMENT FOR JOINT ISSUANCE OF PAYMENT

This Agreement is made and entered into by and between the Town of Dubois, hereinafter “Administrator”, the _____, hereinafter “Recipient” and the merchant or supplier as indicated below by their signature, hereinafter referred to as “Supplier”.

RECITALS

WHEREAS, Administrator of TAD funds for the Town of Dubois; and

WHEREAS, Recipient at various times has applied for TAD funds for use in various projects and events to pay suppliers of material; and

WHEREAS, Recipient has requested that Administrator issue a joint check to Recipient and Supplier for services and materials provided by Supplier to Recipient; and

WHEREAS, Administrator is agreeable to issuance of a joint check on the terms and conditions contained herein.

NOW THEREFORE, for and in consideration of the agreements, payments and services provided for herein the parties agree as follows:

1. This agreement shall only apply to approved TAD funding by Administrator to Recipient in the event funds are allocated to Recipient.
2. Recipient shall be responsible for procuring the goods and services from supplier.
3. Upon receipt of the goods and services Recipient shall provide to administrator with a statement of the amount due to the Supplier for the goods and services.
4. The price for the goods and services shall not exceed the amount of the approved funds to Administrator to Recipient, and if they do exceed that amount, this agreement shall only apply to the amount approved by Administrator.

5. Upon receipt of the amounts due supplier, Administrator shall issue a check jointly to Recipient and Supplier, obtain Recipient's endorsement on the check and then forward the same to Supplier in payment of the amount due and owing from Recipient.
6. Administrator only guarantees payment to Supplier for the amounts approved to Recipient.
7. Administrator shall not become liable for any part of the indebtedness that exceeds the amount of approved funds to Recipient.
8. By entering into this Agreement the Town of Dubois does not waive its Governmental Immunity, as provided by any applicable law including W.S. Section 1-39-101 et seq. Further, the Town fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law based on this contract. This contract is entered into by the parties for their sole benefit, and is not intended to be for the benefit of any other third party or entity.

Town of Dubois

By: _____
Patricia Neveaux, Mayor

DATE _____

Dubois Chamber of Commerce

By: _____

DATE _____

Supplier

By: _____

DATE _____