



**Carbon County Visitors' Council dba Discover Carbon County, WY**  
**Event Advertising & Marketing Grant Application, Guidelines, & Instructions**

**DCC Mission:**

- The Carbon County Visitors' Council dba Discover Carbon County, WY Mission is to promote events, tourism, and the hospitality industry in Carbon County.

**DCC Grant Process Goal:**

- The goal of the DCC Grant Process is to assist Carbon County organizations with events designed to generate travel and tourism within our county.

**DCC Advertising and Marketing Grant Definition:**

- An Advertising and Marketing Grant is designed to assist Carbon County organizations with advertising and marketing efforts in order to bring out-of-county attendees and participants to a specific event.

**Eligibility:** Event Advertising & Marketing Grants are available to Carbon County tourism partners that are certified non-profit or governmental organizations: 501(c)3 or 501(c)6. Proof of non-profit status must be supplied with the completed grant application. Sectarian groups and religious institutions are not eligible.

**Grant award decisions are based upon:**

- The time of year the event will occur.
- Number of visitors/attendees inside and outside Carbon County.
- Number of overnight stays generated.
- Estimated economic impact on the area as a whole.
- Opportunity to maintain and grow visitation on an annual basis.

**Grant Funding:**

- Grant Awards will be based on expected (new event) and/or proven (repeat event) attendance and will be reimbursed up to **\$2,000.00** during the **Summer Season** (*Friday prior to Memorial Day through Labor Day*) **OR** up to **\$4,000.00** during the **Shoulder Season** (*Tuesday after Labor Day through Thursday prior to Memorial Day*).

Attendees	Shoulder Season	Summer Season
1-100	\$1,000.00	\$500.00
101-250	\$2,000.00	\$1,000.00
251-400	\$3,000.00	\$1,500.00
401 & above	\$4,000.00	\$2,000.00

**Required Recognition:**

*The Board requires specific recognition for its financial participation. Please note: the Office DCC Logo file(s) may be obtained from the DCC Office (307-324-3020 or via email [assistant@wyomingcarboncounty.com](mailto:assistant@wyomingcarboncounty.com)*

- **Audible identification (radio):** ***"PRODUCED IN COOPERATION WITH DISCOVER CARBON COUNTY, WY"***
- **Broadcast at event:** ***"PRODUCED IN COOPERATION WITH DISCOVER CARBON COUNTY, WY"***
- **Television and Internet:** Logo and/or audible identification ***"PRODUCED IN COOPERATION WITH DISCOVER CARBON COUNTY, WY"***
- **ALL Print Media:** brochures, posters, promotional flyers, registration forms, magazine and newspaper advertising – Logo and ***"PRODUCED IN COOPERATION WITH DISCOVER CARBON COUNTY, WY"***

- **DCC Banner at the event site** (provided by DCC).
- **Logo on tee-shirts**, if sponsors are recognized in this way.
- **Awards:** Logo and written identification (if space) ***"PRODUCED IN COOPERATION WITH DISCOVER CARBON COUNTY, WY"***
- **Event Entrance:** Four (4) event entrance tickets; a minimum of (2) event tickets provided for DCC representative attendance and (2) tickets (or promotional items when entrance to event is at no charge) to be given away over a radio station. Tickets/Promotional Items are due upon grant approval and must be received no later than 10 days prior to the event.
- **Any other considerations/benefits** the organization provides investors or sponsors at the same level of investment.
- **When a grant application is approved**, the DCC is considered an official sponsor of your event. **Recognition *MUST* be in ALL event advertising and marketing efforts.**

**Marketing Mediums:** Discover Carbon County, WY considers all typical marketing mediums eligible for grant funding. A proposed layout, sample and/or script should be provided with the applications. If a sample is not provided with the application, the grant may not be approved. **Advertising & Marketing efforts that do not contain the proper credit to the DCC will be excluded from reimbursement payment.**

**Other Marketing Items Which May Qualify:**

- **Awards** – Trophies, plaques, framed certificates, etc.
  - **Cash Prizes** – Minimum cash prize equaling \$50.00 or higher.
- NOTE:** All Awards and Cash Prizes are matched at 50% of expenditure not to exceed grant award total.

**Exceptions:** DCC will **not** approve Event Advertising & Marketing grant funds for the following:

- Phone or equipment expenses
- Administration, officials, judges, presenters, teachers, facilitators, etc.
- Entertainment, Bands, DJ's – **Note:** *radio remote broadcasting qualifies as Audio Media.*
- Items sold for profit, food, alcoholic beverages
- Postage, or sales tax

**Important Key Items:**

1. Application form must be completed in its entirety and include all required attachments.
2. Applications may be submitted at least 60 days (2 months) but no more than 245 days (8 months) prior to the event and prior to the third (3<sup>rd</sup>) Monday of April, August and December.
3. DCC Grant funding is a reimbursement of Advertising and Marketing dollars spent. Proof of Payment is required.
4. In-county advertising is limited to a maximum of twenty percent (20%) of costs incurred, of which fifty percent (50%) of those expenditures are reimbursable.
5. Out-of-county advertising efforts should be a minimum of eighty percent (80%) of all marketing efforts of which one-hundred percent (100%) of expenditures are reimbursable.
6. Proposed ad layouts, samples and/or scripts must be provided with the application.
7. Advertising & Marketing efforts that do not contain the proper credit to Discover Carbon County, WY as described under **Required Recognition** above, will be excluded from payment.
8. Four (4) event entrance tickets must be received no later than 10 days prior to the event.
9. DCC employees, Board members and their immediate family members are not eligible for Awards or Cash Prizes. *Immediate family includes spouses, parents and children.*
10. Applications will **only** be accepted if postmarked, hand delivered and/or electronic date/time stamped on or before the third (3<sup>rd</sup>) Monday of April, August and December each year.



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**Application Instructions:** The original copy of the completed grant application and all attachments should be provided to Discover Carbon County, WY. The applications should be compiled in the following order:

1. Completed application on page 5.
2. Detailed marketing plan:
  - a. How and to whom your group plans to market your event.
  - b. Advertising plan, schedules, and pricing.
  - c. Examples of marketing flyers, advertisements, radio scripts, etc.
3. Completed Proposed Event Advertising & Marketing Grant Worksheet on page 6. Excel version is available online.
4. A Priority list:
  - a. Clearly state the items that have priority in case full funding is not approved and/or not available.
5. The initialed and signed copy of page 4 as indicated.

All applications must be completed on the official DCC Event Advertising & Marketing application form, dated and signed. All applications must include all supporting documentation as detailed above and must be mailed, hand-delivered and/or emailed to Discover Carbon County, WY business office on or before the third (3<sup>rd</sup>) Monday of April, August or December.

***\*Incomplete applications will not be accepted and will be returned\****

**Mailing address:**

Carbon County Visitors' Council  
P.O. Box 1017  
Rawlins, WY 82301

**Or hand delivered to:**

105 E Cedar St  
Rawlins, WY 82301

**Or Emailed to:**

[assistant@wyomingcarboncounty.com](mailto:assistant@wyomingcarboncounty.com)

**Event Advertising & Marketing Grant Hearings** will be held the third Wednesday of January, May and September each year, place and time to be determined.

**Grant Application Timeline:** Applicants will be notified, in writing, within ten (10) business days of the Board's decision. If approved, grantee will receive:

**Letter of Approval;**

**Official Claim Form;**

**Grant Acceptance Agreement** *(The Grant Acceptance Agreement must be signed and returned to the DCC Business Office, PO Box 1017, Rawlins WY 82301 within ten (10) business days prior to your event, or the grant may become null and void).*

**Reimbursement:**

1. Grant recipients must maintain all receipts/invoices and collect cancelled or certified copies of checks of expenses related to the grant.
2. Copies of contracts or other documentation may be requested in exceptional circumstances.
3. Applicants have **sixty (60) days following the event** to file their Official Claim Form. Grant funding commitments become null and void sixty (60) days from the end date of event.
4. Any ad space, product, brochure, radio spots, or any other item contracted prior to approval of the grant does not qualify for grant funds.
5. Items not submitted for reimbursement within the specified time period become the **sole** responsibility of applicant.
6. Incurred expenses are the responsibility of the sponsoring organizations and approved expenses will be reimbursed by the DCC.
7. Any organization that is approved for event funds, runs advertising for said event, and cancels the event prior to its scheduled date, will be solely responsible for the cost of all ads for that cancelled event.



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**Request for payment must include:**

1. DCC Marketing Grant Final Report (online @ discovercarboncounty.com under resources):
  - a. A brief description/overview of annual advertising efforts.
2. DCC Grant Feedback Form (online @ discovercarboncounty.com under resources).
3. Visitor tracking sample and/or digital visitor tracking (template available through DCC office).
4. Official Claim Form (provided by DCC):
  - a. An expenditure list with vendor name, purpose/reason for expenditure and amount.
5. Paid Invoices with cancelled checks (or certified copies), cash and/or credit card receipts:
  - a. Advertising tear sheets, copies of publications, and/or electronic screen prints of online banners, ads, etc.
  - b. Recorded radio scripts, internet, and/or video advertising.
6. **Cash Award Prize Receipts** are required for **ALL Cash Prizes**. Non-cash awards should submit an invoice/bill, receipt or canceled check. **Restrictions apply, see page 2, Cash Prizes**

**Verification of Understanding (read, initial & sign):**

Once a grant approval and Official Claim Form is issued the grant approval process is final. I understand that any changes to the approved grant must be submitted in writing and that any changes that do not meet this requirement will be disqualified and ineligible for reimbursement by the DCC and will be considered the sole financial responsibility of the sponsoring organization.

Initial:

\_\_\_\_\_ I understand that **any changes to the approved grant must be submitted in writing** to the DCC at PO Box 1017, Rawlins WY 82301, or via email to [assistant@wyomingcarboncounty.com](mailto:assistant@wyomingcarboncounty.com)

\_\_\_\_\_ I understand that the request for payment must be submitted **no later than sixty (60) days after the completion of the event.**

\_\_\_\_\_ I understand that proof of payment, whether cancelled check, vendor invoice & statement showing payment made, vendor receipt or cash award receipts, must be submitted with the Request for Payment **no later than sixty (60) days after the completion of the event.**

Discover Carbon County, WY reserves the right to terminate funding in the event of non-compliance or cancellation, and to amend grants, reject or void grants which are contrary to law or public policy and amend its policies as it relates to the approval process for future grants.

Check:

☐ I have read and understand this document and will comply with the process as set forth herein.

☐ I have read and initialed the *Important Note* above.

☐ I have authority to enter into contracts on behalf of the organization.

Name of Organization: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



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**Event Advertising & Marketing Application**

Event Name \_\_\_\_\_ Date(s) \_\_\_\_\_ Location \_\_\_\_\_

Organization Name: \_\_\_\_\_

Main Program Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

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

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

Expected Number of Attendees: \_\_\_\_\_ Expected number of Overnight Stays: \_\_\_\_\_

Are you a 501(c)3 or a 501(c)6 Organization? \_\_\_\_\_ EIN \_\_\_\_\_ (Attach W-9)

Are you a Governmental Organization? \_\_\_\_\_ EIN \_\_\_\_\_

Grant Funds Requested: \$ \_\_\_\_\_ (Maximum awards \$2,000.00 Summer or \$4,000.00 Shoulder)

Has DCC funded this event in the past? \_\_\_\_\_ If so, how many times? \_\_\_\_\_

How will you promote out-of-county visitation? \_\_\_\_\_

Total budgeted for out-of-county advertising and promotion: \$ \_\_\_\_\_

How will you promote in-county visitation? \_\_\_\_\_

Total budgeted for in-county advertising and promotion: \$ \_\_\_\_\_

Grant funds will be used for (please check all that apply):

<input type="checkbox"/>
<input type="checkbox"/>

Newspaper  
Magazine

<input type="checkbox"/>
<input type="checkbox"/>

Flyers/Posters  
Internet

<input type="checkbox"/>
<input type="checkbox"/>

Radio  
Television

<input type="checkbox"/>
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Awards/Cash Prizes

**Note:** Reimbursement payment is based on paid approved items from the check list above and Official Claim Form provided by DCC. Read and Follow the Advertising & Marketing Grant Guidelines and Instructions carefully. Submission deadlines are the 3<sup>rd</sup> Monday of April, August and December. **\*INCOMPLETE APPLICATIONS WILL BE RETURNED\***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For Completion by DCC Staff**

Estimated Total Economic Impact: \$ \_\_\_\_\_



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Proposed Event Advertising & Marketing Grant Worksheet					
Media Description		Dates of Ads to Run	Project Total	Grant Request	Grant Award
<b>Print Media</b> <i>(newspapers, magazines, posters, flyers, etc.)</i>					
	In County <i>(reimbursed at 50% of expenditure)</i>				
	Out of County				
		<b>Total Print Media Ads</b>			
<b>Audio/Visual Media</b> <i>(Radio, Television, Internet, etc.)</i>					
		<b>Total Audio/Visual Ads</b>			
<b>Other Marketing Efforts</b> <i>(Awards or Cash Prizes reimbursed at 50% of cost/prize)</i>					
		<b>Total Other Marketing Efforts</b>			
		<b>Total Advertising &amp; Marketing Expenses</b>			