

CCVC (DCC) Mission:

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

CCVC (DCC) Grant Process Goal:

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

CCVC (DCC) Sponsorship Grant Definition:

- A Sponsorship Grant is designed to assist Carbon County organizations with events that draw substantial out-of-county overnight visitors to Carbon County without the need to advertise. *Events such as conventions, conferences, culminating events, member events, events at registration capacity, or events that have other sources of advertising funding may qualify.*

Eligibility: Sponsorship 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:

- 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.
- Effect on the local lodging tax of the event in past years (if an annual, recurring event).

Grant Funding:

- Reimbursement of up to Four Thousand Dollars (\$4,000.00) based on expected (new event) and/or proven (repeat event) attendance.

Attendees	Award will be <i>UP TO:</i>
1 - 100	\$1,000.00
101 - 250	\$2,000.00
251 - 400	\$3,000.00
401 & Above	\$4,000.00

The Sponsorship Grant funds can be used for the following event expenses:

• Event Stationary	• Free Event Programs
• Event registration forms	• On-site Event Brochures
• Event Officials/Judges	• On-site Event Posters
• Event Awards (given away)	• Rental Equipment
• Event Space Rental	• Speakers/Presenters at the Event
• Event T-shirts	

The CCVC (DCC) Board **will not** provide Sponsorship Grant funds for the following:

• Advertising	• Entertainment at Event
• Alcoholic Beverages	• Items sold for profit at event
• Cash Prizes	• Postage

Required Recognition:

The Board requires specific recognition for its financial participation. Please note: the Office CCVC (DCC) Logo file(s) may be obtained from the CCVC (DCC) Office (307-324-3020 or via email 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**"
- **CCVC (DCC) Banner at the event site** (provided by CCVC (DCC)).
- **Logo on t-shirts**, if sponsors are recognized in this way.
- **Awards:** Logo and written identification (if space) "**PRODUCED IN COOPERATION WITH DISCOVER CARBON COUNTY, WY**"
- **Any other considerations/benefits** the organization provides investors or sponsors at the same level of investment.
- **When a grant application is approved**, the CCVC (DCC) is considered an official sponsor of your event. Recognition **MUST** be in **ALL** event advertising and marketing efforts.

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 first (1st) Friday of each month.
3. CCVC (DCC) Grant funding is a reimbursement of dollars spent. Proof of Payment is required.
4. Proposed event item layouts, samples and/or scripts must be provided with the application.
5. Failure to recognize the Carbon County Visitors' Council dba Discover Carbon County, WY as a sponsor will result in the cancellation of all awarded grant funding.

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

1. Completed application on page 5.
2. Completed Sponsorship Grant Request Worksheet on page 6.
3. A Priority list:
 - a. Clearly state the items that have priority in case full funding is not approved and/or not available.
4. The initialed and signed copy of page 4 as indicated.

Applications will only be accepted if postmarked, hand delivered and/or electronic date/time stamped on or before the first (1st) Friday of each month.

All applications must be completed on the official CCVC (DCC) Sponsorship Grant 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 the Carbon County Visitors' Council business office.

Incomplete applications will not be accepted and will be returned

<u>Mailing address:</u>	<u>Or hand delivered to:</u>	<u>Or Emailed to:</u>
Carbon County Visitors' Council P.O. Box 1017 Rawlins, WY 82301	105 E Cedar St Rawlins, WY 82301	assistant@wyomingcarboncounty.com

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 CCVC (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 rental space, product, brochure, speaker, 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. Only paid and approved expenses will be reimbursed by the CCVC (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.

Request for payment must include:

1. Sponsorship Grant Final Report (online @ wyomingcarboncounty.com under resources):
 - a. A brief description/overview of the event.
2. Sponsorship Feedback Form (online @ wyomingcarboncounty.com under resources).
3. Attendance tracking compilation (online @ wyomingcarboncounty.com under resources).
4. Official Claim Form (provided by CCVC (DCC) office):
 - 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. Examples of all printed & promotional materials.
 - b. Speaker evaluation data from attendees.



**Carbon County Visitors' Council dba Discover Carbon County, WY
Sponsorship Grant Application, Guidelines, & Instructions**

Verification of Understanding (read, initial & sign):

Once 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 CCVC 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

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**.

The Carbon County Visitors' Council dba 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: _____



**Carbon County Visitors' Council dba Discover Carbon County, WY
Sponsorship Grant Application, Guidelines, & Instructions**

Sponsorship Grant Application

Event Name _____ Date(s) _____ Location _____

Organization Name: _____

Main Program Contact: _____

Phone: _____ Email: _____

Website: _____

Address: _____

City: _____ State: _____ Zip: _____

Estimated Number of Attendees: _____ Estimated number of Overnight Stays: _____

Are you a 501(c)3 or a 501(c)6 Organization? _____ EIN _____ (Attached W-9)

Are you a Governmental Organization? _____ EIN _____

Grant Funds Requested: \$ _____ (can be up to \$4000.00 total per event, based on attendance)

Has CCVC (DCC) funded this event in the past? _____ If so, how many times? _____

Is attendance for your event membership based? _____ If no, who is your target audience? _____

How will you promote your event? _____

How much will you spend on advertising and promotion of this event? \$ _____

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

Event Awards (given away)
Event Officials/Judges
Event Registration Forms
Event Space Rental
Event Stationary
Event T-shirts

Free Event Programs
On-site Event Brochures
On-site Event Posters
Rental Equipment
Speakers/Presenters at the Event

Note: Reimbursement payment is based on paid approved items from the check list above and Official Claim Form provided by CCVC (DCC). Read and Follow the Sponsorship Grant Guidelines and Instructions carefully. Submission deadlines are the first (1st) Friday of each month. *INCOMPLETE APPLICATIONS WILL BE RETURNED*

Signature: _____ Date: _____

For Completion by CCVC (DCC) Staff

Estimated Total Economic Impact: \$ _____



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Please fill out the Grant Request Worksheet below: