



2024 TOURISM ASSET DEVELOPMENT (TAD) GRANT APPLICATION GUIDELINES



The TAD Grant Program is funded by Fremont County and Wyoming lodging taxes and managed by the Lander Chamber of Commerce in partnership with the Wind River Visitors Council. The purpose of the TAD Program is to support the development of tourism-related events and programs that attract visitors to Lander. Applicants may apply for any amount up to \$1,000.

Applications will be assessed by the Chamber's Destination Lander Committee on a program's ability to demonstrate how it will provide a direct benefit to the Lander area tourism industry. Priority will be given to programs that develop Lander's tourism assets and attract outside primary tourism dollars into Lander.

DEFINITIONS:

1. "TAD" means Tourism Asset Development.
2. "Tourism Group" means any organization established for the primary purpose of promoting tourism resources and facilities in the Lander area.
3. "Program Director" means one who assumes responsibility for the organization's program/project/event.

ELIGIBILITY

Those eligible to apply for a TAD Grant are tourist/tourism-related non-profit civic organizations for the purpose of developing tourism assets in the Lander area. All requests require submission of the appropriate application materials and all awarded grants require the recommendation of the Destination Lander Committee and approval of the Lander Chamber of Commerce Board of Directors. Questions may directed to info@landerchamber.org or 307-332-3892 x2.

SPECIFIC GUIDELINES

1. **APPLICATION DUE DATE:** Applications must be submitted to the Lander Chamber of Commerce by **Thursday, February 29, 2024** for programs to be completed in 2024.
2. **ACKNOWLEDGEMENT:** Any event or program funded by a TAD Grant must credit both the Lander Chamber using the TAD logo above (left) and the Wind River Visitors Council logo (right). **Failure to do so will result in grant forfeiture** and the approved grant amount reverting back to the TAD Grant general fund.
3. **RIGHT to INSPECT:** The Lander Chamber of Commerce reserves the right to inspect, at any time, the records (specifically related to the grant) of the tourism group for purposes of audit.
4. The Lander Chamber of Commerce reserves the right to reimburse at less than the authorized grant amount if documented expenditures are less than what was originally proposed.
5. **COMPLETION and REPORTING DEADLINES:** Each approved program will have established a program completion date within **60 DAYS** of which a final fiscal report must be submitted to the Lander Chamber of Commerce. **Failure to submit a fiscal report within the specified time frame will result in grant forfeiture.** Exceptions to the 60 day deadline will be reviewed on a case-by-case basis.
6. **REIMBURSEMENT:** Upon completion of the program, the program director must submit the following:
 - A final narrative report indicating the overall success of the program
 - Request for payment form
 - Copies of all paid invoices pertinent to the grant request
 - A Fiscal Year budget of the organization
7. **FINAL AUDIT and PAYMENT:** Lander Chamber of Commerce staff will review and evaluate each final report and determine its compliance with the approved contract.

SUBMISSION INFORMATION (electronic submission preferred) info@landerchamber.org

Complete the fillable TAD Grant Application below, sign digitally or with ink, scan, and email to the above email address or mail or hand deliver to Carol King, Lander Chamber of Commerce, 100 N. 1st St, Lander, WY 80250.



2024 TOURISM ASSET DEVELOPMENT (TAD) GRANT APPLICATION



Organization:

Contact:

Program Director:

Mailing Address:

Phone:

Email:

Program Title:

Program Start Date:

Program Completion Date:

Dollar Amount Requested:

Total Budget of Program:

REQUIREMENTS

1. Written description of planned use of funds, reason this program is important to our tourism industry and anticipated economic impact (no longer than 2 pages)
2. Detailed budget showing expenses and revenues.

Questions (continue on an additional sheet if needed):

1. What area(s), attraction(s), activity(ies), and /or event(s) will this program promote?

2. Is this a new program? What is the history of the program?

I certify that the application form and all attachments are correct to the best of my knowledge.

Program Director Signature:

Date:

Once filled, you may sign electronically or print to sign normally. Scan and email to info@landerchamber.org.



2024 TOURISM ASSET DEVELOPMENT (TAD) GRANT REQUEST FOR PAYMENT



Organization:

Contact:

Program Director:

Mailing Address:

Phone:

Email:

Program Title:

Program Start Date:

Program Completion Date:

Program Total Budget:

INFORMATION to be SUBMITTED:

1. Final narrative report including results of program (e.g. tickets sold, benefit(s) to residents and non-residents)
2. Detailed budget indicating expenses and revenue
3. Copies of all paid invoices, receipts, and/or statements
4. Proof of program completion with photographs or other materials (promotional posters, website/social media screenshots, etc.)
5. Proof of use of Lander Chamber TAD logo (above left) and Wind River Visitors Council logo (above right)

CLAIMANT REQUEST

Total Expenses (invoices attached)..... \$

Total Income..... \$

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

Signature of Program Director:

Date:

Once filled, you may sign electronically or print to sign normally. Scan and email to info@landerchamber.org.