



Town of Pinedale
Pinedale Travel and Tourism Commission Grant Funding Agreement

Grant Overview:

- **The purpose of the Pinedale Travel and Tourism Commission (PTTC)** is to provide for the promotion of travel and tourism and to generate and increase overnight stays in Pinedale.
- **The goal of the grant process** is to assist Pinedale organizations with events designed to generate overnight stays in Pinedale lodging facilities thereby contributing to the overall greater Pinedale economy.

Grant Application: The Grant Application must be completed in its entirety and include all required attachments. In most cases, this has already been done prior to the Commission voting. If not, you will be asked to complete the application prior to receiving funds.

All grant decisions of the PTTC Board are based upon:

- Number of participants from outside of Sublette County.
- Number of overnight stays generated.
- Estimated economic impact on the area as a whole.
- Opportunity to maintain and grow the event in Pinedale on an annual basis.
- Effect on the lodging tax of the event in past years (if an annual, recurring event).

Required Recognition:

The Commission requires recognition for its financial participation as follows:

- Official PTTC Logo file may be obtained from PTTC Office personnel.
- VisitPinedale.org link and logo on websites.
- PTTC Banner at the event site (provided by PTTC).
- **When a grant is approved, the PTTC is considered an official sponsor of your event and should be recognized as such in ALL advertising.**

1. Communication with Pinedale Lodging

Please note the attached list of properties that may be able to offer lodging during your event.

The PTTC requires that you contact each of these properties to let them know you are having the event, provide dates, and estimated attendance. This checklist must be returned within 30 days of receipt of this letter or the grant may be rescinded.

2. Advertising & Marketing of events that received Grants

The attached worksheet will help you to track your advertising to include your progress report and final report. A minimum of sixty percent (60%) of advertising should be out-of-county. Organizations that do not do so may not be eligible for future funding. Advertising includes Facebook, email, posters and more. There is no requirement for print advertising.

3. Grant Uses:

The Board **does not** approve grant funds for the following:

- Portable advertising space (banners, electronic boards, etc.)
- Phone expenses
- Equipment
- Administration or overhead of the organization
- Event programs and other print projects for on-site use only
- Items sold for profit
- Food Expenditures
- Alcoholic beverages
- Sales tax

Return of Grant Acceptance Agreement: The Grant Acceptance Agreement and must be signed and returned with the certificate of insurance to the *PTTC at Town Hall, PO Box 709, Pinedale WY 82941* within twenty (20) business days prior to your event, or the grant becomes **null and void**.

Certificate of Insurance:

As described in the PTTC Grant Application, the Town of Pinedale requires a certificate of insurance naming the Town of Pinedale as an Additional Insured with a Waiver of Subrogation from each entity awarded funds. Funds will only be disbursed to the entity named on the application. This certificate must be returned with this funding agreement (see above) within twenty business days prior to the event.

Payment/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. These will be determined on a case-by-case basis.
3. Applicants have sixty (60) days following the end of the project to file their *Official Claim For/Town Voucher (see attached)*. Grant funding commitments become null and void sixty (60) days from the end date of event. An insert order or advertising contract is a one-time expense, not an event. Reporting for any one-time expenses should be submitted within sixty (60) days of occurrence of said expense.
4. Items not submitted for payment within the specified time period become the **sole** responsibility of applicant.
5. Incurred expenses are the responsibility of the sponsoring organizations and approved expenses will be reimbursed by the PTTC.
6. 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. Final Report:
 - a. A brief description/overview of completed project.
2. Tracking Method Form (for all events – available by email request).
3. Official Claim Form/Town Voucher (provided by PTTC):
 - a. An expenditure list with vendor name, purpose/reason for expenditure and amount.
4. Paid Invoices:
 - a. Advertising tear sheets and copies of publications (for advertising & marketing grant applicants only).
5. Award Receipts are required for all awards. (Form available upon request).
6. On rare occasions grant funds may be disbursed prior to the event. Prior disbursement will occur only if the event will not take place without them. A signed letter of explanation must be submitted. Under no circumstances with funds be disbursed in excess of 45 days prior to the event. Applicants should be aware that funds disbursements are only approved monthly at the regular monthly meeting of the PTTC.

Initial:

_____ **IMPORTANT NOTE:** Once a grant approval and Official Claim Form is issued the grant approval process is *final*. Any additions or changes to your approved grant **MUST BE SUBMITTED, IN WRITING, AND APPROVED** by the Pinedale Travel and Tourism Commission Board of Directors, *prior* to amending your grant. Upon approval of any changes, a revised Official Claim Form will be delivered to you. Any changes that do not meet this requirement will be disqualified and ineligible for payment by the PTTC and will be considered the sole financial responsibility of the sponsoring organization. I understand that any changes to the approved grant must be submitted in writing to the PTTC at: PO Box 709, Pinedale, WY 82941, or via email to samharnack@townofpinedale.us

The Pinedale Travel and Tourism Commission 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.

It is strongly recommended that you maintain a copy of this *Grant Funding Agreement* with your grant information and refer to them if you have any questions.

I have read and understand this document and will comply with the *Grant Funding Agreement* as set forth herein.

I have read and initialed the *Important Note* on page 3 of this document.

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

Name of Organization:

Signed: _____ Title: _____

Printed Name: _____ Date: _____