



Fossil Basin Promotion Board
Application for Tourism Promotion Grant

Date of Application:

Name of Event:

Name of Organization:

Contact Person:

Phone:

Email:

Mailing Address:

Amount of Request:

Date of Program/Event:

EIN Number:

Dunn's Number:

It is mandatory that all applicants present their **proposals** and **final reports** in person or by **Zoom meeting**

Submit Original and **Six (6) copies**

Original and **Six (6) Copies** of Application will be accepted by the Fossil Basin Promotion Board Quarterly. Fossil Basin Promotion Board meetings are held the 2nd Thursday of each month beginning at 6:00 pm at the Diamondville Town Hall, or as posted in the local newspapers and Facebook and update webpage.

Please also email a copy of the grant by the 1st of the month of the grant application deadline to info@fossilbasin.org

GRANT NARRATIVE

- Please give us a brief history of your organization. Please include its goals and mission statement.

- Please briefly explain the event you would like funded for advertising.

- Please indicate how the grant money requested will be spent. Please break down into categories.
- How does this event promote Tourism?
- Please explain how your organization will determine the non-local numbers of participants at this event.

6, Please indicate the efforts of your organization/group to fund and promote this event beyond Fossil Basin Promotion Board grant money. Please list other supporters and the amount of support received.

BUDGET

- Please include a budget sheet for this project. It should include the total cost of the project with cost line items and along with income line items. Please also include a profit loss report and a balance sheet for your last fiscal year.
- If you are a non-profit, please include a current Certificate of Good Standing from Wyoming Secretary of State.

3. Budget for advertising funds requested – by item. Please be specific re: How funds are to be spent (e.g. Names of radio stations, number of airings, size of ads etc.)

FINAL REPORT

Before receipt of final payment of FBPB grant money, successful grantees must make a **verbal** presentation of their **written** report on their projects/events to the FBPB. **This report should occur at a regular meeting, in person or by Zoom.** Final reports for reimbursement must be presented within six (6) months following the event. It must also include six (6) copies and must include the following:

- An itemization of expenses, receipts indicating payment.
- A final updated budget sheet with actual expenses and donation amounts for this project.
- Copies of all promotional materials (flyers, posters, articles, etc.) pertinent to the event.
- Evidence of out-of-town license plate count, letters, count of number of out-of-town people, etc.) How did you determine the number of attendees and how did you determine the out-of-town attendees?
- Please attach and email photographs of your event.
- Photographs of your event may be used by FBPB for promotional activities.
- Both the presentation and final report of the grant may be made by Zoom or in person. We will let you know. If it is a Zoom meeting, we will ask you to email your grant request and final report to us by the 1st of the month before the meeting.

GRANT GUIDELINES

Prospective applicants will conform by the following guidelines and policies to be successful in their grant applications. The Fossil Basin Promotion board (FBPB) reserves the right to disallow any application made that does not follow the guidelines. Funds may only be used to promote tourism into Kemmerer and Diamondville.

- A letter of support from the requesting board/committee must accompany this application.
- Grant monies will be distributed upon the Board's approval of itemization and receipts totaling amount of grant funds from the requested application.
- FBPB funds are reimbursable incrementally (\$250.00 minimum), or as a lump sum, at the option of the organization, upon receipt of itemization of expenses and receipts indicating payment.
- Approved grant monies must not be used to purchase items for resale or fundraising.

- Signs, posters, etc. will be for advertising the event, not to promote other business.
- Only out-of-town advertising for radio, television and newspapers will be funded.
- Before receipt of final payment of FBPB grant money, successful grantees must make a **verbal** presentation of their **written** report on their projects/events to the FBPB. This report shall occur at a regular meeting of the FBPB within three months following the event or (special request for extension), it shall include six (6) copies and must include the following:
 - An itemization of expenses, receipts indicating payment.
 - Copies of all promotional materials (flyers, posters, articles, etc.) pertinent to the event.
 - Evidence of out-of-town license plate count, letters, count of number of out-of-town people, etc.)
 - Please attach and email photographs of your event.
 - Photographs of your event may be used by FBPB for promotional activities.
- FBPB will fund only the items that have been approved by the FBPB in the requests. Not all items in a request may be funded.

10. FBPB logo **MUST** be on all advertising used for this project.

11. Applicants are encouraged in their long-range planning to make their program/event self-supporting. Subsequent applications for a particular event must show evidence of expansion of the event and/or evidence of sustainability.

12. **Monies awarded must be spent within a year of the grant approval date.**

Event/promotion sponsor to sign below that they understand the above guidelines and policies. This page is to be submitted with the grant funding application.

Signed _____ Date _____

Approved amount (by FBPB) _____ Date _____

BY: _____ Official