



2019-2020 DURANT TOURISM ECONOMIC DEVELOPMENT TAX
TOURISM PROMOTION FUND
GRANT APPLICATION

Dear Applicant,

Attached please find the 2019-2020 Tourism Promotion Fund Grant Application.

The Durant Tourism Economic Development Tax Trust Authority, hereinafter referred to as DTEDT Trust Authority, allocates funding from the tourism tax provided by our lodging facilities within the city of Durant to market and promote regional activities, attractions, and events in the City of Durant and surrounding area. The DTEDT Trust Authority reviews the Tourism Promotion Grant Applications and makes recommendations on allocation.

There are two (2) different categories, those seeking funds \$2,500.00 and below and those seeking funds \$2,500.01 to \$10,000.00.

Funding is very limited and the grant process is very competitive. Receipt of funds in one year is not a guarantee of receiving funds, or the same amount of funding, in subsequent years.

Review the entire application and all instructions prior to beginning work on it. Contact the Durant Area Chamber of Commerce at 580-924-0848 with questions.

Review your application completely before submitting it and make sure you have followed all instructions.

The DTEDT Trust Authority complies with all applicable state and federal laws and does not discriminate in any manner.

Sincerely,

DTEDT Trust Authority



INSTRUCTIONS

2019-2020 DURANT TOURISM ECONOMIC DEVELOPMENT TAX TOURISM PROMOTION FUND GRANT APPLICATION

Eligible projects shall provide for the development and promotion of tourism within the City or region. Categories of award may include:

***Special Events.** This includes events to draw visitors to the City of Durant or region, encourage longer visits, or extend the length of the tourism season.*

PROGRAM DATES

Applications Available: **July 1, 2019**

**Applications Due at Discover Durant,
Durant Area Chamber of Commerce:** **90 days prior to event date**

Target Award Date: **30 days prior to event date**

Note: *The DTEDT Trust Authority reserves the right to take whatever time is necessary to make their respective final determinations.*

INSTRUCTIONS

1. Applications **MUST BE RECEIVED** by the DTEDT Trust Authority at the Durant Area Chamber of Commerce 90 days prior to event date. All applicants must submit one electronic copy in PDF form to discoverdurant@gmail.com AND one (1) original copy to:

Discover Durant
Durant Area Chamber of Commerce
215 N 4th Ave
Durant, OK 74701
2. Late or incomplete applications will not be considered.
3. Applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The DTEDT Trust Authority reserves the right to fund applications in whole, in part, or not at all, and to reject any or all applications.
4. Applications and all materials submitted to the DTEDT Trust Authority may be subject to disclosure pursuant to the Oklahoma Open Records Act.
5. No cover letter or table of contents will be accepted. Cover letters and tables of contents submitted with applications will be discarded and not considered.
6. No double-sided printing will be accepted.
7. Applications that are bound and those that use dividers or tabs that prevent the DTEDT Trust Authority from easily photocopying or handling the applications will be rejected. Do not bind applications or use dividers or tabs.
8. This application consists of these instructions, (1) the Summary Form, (2) the Selection Criteria Questions, and (3) Attachments.
9. The final application submitted to the DTEDT Trust Authority must include:
 - Completed and signed Summary Form
 - Use of Funds Summary (250 words)
 - Responses to Selection Criteria Questions (3 pages)
 - Attachments in proper order
10. The DTEDT Trust Authority is the sole decision maker for grants awarded through the DTEDT Trust Authority.
11. The DTEDT Trust Authority is responsible for all activities regarding the distribution of funds through the 2019-2020 Grant Cycle and may solicit information from any source as needed in conducting this work.
12. The DTEDT Trust Authority reserves the right to issue or not to issue supplemental statements regarding these instructions or any aspect of the grant program on an as-needed basis, and to perform any and all due diligence that may be required in the discharge of its obligations. Applicants may be required to provide additional information or to participate in pre-award interviews, as needed.



GRANT APPLICATION \$2500.00 AND UNDER

NAME: _____

MAILING ADDRESS: _____

APPLICANT CONTACT NAME: _____

TITLE: _____

ARE YOU THE PRIMARY CONTACT FOR THIS GRANT: YES NO

EMAIL: _____

TELEPHONE: _____

FEIN: _____

GRANT AMOUNT REQUESTED FOR 2019-2020: _____

TOTAL OF ALL CURRENT CASH RESERVES: _____

TOTAL APPROVED BUDGET FOR FISCAL 2019-2020 (CURRENT BUDGET YEAR): _____

TOTAL INCOME FROM ALL SOURCES FOR FISCAL 2018-2019 (PRIOR BUDGET YEAR): _____

DATE OF EVENT: _____

BRIEF PROJECT DESCRIPTION -- IN A SEPARATE DOCUMENT, ANSWER THESE THREE QUESTIONS BELOW IN 250 WORDS TOTAL OR LESS (Please specify word count on project description document):

1. What does your organization do?
2. How will grant funds be used?
3. How will you measure success?
4. What is your implementation schedule?
5. Where will the event take place?

ATTACHMENTS

- Site or Event Map
- Implementation Schedule
- Copy of IRA determination letter as to 501(c)(3) status
- List of current Board of Directors and Officers
- IRS Form 990 (most current available)

Signature of Responsible Party: _____

Title: _____ Date: _____

Official form of the Durant Tourism Economic Development Tax Trust Authority.
Do not alter or change this form in any manner.
Submittals not using official forms or using altered forms may be returned without notice.

For Official Use Only:

Date Received: _____ By: _____
Date: _____ Approved / Denied (If Approved Date of Wrap-up: _____)

NOTE: This attachment is for reference information only. If you cannot comply with terms of grant agreement, please do not submit your application.

DURANT TOURISM ECONOMIC DEVELOPMENT TAX TRUST AUTHORITY GRANT AGREEMENT

Dear DTEDT Trust Authority Grant Recipient:

By Signing Below, I agree to:

- Complete the project as described in the terms of accepted grant.
- Send any collateral materials (flyers, brochures, etc.) to discoverdurant@gmail.com for placement on Discover Durant website/social media accounts.
- Forward any copies of press related to project/event described in grant to discoverdurant@gmail.com.
- Submit Enclosed Wrap-up Report (*provided once grant is approved and agreement is signed*) to discoverdurant@gmail.com by (Sample Only – Do Not Sign) (30 days after event has ended).

All print ads and materials must carry the Discover Durant logo and www.discoverdurant.com, and all radio and TV ads must carry the same tag line as part of the audio. A logo will be provided upon approval. Failure to comply with these requirements, cancellation or change of event from that which was presented, or the use of any logo other than the one provided will result in consideration by the DTEDT Tax Trust Authority to either disqualify the event from future funding, and/or request remittance of the funds granted.

Today’s Date: _____ (Sample Only – Do Not Sign)

Signed: _____ (Sample Only – Do Not Sign)

Printed Name: _____ (Sample Only – Do Not Sign)

Name of Group/Organization: _____ (Sample Only – Do Not Sign)

Please Return Original to DTEDT Trust Authority and retain the copy.
DTEDT Trust Authority/Discover Durant
215 N 4th Ave, Durant, OK 74701
discoverdurant@gmail.com
580-924-0848 | www.discoverdurant.com

Chairman or Co-Chairman of the DTEDT Trust Authority

Date