



VISIT DUBOIS COUNTY, INC.
TOURISM PROMOTION FUND GRANT GUIDELINES
Application Deadline: March 1st

Visit Dubois County, Inc. is the one community organization empowered to promote the tourism industry in Dubois County. The fundamental mission of Visit Dubois County, Inc. is to invite people to be our guests, encourage them to stay and to return. This is accomplished by showcasing our heritage, highlighting our family-oriented destinations, building cooperation with surrounding communities, and spreading our welcoming spirit, thus enhancing the social and economic growth of the area. The organization's purpose is to use the innkeepers tax funds to promote and encourage conventions, trade shows, special events, recreation, and visitors to Dubois County. Visit Dubois County, Inc. works hand in hand with local businesses and organizations by providing technical assistance, guidance, and coordination to those who deal with the tourism industry.

Visit Dubois County, Inc. also awards grants through its Tourism Promotion Fund on a limited basis. The purpose and objective of the Tourism Promotion Fund are to assist qualified not-for-profit organizations, events, or tourism-related groups in initiating, developing, and promoting increased tourism in the Dubois County area.

Eligibility & Guidelines

- Grant applications will be considered once annually following the March 1st deadline.
- Grant applications are open to not-for-profit, tourism-related groups (including but not limited to festivals, events, attractions, sports organizations, and chambers of commerce) which will increase visitor attendance from outside the immediate area with the event/project for which grant funding is requested.
- Approved applications for events/projects that have been previously funded may receive new grant money if additional tourism benefit can be proven, though in amounts less than previously granted. Generally, applicants are limited to one grant per year unless there are extenuating circumstances.
- Special consideration will be given to organizations establishing first-time events.
- Visit Dubois County, Inc. encourages applicants to include minority-owned and women-owned vendors and small business entities in their projects.
- To the extent possible, local vendors should be used unless a particular service or material is not available locally.

Requirements

- All applications must be complete. Incomplete applications will not be funded.
- Please type or print legibly.
- A copy of the completed application and supporting documentation must be submitted to:

Visit Dubois County, Inc.
2704 Newton Street
Jasper, IN 47546

- All promotional materials related to the approved event/project must contain the statement: “Funded in part by Visit Dubois County, Inc. – www.visitduboiscounty.com – 800.968.4578”. This includes advertisements, press releases, brochures, and all promotional items.
- Promotion of the event/project for which tourism funding is requested must be beyond a 60-mile radius.
- If your organization has its own website on which the event will be advertised, a link to www.visitduboiscounty.com is required.
- At least two (2) competitive bids for any outside services needed, using the same specifications, must be submitted with the grant application. Any application that does not include two (2) bids will be considered for funding only if the applying organization shows that only one vendor can provide the service or material or is part of a larger contract with that vendor; or that the price is reasonable. (For media advertising, a rate card marked with the rates being used must be submitted with the application.)
- A sample of advertisements, press releases, brochures, and all other promotional material must be submitted with the grant application.
- To claim payment for an approved grant, the organization must provide Visit Dubois County, Inc. with a completed Grant Report, copy of the vendor’s original invoice or an invoice showing that payment of the project has been made and a copy of all promotional materials.
- Applicants will be promptly notified in writing of the decision of Visit Dubois County, Inc. All projects must be completed within one (1) year of notification of the grant. Failure to do so will disqualify the organization from receiving funds. If special consideration is needed for an extension of this deadline, a written request for extension must be received at least one (1) month prior to the deadline.
- Significant alterations to the project following approval will require reconsideration of the grant application by Visit Dubois County, Inc.