



Thank you for requesting an application for the Tourism Business Improvement District (TBID) grant. The Glasgow TBID mission is to grow our tourism economy through increased visitation and spending in our local lodging facilities by effectively marketing our region as a preferred travel destination. **These funds are made available through the lodging facilities in Glasgow. For every occupied room night, guests are assessed a \$1.00 fee that is returned to Glasgow.** The Business Improvement District Law, Montana Code Annotated 2007, 7-12-1101 through 7-12-1144 as amended, for the funding of all uses and projects for tourism promotion within Glasgow as specified in the Glasgow Tourism Business Improvement District budget. Revenue collected from this assessment must be used for activities and expenditures designed to increase tourism, events, and convention business.

Project & Event Grants supporting tourism of up to \$2500.00 are available to 501c3 non-profit organizations. Consideration will be given to projects/events that promote travel from out of the area, 100 miles or more. The grant may be used for bricks and mortar projects or for hosting and marketing events designed to attract new visitors from outside the local region or to enhance the long-term growth of the travel industry in Glasgow. Grant funds become available at the beginning of the City of Glasgow's fiscal year, July 1. TBID grant funds are competitive and will be awarded at the discretion of the TBID Board of Directors. All non-profit grants will be considered as funds are available.

Ineligible Expenditures

Following is a list of ineligible expenditures. Ineligible expenditures may be figured into your total project budget but are not eligible for reimbursement with grant funds. In-kind services, while not eligible for inclusion as expenditures, may be listed as part of the budget.

- Expenses incurred before the date of the award letter
- In-kind services by suppliers, vendors, consultants, etc.
- Routine Administrative costs
- Paid advertising through LOCAL media outlets
- Telephone and communication charges
- Signage such as banners, posters, etc.; these tend to see localized use
- Membership dues
- Salaries for employees
- Office supplies
- Promotional items such as t-shirts, decals, magnets, etc.

Selection Criteria -Each eligible grant will be rated on the following criteria:

- Ability and method to track the effectiveness of the proposed project/event.
- Degree to which travel will be generated from outside the area (more than 100 miles)
- Degree of regional or local collaboration on project
- Potential to positively impact the growth of the tourism industry of Glasgow

- Evidence of overall strategy and marketing plan
- Financial need of the applicant
- Overall appeal of the project

****Approved Event Grants must agree to follow the rules and regulations set forth by the Glasgow TBID, outlined below:**

PRINTED MATERIAL

1. The words Glasgow Montana shall appear on ALL printed material
2. Include the following information on print projects:
 - i. Our communities tourism website www.glasgowchamber.net
 - ii. Our Glasgow TBID logo (Official artwork will be supplied)
 - iii. Acknowledgement of grant collateral: "Produced with support from Glasgow TBID funds"

SPONSORSHIP BANNERS

1. Should the Event include a Sponsorship Banner, Glasgow TBID logo must be present (Official artwork will be supplied)

On-line Advertising

1. Glasgow, Montana shall appear at first glance spelled out in its entirety

Television and Radio Advertising

1. When appropriate Glasgow, Montana shall be stated on ALL audio tracks

Restrictions

1. Applications must come from within Valley County.
2. Applications must be received no later than **60 days prior** to the event or project expenditure. **TBID will NOT award monies retroactive.**
3. Modifications must be pre-approved by the TBID Board. Funds will not be paid for expenses not included in the approved grant application without such authorization.

Project Completion and Reimbursement Requests

1. Requests for reimbursement must be received by the TBID no later than 60 days after completion of the event and one (1) year after awarded funds for project grants.
2. If awarded funds, the grantee must provide documentation of the amount expended. **TBID funds will pay for invoices or non-profit entities may be reimburse for expenditures by providing a copy of the invoice and cancelled check.**
3. A **project completion report** is expected within 60 days after the event/project. This can be a written single paragraph report as to the effectiveness of the project/event to generate tourism in Glasgow. If attendance estimates are available they should be included in the report.

Process

1. **Submit 7 copies** of the attached application and any supporting document to the Glasgow TBID Grant Committee at the Glasgow Chamber, address is noted above.
2. Grant applications will be reviewed during the Glasgow TBID monthly meeting and notification will begin 15 business days after the meeting date.
3. **Failure to comply with any of the criteria listed may require a full repayment from the organization awarded to the Glasgow TBID enforceable by the City of Glasgow's attorney's office.**

