

2016

ALABAMA TOURISM DEPARTMENT GUIDELINES FOR MATCHING GRANTS

The Alabama Tourism Department (ATD) will continue its Matching Grants Program in 2016. The Matching Grants Program provides assistance to nonprofit Alabama organizations promoting travel and vacation business to Alabama on a reimbursement 50/50 matching basis. **Organizations approved for Matching Grants may be considered for grants for an amount up to \$2,500 for festivals and/or events and up to \$5,000 for attractions.**

I. APPLYING FOR FUNDS

Requests for 2015 Matching Grants funds must be made on an official form available from the Alabama Tourism Department. No organization, nor any of its subdivisions or affiliated groups, will be approved for more than one Matching Grant. Each nonprofit organization will be required to submit its tax-exempt identification number or its tax exemption letter from the Internal Revenue Service. Each applicant must be located in an area that collects lodging taxes and applies a portion of the funds toward local tourism development.

II. DEADLINES

There is no deadline to submit applications for attractions/CVB/chamber brochures other than when organizations produce a special event/festival brochure.

Special Event/Festival Brochure Deadline

All event specific brochure projects must be for events in 2016. Brochures must be completed by November, 2016, or the grant will be withdrawn at 5:00 PM on December 1, 2016. **This includes receipt of final paperwork by the Alabama Tourism Department. (ABSOLUTELY NO EXTENSIONS)**

If you are submitting an application for an event it must be received at least three (3) months prior to the event date. **See chart below.**

<i>Event Date</i>	<i>Application Submission</i>
January 2016	October 2015
February 2016	November 2015
March 2016	December 2015
April 2016	January 2016
May 2016	February 2016
June 2016	March 2016
July 2016	April 2016
August 2016	May 2016

September 2016	June 2016
October 2016	July 2016
November 2016	August 2016
December 2016	September 2016

III. DISTRIBUTION OF FUNDS

The Alabama Tourism Department will release no grant funds until the applicant and the Alabama Tourism Department have received a fully executed agreement signed by the grantee, the Director of the Tourism Department, and the Governor of the State of Alabama. **Funds will be disbursed within six weeks after the project is completed and all supporting documented expenses have been filed with the Alabama Tourism Department.** Brochures funded with matching grant monies may not be resold and are for free distribution only.

To receive your matching grant funds, you must provide the Alabama Tourism Department with copies of paid invoices, canceled checks and one-fourth of your brochures by December 31, 2016. In-kind services may not be used by a grantee to match Alabama Tourism Department funding. You will be reimbursed at 50% of what you paid not to exceed grant amount. (ABSOLUTELY NO EXTENSIONS).

IV. USE OF FUNDS

A. **BROCHURES**--meeting the following qualifications:

- 1) Bid estimates for the actual brochure must be submitted with the application for consideration.
- 2) Brochures promoting and advertising recreational, historical or travel attractions and/or related events within the State of Alabama.
- 3) Brochures must include a contact, telephone number; fax number, electronic contact and address for lodging and tourism information.
- 4) The brochures must contain the date and quantity. For example: 05-11; 100M, as well as the Alabama logo. Camera-ready logo copy is available at the Alabama Tourism Department.
- 5) Only printed brochures, which are clearly travel and/or tourism-oriented are eligible.
- 6) In order to ensure that brochures are in full compliance with the minimum requirements of this Matching Grants Program, it is mandatory that drafts of all print material be submitted and approved by the Alabama Tourism Department office prior to printing. All editorial and commercial content must be included. Artwork, photographs, etc., should be indicated on the

layout, identified and described. See sample brochure layout at our website www.alabama.travel.

- 7) Listings in the brochure must be made available to both members and non-members of any organization applying for a grant. A reasonable fee may be charged by the grantee to a non-member for a listing.
- 8) The Alabama Tourism Department is to be given a minimum of one-fourth of the brochures for distribution.
- 9) Special event brochures should be furnished to the Alabama Tourism Department at least four (4) weeks prior to the date of the event. Deliveries of brochures to the Alabama Tourism Department less than four (4) weeks prior to the event date are not assured timely distribution.
- 10) Brochures funded under this program are for free distribution and not for sale. Failure to comply may result in revocation of the grant and/or disqualification of future grant consideration.

B. TOURISM PROMOTION WEBSITES OR FREE SMARTPHONE APPS

- 1) Home page and/or app must include link to www.alabama.travel

C. ADVERTISING

- 1) Out of state advertising only, such as billboards, print media, and television.

V. SELECTION OF PROJECTS TO BE FUNDED

- A. All Matching Grant applications will be reviewed by the Alabama Tourism Department's Marketing Committee. The Committee will make its recommendations for funding based upon the project's impact on tourism in Alabama. Should funds not be utilized as approved, those funds may be transferred to another applicant.
- B. The Alabama Tourism Department's Marketing Committee will make recommendations for funding of Matching Grant applications to the Governor for final approval.