**SWCOC FUND REQUEST APPLICATION FORM**

**For the period of January 1, 2021 to December 31, 2021**

Name of group requesting funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_**\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_**Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of money requested: **$ \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the nature of the project for which you are requesting funding & how does it relate to promoting the Shoshoni Area?

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2. Will items (i.e. equipment/materials) be purchased for this project? (use additional paper, if necessary).Yes \_\_\_ \_\_\_\_ No \_\_\_\_\_\_\_\_

(This section **must be filled out in detail**, or application will not be accepted. Any items purchased with (TAD) and SWCOC Funds must include the current Wind River Visitors Council and SWCOC Logo.)

Please provide a breakdown of how funding will be spent:

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Item to be Purchased/  Purpose of Item | Quantity to be Purchased | Cost Per Item | Total Projected Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Project(s) Cost |  |  |  |

3. (Answer if applicable.) (**List each event separately**.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Event & Location** | **Beginning and Ending**  **Date of Event** | **Estimated**  **Number of participants** | **Estimated**  **Total Number of Visitors** | **Estimated**  **Number of Out-of-County Visitors** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

4. Are you applying for funds from other entities? Yes \_\_\_\_\_\_ No \_\_ \_\_\_\_\_

5. Will you raise/invest monies from your own organization? Yes \_\_\_\_\_ No \_\_\_\_\_\_

**SWCOC is not responsible for upkeep & maintenance of other organization’s property**.

Fund Request Applications must be **complete and legible**. Incomplete or inaccurate Fund Request Applications **will be denied**. Any items purchased with SWCOC Funding must include the Wind River Visitors Council and SWCOC Logo.

(Please see the section 6 Grantee Agreement on page 4 for complete detail.)

6. **If any of the foregoing information is to change, please send a copy of the updated information to:**

**Shoshoni, WY Chamber of Commerce OR Hand Deliver at the SWCOC**

**PO Box 324 216 Idaho St.**

**Shoshoni, WY 82649 Shoshoni, WY 82649**

\***Request must be submitted no later than October 9, 2019 to one of the above addresses (or posted marked later than October 7th).**

**Grantee Agreement:**

**I understand that should I/my group be granted the full or partial amount of this request, I/my group will be required to submit copies of all receipts for all items purchased and/or fees incurred that affect said monies awarded by the Shoshoni, Wyoming Chamber of Commerce/TAD Funds. All final receipts from the entire project must be submitted by mail or dropped off to the above mentioned addresses no later than 30 days after the conclusion of the event/project.**

**In addition, I understand that should I/my group be granted the full or partial amount of this request. I/my group will be required to place a current logo of the Wind River Visitors Council and SWCOC for recognition of funds received from the SWCOC on one of the following:**

* **Equipment or clothing purchased with grant money (excluding uniforms)**
* **Banner or plaque that must be visibly displayed**
* **Advertisements (radio, newspaper, etc.), programs, yearbooks, flyers, etc.**

**The logo for the Wind River Visitors Council is available to copy from their website: windriver.org. SWCOC’s will be attached to the digital copy or can be obtained on our website: shoshonichamber.com**

Submitted this \_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_, by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a representative for the group.

**Signature of Group Representative**

**Application Guidelines—For Calendar Year 2021**

***The Shoshoni Wyoming Chamber of Commerce reserves the rights to consider each group or organizations request on a case by case basis.***

Funds may be used to:

1. Expand and/or improve an existing attraction
2. Plan or develop an expansion, improvement, exhibit or addition to an existing visitor attraction.
3. Acquire or expand exhibits or performances for existing visitor attractions.
4. Cover promotional and advertising costs associated with projects, exhibits or performances.
5. Help to get new visitor attractions started.

NOTE: Funds must be utilized for attractions or performances that are open to the public and be of an educational, cultural, historical, artistic or recreational significance to the Shoshoni Area.

* The funds may be used for reimbursement purposes only, unless other arrangements are made in advance. If monies are paid in advance, any over payment must be returned. If monies are not returned those monies will be deducted from any future request.
* The organization will be reimbursed for previously approved items only.
* Application for reimbursement must be turned in to the Shoshoni Chamber of Commerce no more than 30 days after the completion of the approved event.
* The organization will not receive funds for reimbursement above and beyond anticipated expenses.
* If the organization spends less than the anticipated expenses, they will not receive the difference of that approved line item and the actual expense, it will stay in the Shoshoni TAD general fund.

The enclosed Fund Request application packet is for your use in applying for funding for proposed events. Fund requests can be picked up at the Shoshoni Public Library located at 216 Idaho St., Shoshoni, WY 82649.

***If you or your group is funded by the Shoshoni, WY Chamber of Commerce/TAD Funds you must comply with the following:***

*1) Copies of all Paid Invoices/ Receipts to be reimbursed.*

*2) A copy of Completed Print material and/or radio information (logs, invoices)*

*3) All items to be reimbursed* ***MUST BE TURNED IN NO MORE THAN 30 DAYS FOLLOWING THE EVENT. NO EXTENSIONS!!***

**NO REQUEST WILL BE ACCEPTED AFTER October 9, 2020 2:00pm.**

* All fund requests must be turned into:

**Shoshoni, WY Chamber of Commerce**

**c/o Shoshoni Public Library**

**216 Idaho St.**

**Shoshoni, WY 82649**

**Or mailed and post marked no later than October 7, 2020**

**Shoshoni, WY Chamber of Commerce**

**PO Box 324**

**Shoshoni, WY 82649**

Any group or organization may submit requests for multiple projects. A MAXIMUM **of $1,000** may be granted to any one project for this fiscal year.

* **Fund Request Applications must be complete and legible.**
* **The original and six (6) copies must be submitted to Shoshoni, WY Chamber of Commerce.**
* **Applications received after the deadline will be denied.**
* **Incomplete or inaccurate Fund Requests** **Applications will be denied.**
* **Please note new information requested on page two (2) regarding “Visitors outside of the County”. We will be passing this information to the Wind River Visitors Council.**
* **A representative is required to meet with the Shoshoni, WY Chamber of Commerce Board of Directors at their November meeting on November 8th at the Shoshoni Recreation Building at 2:00 pm. If there is a conflict for the organization, the Chamber must be contacted before this meeting and a solution approved for the organization to be eligible for the TAD grant.**

Questions:

1. What area(s), attraction(s) and/or events will this project promote?
2. Is this a new project? Yes No