



Moffat County Local Marketing District Grant Application Instructions

Submit this completed application with any other supporting documents by the date indicated by the LMD. We will not consider grant requests until this form and supporting documents have been submitted in their entirety.

HOW

Grant Applications will be evaluated and rated based on economic development and tourism potential for Moffat County.

Additional factors will contribute to the committee's allocation decisions, including but not limited to funds available, whether a complete application was submitted, and consideration for other similar products/services in Moffat County.

WHEN

The Moffat County Local Marketing District meets the second Thursday of every month and ask that grant requests be submitted one week prior to the meeting. Grant requests should be submitted by no later than the first Thursday of every month to be considered during the LMD's monthly meeting.

We look forward to receiving your application. Please return you completed application to:
Tammie Thompson-Booker, LMD Secretary: moffatlmdsecretary@gmail.com

LMD Funds can be used for various forms of economic development. These funds cannot be used for capital expenditures, other than in relation to visitor centers.

Any changes to the use of the approved funding after the application has been submitted and/or approved must be re-approved by the LMD Board prior to fund utilization. It is the grant requestor's responsibility to receive approval from the LMD Board prior to making the expenditure. Failure to do so could result in denial of reimbursement or direct payment of expenditures.

FINAL REPORT/GRANT UPDATE

The LMD kindly asks that all grant recipients present a final report and/or fund utilization update at the recipient's earliest convenience, but no later than one year following the grant's approval. Please notify the LMD at least seven days prior to the LMD Board meeting in order to be considered for the agenda. The final report / grant update should touch on actual expenses and income versus budgeted, success of the grant funds, and any other details you feel necessary to provide to the LMD.

**This page does not need returned with your application.*



Moffat County Local Marketing District Grant Application Checklist

Name of Organization

Today's Date

Section 1: Cover Letter (one page)

Include the purpose of the grant request and a brief description of how the request fits with the Local Marketing District's (LMD) mission and grant making priorities.

Section 2: Completed LMD Grant Request Form

Section 3: Financial Attachments

- A. Organization's Budget Sheet
- B. Grant Request Program or Project Budget
- C. Year-To-Date Profit and Loss Statement

Applications received after the designated deadline and/or incomplete information will not be considered for funding until the following board meeting or until your application is complete.

Be advised that the LMD Board will require a personal presentation regarding this application. The board meets the second Thursday of each month. Requests are due the first Thursday of each month. Other special meetings may be called to evaluate and manage special requests.



Moffat County Local Marketing District Grant Application

Grant Request Form

Legal Name of Organization:

DBA (if applicable):

Contact Person:

Title:

Daytime Phone #:

Evening Phone #:

E-mail Address:

Fax #:

**Mailing
Address**

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Describe What The Grant Will Be Used For:

- Financial Information – *Budget numbers should match the numbers presented in Section 3-A (Organization's Budget Sheet)*
Organization's Budget for the Current Fiscal Year:

Income:

Expenses:

Total Amount of Grant Request: \$

By signing below, you signify that you have read the policies and requirements and agree to adhere to all requirements. If you do not adhere to all policies and requirements, you agree to forfeit any funding allocated by the Moffat County Local Marketing District.

Contact Signature

Today's Date