

## 2024 Tourism Development Fund Guidelines

### OVERVIEW

Quality events and activities within the Drumheller Valley are key to promoting tourism and economic development, and positively impacting quality of life of the community as a whole. With the Tourism Development Fund, Travel Drumheller aims to allocate funds to events and activities that will enhance the Drumheller Valley's reputation not only as a destination, but also as an attractive place to live and to conduct business.

This program provides:

- \$35,000 overall for Travel Drumheller to reinvest into the Drumheller Valley tourism community to improve our reputation as a place to visit, live, and work.
- Start-up money to help develop and grow unique tourism events, programs, and products.
- Up to \$5000 for each eligible project.

### IMPORTANT DATES

Applications will be reviewed on a quarterly basis.

Intake deadlines are:

- March 31, 2024 (note: exceptions may be made to this intake date to review your application earlier upon request)
- June 15, 2024
- September 30, 2024
- December 31, 2024 (pending funding availability for 2025)

At least 60 days between the intake date and your project launch is required.

Applications will be accepted until the money is distributed. Do not wait until the closest intake date to apply.

### PROGRAM CRITERIA

#### Eligible Applicants

- Travel Drumheller stakeholders\*
- Not-for profit groups

#### Eligible Projects

There are 2 funding streams for the Tourism Development Fund

1. Public Events – These events must:
  - display collaboration between organizations
  - be reoccurring
  - exhibit a measurable community impact
  - be promoted to visitors from greater than 50km from Drumheller
  - occur between September to May

\*see Glossary at end of Tourism Development Fund Guidelines

2. Marketing & Product Development – These projects will improve the consumer experience and may include:
- website development or enhancement, including e-commerce
  - app development
  - hardware purchase to improve customer experience
  - new or improved customer experience enhancement
  - improvements to make the business more export ready\*
  - content development including photography, videography, or written content

Please note:

- Projects must not already be funded by Travel Alberta
- Other grants may be recommended first
- Projects must align with the Destination Development Plan. Read the plan at <https://traveldrumheller.com/industries/destination-drumheller/>

**Eligible Expenses:**

- Entertainment (musicians, actors, performers)
- A/V equipment rental & technicians
- Marketing costs for out-of-region promotion (more than 80km from Drumheller).
- Asset development – photography, video, written content, website,
- Capital costs that improve the customer experience or export readiness of the business

**Ineligible Expenses**

- General business operating costs including staff salaries, wages, and benefits; on-going maintenance; funding shortfalls, etc.
- In-region marketing costs
- Legal, audit, or interest fees
- Insurance, buyouts, restructuring costs, GST
- In-kind contributions, including but not limited to: accommodation, transportation, meeting space, admissions and passes, etc.
- Travel
- Accommodation
- Food
- Projects or activities already completed, or expenses incurred prior to funding approval
- Other expenses deemed to be outside the scope of the Tourism Development Fund program.



## FUNDING

Up to \$5000 is available for each eligible project.

For events:

- Travel Drumheller will provide 100% of funds for initial applications and may consider subsequent years at tiered matching levels
- 75% will be paid out at time of approval, with the remaining 25% provided after the Close-Out Report has been submitted

For marketing and product development projects:

- Travel Drumheller will provide 75% matching funds. 25% will need to be provided by the applicant
- 75% will be paid out at time of approval, with the remaining 25% provided after the Close-Out Report has been submitted

For any requests under \$1000:

- matching is not required
- the full amount will be paid at time of approval

## APPLICATION PROCESS

Please read all the program guidelines thoroughly then complete and submit the appropriate application by one of the intake dates. Incomplete applications will not be considered.

Intake Dates: March 31, 2024, June 15, 2024, September 30, 2024, December 31, 2024

All applications must:

- Meet minimum eligibility requirements
- Complete the provided application form in full
- Agree to complete reimbursement and final reporting requirements as determined by Travel Drumheller
- Agree to give recognition to Travel Drumheller funding support by displaying the Travel Drumheller logo where appropriate
- Sign and date declaration

Please send completed applications to [development@traveldrumheller.com](mailto:development@traveldrumheller.com)

Applicants will be notified within two weeks of the intake date.

Please leave enough time to execute your project after the funding review, as retroactive expenses will not be eligible.

## PROJECT ASSESSMENT

Applications will be reviewed quarterly and scored on the following criteria. Incomplete applications will not be considered.

Category	Criteria	Weight
Marketing	<ul style="list-style-type: none"> <li>How much of your marketing is beyond 80km of Drumheller?</li> <li>Will the event enhance the perception or increase overall awareness of the Drumheller Valley?</li> </ul>	20
Economic Benefit	<ul style="list-style-type: none"> <li>Will this event/project attract new people to the valley?</li> <li>What is the overall expected attendance, participation, or reach of the event/project?</li> <li>Will the event/project enhance entertainment, recreational and cultural opportunities for Drumheller residents and help create a more varied, vibrant and interesting local flavour?</li> <li>Does the event or project enhance the visitor experience October to April?</li> </ul>	30
Destination Development	<ul style="list-style-type: none"> <li>Does the event/project address any of the key pillars identified in the <a href="#">Destination Development Plan (see pg 21)</a></li> <li>Will the event/project create jobs?</li> <li>Will the event/project exemplify diversity &amp; inclusion?</li> </ul>	15
Sustainability	<ul style="list-style-type: none"> <li>Is this a one-time event/project or will it happen annually (or more frequently)?</li> <li>Does the event or project have multiple revenue streams?</li> <li>What is the funding plan for the future?</li> </ul>	21
Partnership	<ul style="list-style-type: none"> <li>Are there multiple partners working together to execute the project?</li> </ul>	8
Travel Drumheller Recognition	<ul style="list-style-type: none"> <li>Will this event/project create awareness for Travel Drumheller?</li> </ul>	6

The decision of the Funding Committee is final and not subject to appeal. Applicants declined for funding this year are welcome to apply in any subsequent year this program remains available. The Funding Committee reserves the right to select and approve applications which best meet the objectives and requirements of the programs and demonstrate the greatest potential to meet program goals.

### Notification & Funding Agreement

Travel Drumheller will issue a funding notification by email once a decision has been reached. The notification will state one of the following:

- The request for funding has been approved and for how much; or
- The request for funding has been denied.

Funding notifications will be issued within 2 weeks of the intake date.



Successful Applicants must:

- Commit to a Funding Agreement, which outlines the obligations of Travel Drumheller and the Applicant
- Provide a high-resolution version of your logo and any accompanying guidelines to be used for any Travel Drumheller promotional activity for your project
- For events, provide a copy of your liability insurance. Travel Drumheller requires that all funded festivals and events purchase a minimum \$2,000,000 in liability insurance and list Travel Drumheller as an additional insured
- Agree to give recognition to Travel Drumheller's funding support by displaying the Travel Drumheller logo where appropriate.
- Submit any significant changes to the Travel Drumheller Funding Committee in writing prior to the event for approval.
- Complete a Close-Out Report within 45 days of the event.

### **Reporting**

Recipients must provide copies of receipts for expenses that total the amount of funds approved by Travel Drumheller. Receipts must only be for products or services that fall within the eligible costs. Recipients must also complete a Close-Out Report providing information on the impact of your event. The report template will be provided by Travel Drumheller.

### **Event or Project Cancellation Policy**

If your event or project is cancelled, for any reason, any funds not yet spent must be returned within 30 days of the cancellation announcement. Eligible costs incurred prior to cancellation will still be processed upon submission of copies of receipts and completion of Close-Out Report.

### **GLOSSARY**

Export Ready - Preparing your business to sell to international visitors. See [Travel Alberta's Export Ready Checklist](#)

Partners - Other businesses or groups that contribute to the planning process and execution of the project.

Sponsors - Businesses or groups that contribute financially or in-kind to the project with the promise of recognition.

Travel Drumheller Stakeholder - an organization that contributes financially to Travel Drumheller through the Partnership Program or Destination Marketing Fee.