

Eastern Iowa Tourism Association

Iowa Tourism Office Scholarship Instruction Sheet

Deadline:

- Completed applications must be received in the EITA office by **noon on December 5, 2019**. Please note this is a received in the office date, **not a postmark date**.

Format Requirements:

- Applications must be typed.
- All applications are to be e-mailed and scanned PDF applications via e-mail to eita@easterniowatourism.org.
- Completed applications must follow the original format (i.e. questions must remain on the same pages in approximately the same space). Incomplete applications will be disqualified.

Eligible Applicants:

The purpose of the scholarship grant is to assist and defray the cost associated with attending the Iowa Tourism Conference and fund industry members who would be unable to attend due to financial restrictions. Eligible applicants include:

- Individuals from EITA members (note: for-profit organizations must be an EITA member in good standing, as well as be residing in a county of good standing to be eligible for the EITA grant program).
- Individuals from registered non-profit organizations from an EITA county in good standing.
- Individuals from county government organizations from an EITA county in good standing.
- When reviewing equally rated applications, EITA members and/or active county representatives or members that haven't received Conference Scholarship funds in the past will be given higher consideration when awarding funding.

Eligible Training Session for the Scholarship Program:

Applicants can apply to attend the single day or full conference registration of the Iowa Tourism Conference. The registration rates listed below are subject to change. Funds for these scholarships are provided by IEDA and administered by the Eastern Iowa Tourism Association (EITA). We will be able to fund 10 applicants.

- **Iowa Tourism Conference** – March 2 – 4, 2020 at the Hilton Des Moines Downtown Iowa. The Conference is filled with to great educational sessions, the conference features nationally-known speakers, keynote general sessions, breakouts, networking receptions, silent auctions, and an Iowa tourism awards dinner program. Registration will be available at traveliowa.com under the “travel industry information” section.

Eligible Expenses, Maximum Grant Amount & Local Match Requirements:

- Registration fees for the training session(s) are the only expenses eligible for the scholarship program.
- The scholarship amount you can apply for is \$225 or \$135 towards your conference registration. The maximum scholarship amount you can apply for is \$225, and the minimum is \$125.
- Travel expenses including lodging, meals, and mileage are not allowable costs and are considered the applicant's local match for the scholarship grant. You will be responsible to provide a local match amount on your reimbursement request (which can include your travel expenses).
- You must attend the complete duration of the conference to obtain reimbursement.
- You are responsible for registering your attendance at the Tourism Conference and making your own hotel reservations.

Notification:

- Applicants will be notified regarding their funding status after a review committee has met and scored the applications.

Scholarship Submission:

We do prefer that applications be submitted via email to eita@easterniowatourism.org. However, if you prefer to mail the application please send it to:

Eastern Iowa Tourism Association
PO Box 189
117 Third Street SE
Dyersville, Iowa 52040
eita@easterniowatourism.org
563-875-7269

If you have questions about the Scholarship Program contact:

Carrie Koelker, EITA Executive Director at 563-590-5975

Eastern Iowa Tourism Association

Scholarship Program for the 2020 Iowa Tourism Conference

Application Deadline:
Received in EITA office by noon on December 5, 2019

This cover sheet must be completed and submitted with your application materials:

Applicant Information

Organization/Business Name: _____

Name of person who will attend the conferences: _____

Email _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

Signature of Applicant: _____ Date: _____

Please check what applies

Full Conference Scholarship (\$225)

One Day Scholarship (\$135)

Applicant Information (*check all that apply*):

** (Please note that if you are a non-member or a non-member county appointed representative, you must attach a copy of your non-profit status paperwork)*

_____ Member of EITA

_____ Non-profit organization

_____ County appointed representative

_____ Applicant is in a county of good standing

Participation Information

Participation in the Region during the past year (*circle yes or no*):

Someone from our organization has attended an EITA meeting(s): **yes** **no**

Someone from our organization has served on an EITA committee: **yes** **no**

Do you serve as a Travel Federation of Iowa (TFI District Leader): **yes** **no**

Project Identification

Have You Previously Attended the Iowa Tourism Conference?

___ YES ___ NO

Total Amount Requested \$ _____

- 2. Why do you want to attend the training session(s)? Please be specific as to what you hope to learn or gain from attending and how it will benefit you personally, your organization, business, community or area.

- 3. Have you received a scholarship in the past from EITA to attend?

- 4. The purpose of the scholarship grant is to assist and defray the cost associated with attending and fund industry members that would be unable to attend due to budget constraints. Describe your financial need for the scholarship. Please specify if you would be able to attend if you didn't receive this scholarship.

- 5. Please describe how you or your organization has been involved with the Eastern Iowa Tourism Association and the Iowa Travel Industry.

Project Budget

1. Total amount you are requesting from the scholarship grant program? \$ _____

2. Grant funds cannot be used for travel expenses such as lodging, meals, and mileage. These costs will be considered your "match" for the scholarship grant.

Who will be responsible for these expenses?

_____ You individually

_____ Another sponsoring business or organization (i.e. your employer, or another organization)

Please note:

- 1) the EITA scholarship grant program is set-up on a reimbursement basis which means you must pay for and attend the conference and then you will receive payment after attending.
- 2) applicants awarded funding are responsible for registering to attend the sessions with the appropriate contact at IEDA.

Sign and date this application.

Signature

Date

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