

## Indiana Destination Development Grant Guidelines & Timeline

### I. Background / Vision

The Indiana Destination Development Grant seeks to fund high-impact projects that raise Indiana's capacity for attracting visitors and providing new and unique tourism experiences, while enhancing the quality of life for residents.

### II. Project Goals

The goals of the Indiana Destination Development Grant are to:

1. Create new or enhance existing tourism assets in order to create new attractors for out-of-state visitors.
2. Foster industry collaboration.
3. Maximize the economic return on public and private investments in Indiana and enhance the quality of life in communities across the state.

### III. Project Description

This is a 1:1 matching grant of between \$50,000 and \$250,000 to fund destination development efforts. Any and all entities are eligible to apply. The Destination Development Grant Program seeks big transformative ideas. Preference will be given to large-scale projects that enhance existing tourism development efforts in communities, regions or the state of Indiana. Proposals are expected to detail transformational projects that strengthen the applicant's destination profile. Entities will be expected to demonstrate their level of financial need for the grant and detail their current tourism promotion and development efforts.

Projects should target the development of tourism amenities, attractions and facilities that enhance the visitor experience and foster connectivity within the specific destination or geographic area. Though it is not a requirement, the grant program seeks projects that will lead to an increase in room nights for local lodging facilities. They should align with the Indiana tourism brand experience and increase the likelihood of visitation from outside the area. Partnerships that bring together local, regional and statewide tourism organizations, economic development and/or government organizations and tourism-related businesses will be looked upon favorably.

Applicants must be registered as a bidder/vendor with the Indiana Department of Administration (IDOA) Supplier Division BEFORE applying. IDDC plans to allocate at least \$250,000 to this grant program with total final expenditure based on the quality of applications received.

Applicants are asked to provide a proposed location and design, quotes or estimates from contractor(s) who will work on the project, documentation of matching funds and estimated costs. Applicants who receive funding will be required to incorporate the "IN Indiana" mark prominently within the project as well as on signage at the completed project location and applicable websites.

Grantees are liable for any expenses they pledged as match, and the grant will only cover expenses not to exceed the awarded amount. Applications must include letters of commitment to cover the full amount of the local match. All grants funds must be spent pro-rata, proportional, to the local funds spent throughout the project.

### IV. Ineligible Expenses

The following expenses are ineligible for grant funding:

- Replacement landscaping
- Replacement office furniture, fixtures and equipment
- Reprints of printed material or second editions of any kind
- Converting pre-existing black and white printed material to four-color
- Making superficial content updates or design changes to websites
- Annual service fees
- Staff salaries, mileage or other fees that are already budgeted to carry out an area of work
- Projects that will not be completed in whole by the end of the project timeline
- Advertising buys
- Projects that do not have a regional impact, either directly or indirectly

## V. Indiana Destination Development Grant Timeline

September 21, 2023: Call for Applications

October 25, 2023: Grant Program Informational Webinar

February 2, 2024: Application Deadline (4 pm ET)

February 5 – February 9, 2024: Threshold Review Period for Submitted Application (4 pm ET)

February 28, 2024: Notification of Finalists

March 7, 2024: Finalist Presentations to IDDC Board & Award Announcement

September 7, 2025: Deadline for Project Completion

## VI. Completeness and Threshold Requirements

For consideration, grant applications must be both (1) complete and (2) meet threshold standards. Applications that do not meet completeness and threshold standards will not be scored.

After submitting application grantees will be contacted to correct any issues found. Corrections must be made before the end of the threshold period February 9, 2024 (4 pm ET) or the application will be considered incomplete.

To pass “threshold” review the application must;

1. Answer all application questions.
2. Provide all documentation from the Application Submission Procedure section.
3. Complete the application as instructed on the application.
4. Compile and submit application as a single PDF document.

Applications that are for an eligible project, but whose proposal contains expenses which are ineligible for Destination Development funds will be expected to cover such ineligible expenses with a different funding source or eliminate the ineligible expenses from the project scope.

## VII. Application Submission Procedure

*The following materials must be submitted by February 2, 2024, as ONE complete PDF document to [grants@iddc.in.gov](mailto:grants@iddc.in.gov) for consideration. The file name must reflect the applicant name (e.g. ApplicantName-IDDCGrant.pdf).*

1. Completed & Signed Application Form.
2. W-9 and Direct Deposit Form (Applications cannot be considered without these documents.)
3. Project design and/or renderings
4. Detailed proposed budget
5. Copy of match commitment from any/all sources providing matching funds.
6. Copy of a letter of commitment from vendor to create the activation described.
7. Photos and Map of Project Location
8. Written or documented assurance (signed letter and/or warranty deed) that the project location is owned by the applicant at time of application and that applicant agrees to display the funded project for a minimum of 10 years.

All documents and applications must be submitted digitally via email. Applicants with on-going IDDC grant projects or overdue paperwork will be ineligible for award unless previous projects are completed and closed prior to the application deadline. If also applying for the Placemaking Activation Grant, applicants must propose two (2) separate and distinct projects at different locations. If awarded, applicant will NOT be able use grant funds from one project on the other.

*If your project is proposed at a Historic Place on either the Indiana or National Register, you must complete and upload an application for certificate of approval, [state form 52889](#). The applicant is responsible for submitting their Certificate of Approval to the Department of Historic Preservation and Archeology (DHPA). IDDC will NOT submit on the applicant's behalf. Any project requiring this document must be approved in order to be considered for state funding.*

## **VIII. Reporting**

### **Quarterly Project Status Report**

A Quarterly Project Status Report and updated grant project budget must be submitted using the form provided by IDDC.

### **Project Completion Report**

At the conclusion of the project, a report summarizing the deliverables and accomplishments must be submitted to IDDC along with proof of completion (e.g., pictures, electronic files, pdf, hard copy if it is a tangible item, etc.). In addition, an expense report with any remaining unreimbursed receipts must be submitted. No further reimbursement will be issued after submission of the Accomplishment Report & Expense Report.

### **Final Report**

A final report illustrating the sustainability of the project is due 12 months following the grant completion due date. This report will be used as a measure of the project's success.

## **IX. Application Questions**

Please direct questions about the grant program, the application process and more to [grants@iddc.in.gov](mailto:grants@iddc.in.gov).