



ALBANY COUNTY TOURISM BOARD GRANT APPLICATION

Applicant Information

Organization Name:

Mailing Address:

City/State/Zip:

Phone:

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Email Address:

Event Information

Event Name:

Type of Event:

- Sports Tournament
- Entertainment/Performance
- Arts & Culture
- Community Fundraiser
- Conference/Meeting
- Other*

If other, please explain*

Primary Contact (First AND Last Name):

Primary Contact Phone:

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Location of Event:

Date(s) of Event:

Grant Information

Visit Laramie determines the level of grant funds (if awarded) based on event impact, community benefit, visitor draw, timing, and alignment with our mission. If approved, the client agrees to display Visit Laramie's logo on the day of the event, in promotional materials, and on registration websites designed by Visit Laramie.

What other opportunities are available for Visit Laramie?

- Logo placement (print, digital, signage)
- On-site banner placement
- Verbal recognition
- Social media or website inclusion
- Complimentary booth or presence
- Other*

*If other, please describe:

Please attach any supporting materials (event deck, one-page summary, non-profit verification, past-year recap, etc.) and submit with this form.

Type of Organization*:

- WY non-profit 501c3 *Tax ID #* -----
- WY non-profit (not 501c3) *Code section of exemption:* -----

Government Entity

**This grant is intended for nonprofit organizations only. For-profit entities are not eligible to apply.*

Please describe your organization:

Is this the first time you have applied?

Yes
 No*

*Please list the most recent grant amount requested and the year of that request:

*Please provide the amount of grant funding received and the year it was received:

General Information

Brief description of your event:

Will this be an annual event?

Yes
 No

As the goal is to bring in outside-county tourism visitation, at least 50% of all marketing grant funds awarded must be spent on outside-county event marketing and advertisements. Where will your attendees come from? *(Please list all counties and areas, including Albany County).*

Number of Projected Attendees:

Estimated number of room nights generated by this event:

To whom do we make the checks payable (please print name)?

Mailing Address for Check:

Acknowledgement

- I understand that applying does not guarantee a marketing grant. Visit Laramie will determine eligibility based on internal guidelines, available funds, and the information provided.
- I confirm that all information provided is accurate to the best of my knowledge.

Signature:

Date:

Please attach a completed budget spreadsheet with this form. Upload and email both forms to Kera Deakins, partnerships@visitlaramie.org.

**Events exceeding \$5,000 request must also provide a full profit & loss statement.*

