

## Tourist Information Center (TIC) Grant

### Instructions

Wisconsin non-profit tourism organizations that have agreed to become the primary distribution points for statewide/regional tourism information are eligible to apply for a Tourist Information Center (TIC) Grant.

The Department of Tourism reimburses for eligible costs spent during the previous 6-month period—including staffing costs for the TIC, standard display equipment, and materials such as signage or audio-visual equipment.

Expenses which the TIC Grant does not cover include the following: office overhead, publications or printing, advertising, promotional items (e.g., key chains and mugs), public relations efforts or matching dollars for Joint Effort Marketing projects.

To apply online, you will need scanned copies of invoices marked with proof of payment (check number and date). You also will need a list of all the publications that your center carries.

The Department and State of Wisconsin will be held harmless from any cost, expense, damage or liability, including disputes with suppliers for non-payment of bills. Decisions regarding reimbursement will be made by the Department based on guidelines. All decisions are final.

Cancel

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## TIC Grant Application

### Step 1: Center Information

List the manned hours of operation each day: \*

Year-round  Seasonal from:   through:

<b>Sunday</b>	<input type="text" value="Closed"/>	until	<input type="text" value="Closed"/>
<b>Monday</b>	<input type="text" value="9:00 AM"/>	until	<input type="text" value="5:00 PM"/>
<b>Tuesday</b>	<input type="text" value="9:00 AM"/>	until	<input type="text" value="5:00 PM"/>
<b>Wednesday</b>	<input type="text" value="9:00 AM"/>	until	<input type="text" value="5:00 PM"/>
<b>Thursday</b>	<input type="text" value="9:00 AM"/>	until	<input type="text" value="5:00 PM"/>
<b>Friday</b>	<input type="text" value="9:00 AM"/>	until	<input type="text" value="5:00 PM"/>
<b>Saturday</b>	<input type="text" value="Closed"/>	until	<input type="text" value="Closed"/>

Tell us the hours of operation for the off-season or any exceptions to the listed hours above:

Previous year's TIC visitor count (walk-in visitors only): \*

Additional comments regarding your center's annual visitor count (travel parties, phone calls, etc.):

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## TIC Grant Application

### Step 2: Additional Information

Enter a brief description of how the applicant provides information on and promotes Wisconsin tourism businesses including cultural or recreational attractions in the region, restaurants, lodging, campgrounds and retail establishments: \*

Describe why the center's location attracts tourists seeking travel information: \*

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## TIC Grant Application

### Step 3: Upload Publication List

Please upload a list of publications distributed from outside the local community. The cumulative limit for attachments is 20 MB. \*

File	Size	Action
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You currently have no attachments for this grant application.

To attach a file, first browse for it and then click the upload button:

## TIC Grant Application

### Step 4: Reimbursement Log

Enter the payroll dates or purchase date for each item for which you're requesting reimbursement. The range acceptable for reimbursement is the previous six months before the submission deadline. Then, provide the names of the staff/vendor. The description field may be used for such details as "staff waits on customers 30% of the time." In the amount field, enter the total cost of the line item. You will be uploading the appropriate payroll register or paid invoice for each line in the next step. \*

Date(s)	Vendor	Description/Purpose	Amount	Action
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You currently have no items in the reimbursement log. To get started, click the "Add New Item" button.

[+ Add New Item](#)

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# TIC Grant Application

**Step 5: Upload Payroll Register, Invoices and Proof of Payment**

Upload scanned copies of receipts, invoices, cancelled checks or payroll registers for expenses incurred between July 1 and December 31. The cumulative limit for attachments is 20 MB. \*

File	Size	Action
You currently have no attachments for this grant application.		

To attach a file, first browse for it and then click the upload button:

## TIC Grant Application

### Step 6: Upload Additional Materials

We have provided this step for you to upload additional supporting information. The cumulative limit for all attachments is 20 MB.

File	Size	Action
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You currently have no attachments for this grant application.

To attach a file, first browse for it and then click the upload button:

<input type="button" value="Browse..."/>	<input type="button" value="⬆ Upload"/>
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Supported document types include Word, Excel, Powerpoint, PDF, JPEG, GIF and PNG files.

<input type="button" value="⬅ Prev"/>	<input type="button" value="Next ➡"/>
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## TIC Grant Application

### Application Steps

Please complete each of the following steps to finish the application process. You can save your work and return to the application at any time. Refer to the instructions ([/TIC/Instructions/2396](#)) for assistance with this grant application.

<b>Step 1:</b> Center Information ( <a href="#">/TIC/Step1/2396</a> )	✓ Complete
<b>Step 2:</b> Additional Information ( <a href="#">/TIC/Step2/2396</a> )	✓ Complete
<b>Step 3:</b> Upload Publication List ( <a href="#">/TIC/Step3/2396</a> )	✓ Complete
<b>Step 4:</b> Reimbursement Log ( <a href="#">/TIC/Step4/2396</a> )	✓ Complete
<b>Step 5:</b> Upload Payroll Register, Invoices and Proof of Payment ( <a href="#">/TIC/Step5/2396</a> )	✓ Complete
<b>Step 6:</b> Upload Additional Materials ( <a href="#">/TIC/Step6/2396</a> )	✓ Complete

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Submit Application



