



## 2024 TEAM INDIANA GRANT PROGRAM GUIDELINES

Team Indiana Grants are available for tourism or sports-related organizations to support and enhance sports tourism events held in Indiana. The goal of the grant program is to assist communities in attracting and growing high quality sports events to generate significant economic impact through participant spending. Support from the Indiana Destination Development Corporation (IDDC) and Indiana Sports Corporation make this grant program possible.

### REQUIREMENTS

- Event must be held in Indiana.
- If the applicant is an event owner, the CVB/Sports Commission/DMO in the community hosting the event needs to serve as a Grant Sponsor.
- The Grant Sponsor must prove tax-exempt status by submitting a copy of the customer's determination letter, officially recognizing the corporation's tax-exempt status under 501(c)3 or 501(c)6 of the IRS tax code.
- The application must be thorough and complete and include all necessary attachments. Incomplete applications or an absence of required attachments will not be reviewed by the Grant Committee.
- Include at least one cover letter explaining the purpose of applying for the grant and how funding support will help grow sports tourism in Indiana. Letters of support, especially from a Grant Sponsor, are recommended.
- If an event is denied funding, the applicant cannot reapply for the event in the same year. In some cases, the Committee may request additional information prior to making a decision. Follow-up review decisions are final.

### TIMELINE

- Applications are accepted year-round.
- The Grant Committee will review applications once a quarter. Please refer to the chart for application deadlines.

<b>Application Deadline:</b>	<b>Event Occurs:</b>
January 12, 2024	After February 14, 2024
March 29, 2024	After May 1, 2024
June 28, 2024	After July 31, 2024
October 4, 2024	After November 6, 2024

**\*\*Deadlines subject to change\*\***

- If an event is added to the schedule or a bid opportunity is presented after the application deadline passes, please reach out to Rachel to discuss options. A special meeting may be scheduled at the discretion and availability of the Grant Committee.
- This is a reimbursement grant to be paid after the organization has incurred the expenses and submitted a Post-Event Report within 60 days of the event.



### **SUGGESTED CRITERIA**

- 500 room nights, and/or
- 500 number of participants, and/or
- 1500 number of spectators, and/or
- \$100,000 or more in economic impact based upon the Destinations International Event Impact Calculator.
- **PLEASE NOTE:** Team Indiana may award grants to events that do not meet the suggested criteria. The Grant Committee considers additional factors such as emerging sports, future business/event opportunities, collegiate events, investments in infrastructure, etc. It is important to provide this type of background information in a cover letter.

### **FUNDING:**

- The maximum grant award amount is \$20,000 per event.
- The Grant Program aims to ease the financial burden sports destinations experience when bidding on and hosting sports events and incentivize event owners to bring events that are beneficial to the State economy.
- First time events to a location will receive preference.
- In general, Team Indiana grants are not intended to cover operational expenses for an event year-after-year. However, consideration will be given to events that may be moved out of Indiana because of financial support. A competitive bid process will likely factor into decisions related to repeat events.
- Grant funds must be used for the expenses that the Grant Committee approves in the application. Examples of allowable expenses include:
  - Officials Travel and housing.
  - Promotions and marketing.
  - Site fees, rights fees and sanction fees.
  - Bids – Grants can be awarded to strengthen a bid effort. The funds are contingent upon being selected to host the event.
- Grant funds CANNOT be used for the following expenses:
  - Building, renovating, and/or remodeling a facility or purchasing permanent equipment.
  - Debts occurred prior to the grant.
  - Printed programs that solicit advertising.
  - Off-site hospitality or social functions which include alcohol.
  - Expenses for travel outside of the county hosting the competition.

### **RECOGNITION**

- If applicable, Team Indiana and IDDC should receive the same benefits as sponsors at the same giving level. In the grant application, please indicate the ways you can recognize the organizations, i.e. event program, website, videoboard, social media (LinkedIn: Team Indiana, #TeamIndiana).
- When possible, it is preferred that the Team Indiana and IDDC logos be used digitally on video board/TV signage throughout the venue. If the venue does not have digital options available, grant recipients can request to be sent a Team Indiana banner to display at the event. If you need a banner sent to you, please notify Rachel Frank.
- The Team Indiana video is also available to be played at the event.



### **APPLICATION PROCESS**

- Complete all sections of the application.
- Submit the application and all supporting documents to Rachel Frank at [rfrank@indianasportscorp.org](mailto:rfrank@indianasportscorp.org).
- The Grant Committee will review the application at the next quarterly meeting. Applicants will be notified on any actions within seven (7) days of the meeting.

### **POST EVENT REPORT PROCESS**

- Complete all sections of the report.
- Provide proof of payment for expenses equal to at least the amount of the grant. Accepted forms of proof of payment include itemized credit card receipts and invoices with cancelled checks or credit card statements.
- Input event data into the Destinations International Event Impact Calculator and attach to post event report. Event Owners will need to work with their Grant Sponsor to complete this task.
- Include a cover letter to explain the outcomes of the event and any differences from the projected numbers, challenges and successes, the impact on the community, and plans for working with the rights holder/community in the future.
- Submit photos, marketing materials, etc. to show how Team Indiana and IDDC were recognized during the event.

### **REIMBURSEMENT PROCESS**

- All information needs to be submitted within **60 days** following the event. If any items will be delayed, please contact Rachel Frank prior to the deadline.
- The reimbursement check will be issued to the organization listed as the Grant Applicant only.
- Grant payment will not be processed until all Post-Event Report requirements have been met.

### **QUESTIONS**

All questions can be directed to Team Indiana:

- [rfrank@indianasportscorp.org](mailto:rfrank@indianasportscorp.org)
- 317-237-5020