

Iowa Tourism Office
2014 Iowa Tourism Grant Program
Professional Development Grant Program
Summary

August 23, 2014

Grant Program:

Professional Development Grant Program

Purpose:

The Professional Development Grant Program is intended to help Iowa's tourism industry attend meetings, conferences or trainings that share best practices or otherwise provide tourism-related education to strengthen an organization's impact on the state and local economy. The program may also help organizations provide the same kind of training to tourism professionals and groups and aid organizations in obtaining student interns to meet the organization's goals.

Funds available:

The amount of funds in this program will be dependent on the number of grants applications that are submitted.

Eligible expenses:

- Scholarships: Eligible expenses include but are not limited to the registration fee for attending a meeting, conference or training that shares best practices or otherwise provides tourism-related education. (It is the responsibility of the grant recipient to ensure that they are in compliance with all applicable state and federal labor and employment laws.)
- Professional development: Eligible expenses include the costs to produce and/or host a meeting or training that shares best practices or otherwise provides tourism-related education, including but not limited to payments to speakers, payments to vendors, venue rental and equipment rental.
- Student internships: Eligible expenses include but are not limited to the cost of hiring a student intern. (The intern must be currently enrolled at one of Iowa's community colleges, private colleges, or institutions of higher learning under the control of Iowa's Board of Regents, or to students who graduated from an Iowa high school and are attending an institution of higher learning outside the state of Iowa. The internship must last at least eight weeks, including no less than an average of 10 hours of work per week. The intern must be paid at least minimum wage. The student must be supervised by an employee or volunteer of the applicant organization.)

Ineligible expenses:

- Scholarships: Ineligible expenses include but are not limited to all travel, meal or lodging costs of applicant staff and scholarships to the Iowa Tourism Conference.
- Professional development hosting: Ineligible expenses include but are not limited to items that are purchased for resale, prizes given to participants and alcoholic beverages, and bidding to host Iowa-based conferences.
- Student internships: Ineligible expenses include but are not limited to student interns who are the immediate family members of management employees or members of the applicant's board of directors.

Maximum award:

\$2,000 per applicant

Minimum award:

\$100 per applicant

Cash match requirement:

25%

Eligibility requirements:

All nonprofit organizations, city/county government entities and for-profit businesses are eligible to apply. Applicants must be tourism-related and based in the state of Iowa.

Supporting documents:

Letter confirming cash match.