

2018-2019 RURAL DEVELOPMENT GRANT APPLICATION GUIDELINES & INFORMATION

The Rural Rehabilitation Fund is managed by the Wyoming Business Council and is offered to organizations to improve the conditions of rural Wyoming. Funds are available for

- a. Leadership development
- b. Community development in placemaking and local capacity tourism

Eligibility & Requirements

See our website at <http://www.wyomingbusiness.org/ruraldevelopment> for eligibility and requirements.

Award Range

- a. Leadership – grant awards are typically up to \$2,000.
- b. Placemaking – grant awards are typically up to \$5,000. A different application is required and can be found at <http://www.wyomingbusiness.org/placemaking>
- c. Tourism – grant awards are typically up to \$2500.

Application Process

Organizations must complete and return this application **prior to** the project start date or event. Expenditures incurred without written grant award confirmation from the WBC are the sole responsibility of the organization. ***The application process cannot be started after the event.*** The Wyoming Business Council Regional Director must sign off on the grant application, see wyomingbusiness.org for contact information.

Billing Documentation Requirements

Within thirty (30) days following the completion of the project or event, the organization must complete and submit the **Request for Payment, Itemized Expenditure Report, Copies of any publicity, and a Final Report.** The forms and appropriate documentation must be submitted to the WBC before reimbursement will be made.

Logo Use

The WBC will be acknowledged as a sponsor in published materials such as brochures, flyers, program guides, banners, etc. The WBC logo is a registered trademark of the state of Wyoming. When using the WBC logo, follow our standard guidelines.

- The 'TM' or ® trademark symbol must be visible and not cropped.
- Please do not modify, stretch or distort the logo in any way. You may resize as needed but must retain all proportions.
- Please do not create new messaging or taglines when using the logo.
- A white logo should be used on dark and black backgrounds with the black logo being used on light and white backgrounds.

RURAL DEVELOPMENT GRANT APPLICATION

Indicate which program objective(s) are met by the project/event. Check all that apply.

- Leadership Development
 Community Development (local capacity tourism)

Complete the application in its entirety and attach necessary budget documentation. Send to WBC Regional Director for approval before submitting.

(Only typed applications will be accepted.)

Remit materials: Ashley Cannon, Administrative Assistant, Community Development
 Wyoming Business Council
 214 W. 15th St. Cheyenne, WY 82002

For questions or inquiries, contact Ashley Cannon at 307-777-2845 or ashley.cannon@wyo.gov

SECTION I: APPLICANT INFORMATION	
1.	ORGANIZATION NAME:
2.	FEDERAL EIN:
3.	MAILING ADDRESS:
4.	CITY/STATE/ZIP
5.	CONTACT PERSON:
6.	DAYTIME PHONE:
7.	E-MAIL ADDRESS:
8.	AMOUNT REQUESTED:

FOR OFFICE USE ONLY	
Dates of Service: _____	Date Received: _____
Approved Award Amount: _____	Budget Code: _____
Items Received: <input type="checkbox"/> Completed Application	If applicable: <input type="checkbox"/> Vendor Management Form <input type="checkbox"/> W-9
WBC Regional Director: _____	Date: _____
Director Approval: _____	Date: _____

9.	GENERAL ORGANIZATION INFORMATION (Briefly describe the organization: mission statement, purpose, history, past successes, etc.) Use additional paper if necessary.
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SECTION II: PROJECT INFORMATION	
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1.	PROJECT DESCRIPTION. Provide a description of the proposed project including the potential impact on the community and duration of the project.
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2.	PUBLIC BENEFITS. Describe the public benefits of the proposed project including the importance of the project to the community and how it promotes economic development.
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<p>3.</p>	<p>PROJECT GOALS AND OBJECTIVES. Describe the goals of the project and identify indicators or measures to be used to determine if goals were achieved and if the project is a success. The performance measures should focus on solid, measurable actions related to the project.</p>
<p>4.</p>	<p>PROJECT NEED. Describe in sufficient detail the need for the project and why grant funds are necessary.</p>
<p>5.</p>	<p>PROJECT BUDGET. Attach a project budget, including sources of income, anticipated expenditures, and indicate expenses for which grant funds from the WBC will be used.</p>
<p>6.</p>	<p>SIGNATURE</p> <p>I hereby certify that the information provided is true and correct to the best of my knowledge. I agree that if my grant is approved, I will provide documentation as required by the Wyoming Business Council Business Development Division. I understand that if this grant application is funded, the State of Wyoming and the Wyoming Business Council do not waive sovereign immunity by awarding this grant and specifically retain immunity and all defenses available to them as sovereigns pursuant to W.S. '1-39-104(a) and all other state and federal laws.</p> <p>_____</p> <p>Signature _____ Date</p> <p>_____</p> <p>Title</p>