

Domestic Trade Show Scholarship Funding Guidelines

Scholarship Program Parameters

- The scholarship program is available to DMOs statewide, provided they have participated in and successfully completed a project in the Division of Tourism's Cooperative Marketing Program in at least one of the last five fiscal years.
- The number of trade show scholarships per DMO and per applicant is limited to one per fiscal year.
 - You may apply for two scholarships in the same calendar year, as long as the trade shows fall into two separate fiscal years.
- Qualifying expenses for the scholarship include:
 - **Registration fees** for the conference can be reimbursed with proof of registration and proof of payment. MDT will only reimburse the 'Early Bird' cost (if one is available) and the DMO will be responsible for the remainder of the cost if the 'Early Bird' discount is not utilized.
 - **Hotel room cost** (and applicable taxes) can be reimbursed with proof of reservation and proof of payment. The hotel must be the conference hotel or a hotel with an equal or lower nightly rate. The room nights cannot start more than one night before the conference begins or one night after the conference ends when needed. Hotel incidentals (e.g., food, drink, parking, shopping) will not be reimbursed.
- Trade Show options include:
 - American Bus Association Trade Show
 - Heritage Clubs
 - National Tourism Association's Travel Exchange
 - Select Traveler Conference

If you would like to suggest any additional opportunities, please contact a co-op team member.

- Eligible trade shows must be held within the United States.
- If the applicant is unable to attend for any reason and registration fees and/or lodging charges cannot be refunded, the DMO applicant is responsible for finding a replacement attendee. If no replacement can be found to attend in place of the original applicant, the DMO shall be responsible for all fees and MDT will not reimburse the charges.

Application Process

- Scholarship applications and reimbursements must be submitted online through the Division of Tourism's Cooperative Marketing Program [application website](#).
- Application review will consider applicant eligibility, eligibility of costs, and availability of funds.
- Applicant receives approval from MDT once review process is complete.

- Applicants must submit to MDT copies of original receipts of eligible expenses and payment documentation in order to receive 100 percent of the eligible reimbursement. Reimbursements will be requested via MDT's grant management system and must be submitted within 60 days of the conclusion of the event.
- Applicant awards will be determined at the discretion of MDT based on the applicant's eligibility, eligible costs, and overall availability of program funds.