

# **Travel South Scholarship Guidelines**

## **International Showcase & USA Global Week**

### **International Showcase Scholarship Qualifications**

- The grant 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.
- Each DMO is limited to one (International Showcase) application.
- Qualifying expenses for the scholarship include:
  - **Registration fees:** proof of registration and proof of payment are required. MDT will only reimburse the 'Early Bird' cost 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): proof of reservation and proof of payment are required. The hotel must be the trade show hotel or a hotel with equal or lower nightly rate. The room nights cannot start more than one night before the trade show begins or one night after the event ends when needed. Hotel incidentals (e.g., food, drink, parking, shopping) will not be reimbursed.
- Participation in this program requires DMOs to make a three-year commitment to attending the International Showcase.
  - After the first three years, the DMO may continue to use the scholarship without committing to an additional three years (one year at a time). However, if a year is skipped, the three-year commitment must be made again to apply for another scholarship.
- If the applicant is unable to attend for any reason and registration fees and 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.

### **International Showcase Scholarship Application & Reimbursement Process**

- Grant applications and reimbursement requests 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. Each year will require a new application and reimbursement.
- Applicant receives written approval from MDT once review process is complete.
- A Travel South Scholarship Reimbursement Form will be sent as an additional form attached to the DMO's initial Travel South Scholarship Application.
- Applicants must submit to MDT copies of original receipts of eligible expenses and payment documentation to receive 100 percent of the eligible reimbursement.

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### **USA Global Week Scholarship Qualifications**

- The grant program is available to DMOs statewide, provided they have successfully attended the Travel South International Showcase within the same fiscal year of the USA Global Week Scholarship Application.
- Each DMO is limited to one (USA Global Week) application.
- Qualifying expenses for the scholarship include:
  - **Registration fees:** proof of registration and proof of payment are required. MDT will only reimburse the ‘Early Bird’ cost 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): proof of reservation and proof of payment are required. The hotel must be the trade show hotel or a hotel with equal or lower nightly rate. The room nights cannot start more than one night before the trade show begins or one night after the event ends when needed. Hotel incidentals (e.g., food, drink, parking, shopping) will not be reimbursed.
- If the applicant is unable to attend for any reason and registration fees and lodging charges cannot be refunded, the DMO application is responsible for finding a replacement attendee. If no replacement can be found to attend in place of the original application, the DMO shall be responsible for all fees and MDT will not reimburse the charges.

#### **USA Global Week Scholarship Application & Reimbursement Process**

- Grant applications and reimbursement requests must be submitted online through the Division of Tourism’s Cooperative Marketing Program [application website](#).
  - The application and reimbursement request will be sent as an additional form attached to the DMO’s initial Travel South International Showcase Scholarship Application.
- Application review will consider applicant eligibility, eligibility of costs, and availability of funds. Each year will require a new application and reimbursement.
- Applicant receives written approval from MDT once review process is complete.
- Applicants must submit to MDT copies of original receipts of eligible expenses and payment documentation to receive 100 percent of the eligible reimbursement.

#### **Travel South Scholarship Calendar**

- June 1<sup>st</sup> – Travel South Scholarship Application Opens
- September 30<sup>th</sup> – International Showcase Application Due
- October 1<sup>st</sup> – USA Global Weel Scholarship Form Sent
- November/December – International Showcase Conference
- December 31<sup>st</sup> – USA Global Week Scholarship Form Due
- January 1<sup>st</sup> – International Showcase Reimbursement Form Due
- March/April – USA Global Week Conference
- May 1<sup>st</sup> – USA Global Week Reimbursement Form Due