



## Travel Nevada Rural Marketing Grant FY27 Request for Applications

Applications Open: January 16, 2026

Application Due Date: March 13, 2026 at 5:00 pm

Anticipated Award Announcement: June 2026

Project Period: July 1, 2026-June 30, 2027

Questions regarding the Travel Nevada Rural Marketing Grant should be directed to [ruralgrants@travelnevada.com](mailto:ruralgrants@travelnevada.com).

Pursuant to NRS 231.260, the Division of Tourism is empowered with the authority to provide and administer grants of money or matching grants to political subdivisions of the State, to fair and recreation boards, and to local or regional organizations which promote travel or tourism. These guidelines have been established to assist grant applicants in developing proposals for grant funds. The Division of Tourism hereby reserves the right to reject any and all proposals. This rejection may be based on the availability of funding and the number of proposals submitted. The Division of Tourism further reserves the right to waive any irregularities in any proposal if it is in the best interest of the Division to do so.



**\*\*Please review carefully the entire application packet,  
as program criteria and instructions have changed\*\***

# Table of Contents

## **I. Program Overview**

1. Program Description
2. Key Objectives

## **II. Eligibility Information**

1. Applicant Eligibility
2. Project Eligibility

## **III. Application and Submission Information**

1. Before You Begin
2. Content and Format of Application Submission
3. Submission Date
4. How to Submit an application
5. Application Review Information
6. Submission Check List
7. Project Selection Criteria

## **IV. Reporting Requirements**

1. Financial Reporting
2. Performance Reports
3. Materials and Assets

## **V. Project Amendments**

## **VI. Noncompliance**

## **VII. Award Conditions**

## I. Program Overview

### 1. Program Description

The Division of Tourism operates within the [Department of Tourism and Cultural Affairs](#) to help achieve the Governor's strategic priority of a vibrant and sustainable economy by effectively promote statewide tourism to enhance the economic vitality of Nevada.

In addition to managing state tourism efforts, the Division provides communities with development resources, training, and grant assistance that help bolster local economic bases and diversify regional economies while strengthening communities' sense of place, supporting arts and culture, developing outdoor recreation opportunities, and celebrating history and local traditions.

The Nevada State Legislature has appropriate funds for the Nevada Department of Tourism to make available as matching grants for the fiscal year to support marketing efforts that develop, promote, and improve tourism to and within the state of Nevada.

Through the [Rural Marketing Grants program](#), the Division of Tourism will make available **\$1.5 million** in funding in FY2027. **50% match requirement**, cash or in-kind contributions.

The project period for this funding is **July 1, 2026-June 30, 2027**. All awards must be expended by the close of the project period.

Anticipated award announcement date: **June 2026**.

Division of Tourism reserves the right to use this solicitation and competition to award additional grants this fiscal year, should additional funds become available.

### 2. Key Objectives

To this end, Travel Nevada administers grant programs to facilitate tourism development across Rural Nevada. The over-arching goal of Travel Nevada's grant program is to support our industry's strategic initiatives:

- IMPROVE quality of life for Nevadans through community-focused tourism development and placemaking/keeping efforts that convey authentic experiences that reflect local culture and values
- INCREASE revenue and job opportunities for rural communities through increased visitor spend as a result of extended length of stay due to increased bookable product, enhanced tourism assets, and robust destination infrastructure.

- EMPOWER local communities to advocate for and adopt policies and practices to ensure the sustainability of their tourism economy, minimizing negative impacts on environmental and cultural resources through destination care and stewardship strategies and messaging.
- EXPAND state partnerships to benefit Nevada residents through increased capacity, technical expertise, and availability of resources.
- BUILD the adaptive capacity of Rural Nevada communities through long-term tourism planning, to include hazard mitigation and crisis management strategies, economic diversification, infrastructure improvements, and workforce development.
- FOSTER a welcoming culture towards all residents and visitors by centering accessibility, diversity, equity, and inclusion in infrastructure, marketing and in-market messaging statewide.
- ESTABLISH an understanding of the ways in which local tourism products and services are fundamental to a vibrant quality of life for all Nevadans, ensuring mutual benefits for visitors and residents.
- ENCOURAGE visitation through positive awareness and perception of Nevada as a globally recognized brand amongst global travel trade professionals and travelers.
- ENHANCE tourism in rural Nevada communities through evidence-based marketing strategies.
- COLLECT data on the reach and impact of tourism programs in rural communities across the State.
- ENABLE rural communities to share their authentic stories with visitors through the support of Travel Nevada.

## II. Eligibility Information

### 1. Applicant Eligibility

The following entities are eligible to apply for funding through the Travel Nevada Rural Marketing Grant Program:

- a. Official Travel Nevada Territory organizations.
- b. Local governments representing a Nevada community of less than 100,000 population (2020 US Census) regardless of the county in which the community is located.
- c. Non-profit organizations based in Nevada communities of less than 100,000 population (2020 US Census) regardless of the county in which the community is located. Applicants must demonstrate in their application that they are a non-profit organization.
- d. Tribal government entities and non-profit organizations based on Tribal Lands within Nevada.
- e. All applicant organizations must be domestic entities and shall be owned, operated, and located within the State of Nevada.
- f. Applicants are encouraged to create partnerships with public or private, non-profit, or for-profit entities, and/or other appropriate professionals, community-based organizations, and local government agencies “Organizational Partners” for the purposes of providing additional resources and strength to the proposed project.
- g. Must participate/be an active member of a corresponding Travel Nevada Territory organizations and include letter of support from the territory.
- h. The Division of Tourism WILL NOT consider application from any entity out of compliance with a current contract, policy, or agreement with the State of Nevada.

Match is the share of the proposed project cost for which the grantee is responsible. Grantees may make the required match as either cash or in-kind contributions.

- a. Match Percentage. The matching share must amount to at least 50% of the total project budget.
- b. The Travel Nevada Rural Marketing Grant allows funding to cover a maximum of 50% of the total project budget. Grantees who are unable to meet the required match must indicate this in their budget template, demonstrating a minimum match of 20% of their total project costs.
  - i. Note: For grantees who have received a disbursement of funds prior to making their full required match (e.g. A reimbursement request was made, and funds were disbursed in anticipation of match outlined in the Project Budget Template, but the match was not subsequently met), the full required match amount must be met prior to the submission of the final request for reimbursement or (a.)) The Division of Tourism will reduce the amount of the final reimbursement proportionate to the amount of match owed or (b.)) If the amount of the final reimbursement request is LESS THAN the amount of outstanding match, the

grantee must remit payment to The Division of Tourism for the amount disbursed in excess of the required match. Failure to do so will place the grantee in a non-compliance status and render them ineligible for future funding opportunities.

- c. In-kind contributions may include volunteer hours, donations of services, meeting space, or other resources to be used specifically for the proposed project. The value of anticipated in-kind contributions should be noted in the application.
- d. For budgeting purposes, the rate for In-kind volunteer hours is \$34.79 in accordance with the current estimated national Value of Volunteer Time available at [independentsector.org](http://independentsector.org). Organizational staff may not submit volunteer hours to their employer.
- e. The following Travel Nevada Territory Organizations are exempt from the match requirement:
  - i. Cowboy Country
  - ii. Las Vegas Territory
  - iii. Nevada's Indian Territory
  - iv. Nevada Silver Trails
  - v. Pony Express territory
  - vi. Reno-Tahoe Territory
- f. In instances where matches will be made by contributions from project partners, commitments of cash or in-kind contributions should be demonstrated through Letters of Commitment and included in the application package where possible.

The following are NOT allowable costs for the purpose of these grant funds:

- i. Capital investments or improvements
- j. Cash prizes, gifts, gift cards, auction items, goods for resale, or fund to acquire such items
- k. Rent, utilities and other overhead expenses (e.g. administrative costs, supplies, fees, insurance, legal fees)
- l. Staff salaries and benefits
- m. Ongoing or recurring costs (e.g. web hosting, retainer fees, subscriptions)
- n. Staff food or lodging, entertainment or transportation, except as in (II.2.1.ii)
- o. Any upgraded air fare, upgraded seating for travel (e.g. airplane, bus transportation, train, boat)
- p. Equipment purchase, rental or maintenance, except as in (II.2.1.iv)
- q. Administrative postage and bulk permit fees
- r. Non-budgeted expenses and cost over-runs
- s. Sponsorships, Fundraisers, Parties, Alcohol
- t. No politicking during events, including campaign materials and apparel.
  - NRS 281A: State of Nevada government agencies are required to remain nonpartisan and must avoid using public resources, funds, or personnel to support or oppose political candidates, parties, or campaigns. This prohibition ensures compliance with state and federal laws, including ethical guidelines and statutes

such as the Hatch Act (for federally funded programs) and relevant state election laws. Government agencies are allowed to provide factual, nonpartisan information about policies or initiatives that affect the public, but they must steer clear of partisan activities.

## **2. Project Eligibility**

### **1. Eligible Project Types**

Applicants are invited to submit proposals for funding in one or more of the following project areas:

- i. Paid Advertising
  - Examples: Co-op, Broadcast TV and streaming services, print newspapers and magazines, online display ads, social media, SEM, radio, email direct marketing, out of home
- ii. Travel/ Trade
  - Examples: Domestic and international sales missions, association trade shows, consumer trade shows, trade FAM tours
- iii. Public Relations
  - Examples: Paid influencers, media missions, media FAM tours
- iv. Organizational Assets
  - Examples: Photography and video, branded collateral, website refresh
- v. Market Research
  - Examples: Research that aligns with or complements Travel Nevada research programs or priorities, research that supports tourism marketing, research evaluation of marketing strategies and outcomes

Eligible projects include but are not limited to those which are aimed at promoting specific events and attractions including adventure, arts, cultural, history and others that have potential to generate tourism. Providing unique research and model projects which would inventory, assess, compare, plan or assist development or demonstrate feasibility of attractions in rural Nevada.



### III. Application and Submission Information

#### 1. Before you Begin

The following information will be necessary to complete your application:

- i. The applicant organization's Nevada Secretary of State Corporate ID Number. If they have not already done so, Applicants should register for a Secretary of State Corporate ID number by visiting <https://www.nvsos.gov/sos>
- ii. The applicant organization's IRS-issued Federal Tax ID number. This number is assigned to non-profit entities and can be found by visiting <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>. If your organization is not already incorporated as a non-profit 501(c)(3), or 501 (c) (6), visit <https://www.irs.gov/pub/irs-pdf/p4220.pdf> to learn about how to become a non-profit organization. Local government and Territory entities may disregard this.
- iii. Create a submittable account at [www.submittable.com](http://www.submittable.com) , if new user. Returning User please log in with your current credentials.

#### 2. Content and Format of Application Submission

**Only ONE application will be accepted per organization** Applicants are encouraged to look holistically at their plans for the year and budget accordingly. Applicants may apply for project funding for one or multiple eligible project types (II.2.1). Partial funding may be awarded.

Applications for FY27 Travel Nevada Rural Marketing Grant funding will be accepted exclusively through the Submittable Platform. Applicants will need to create an account on Submittable by clicking the link at [travelnevada.biz/programs/grants](http://travelnevada.biz/programs/grants). After registering, a confirmation email including instructions and next steps will be sent to the address used to create the account. Submittable will generate an organizational log-in which will be used to access your application. Applicants are encouraged to view past Applicant Webinars at [travelnevada.biz/programs/grants](http://travelnevada.biz/programs/grants) for a demonstration of the platform.

#### 3. Submission Date

Applications are due **March 13,2026 by 5:00PM PST**. Applications submitted after this time will be ineligible for consideration to receive a Rural Marketing Grant. Application materials received after the deadline, including supplementary materials and attachments, will not be considered as part of the submission. Concessions will not be granted for late receipt of application materials, regardless of cause. Please do not wait until the last minute to submit your application.

#### 4. How to Submit an application

Once you have created a Submittable account, you will be able to access the application. You

will be able to save your work and return to your application to continue editing until you click Submit, at which time your application will no longer be available for editing. Please be sure to answer every question on the application completely and to the best of your ability.

**Applications in Submittable must be complete to be considered. Failure to complete the application in its entirety will render the applicant ineligible for funding.**

The application sections are as follows:

**Organizational Summary** – Complete the required fields regarding your organization.

**Project Summary** – (75 words) The Project Summary should clearly explain the proposed project, how it will enhance tourism in Nevada, and the expected results. If awarded, this project description will appear on the Travel Nevada industry website and to the Commission on Tourism.

**Proposed Scope of Work** – (Up to 700 words) The Project Narrative should provide grant reviewers with a clear picture of what you are proposing to do. In this section, include information on each aspect of your proposal, explaining the project goals and intended outcomes, activities, and expected impact on your community or organization. List any partners that will be involved in the project. Attach clearly labeled additional pages to the Organizational Partner file upload.

**Evaluation Plan** – (Up to 700 words) Identify how reach and economic impact will be measured for the proposed project. What measures will be used to define success for the project? How will data be collected and reported? What types of evaluation tools will be included in the project? *Note: If the applicant plans to utilize a survey instrument in their evaluation, it must be submitted to the Division of Tourism for review two weeks prior to the planned date of deployment.*

The Division of Tourism reserves the right to work with grantees to modify Evaluation Plans to align with agency data collection needs and standards.

**Project Timeline/Workplan** – Complete the Project Timeline template. Be sure to include each of the key steps for your project and the anticipated project completion date. If the proposed project includes design of collateral, materials, or an evaluation instrument, be sure to build in required time for Travel Nevada review. (PDF)

**Project Budget** – Complete the Budget template. Include all anticipated project costs. The Budget must also document anticipated sources of match that will be used to meet the required match for the project. (Excel)

Upload the Budget Template and all required Supplemental Budget Information (e.g. cost estimates for services) using the Supplemental Materials form in Submittable.

**Organizational Partnership** – (not required but recommended) If you will be working with partner agencies or organizations to implement your project list them here. Letters of Commitment from partners specifically detailing their role or anticipated contribution to the project are required for each partner listed in this section.

**Letters of Support** – A minimum of three Letters of Support from partners not directly involved in implementation of the project must be uploaded as evidence of community support for the proposal. Letters of support should demonstrate that the proposed project has the support of local regional elected decision-makers, civic organizations, community groups and/ or key community/destination organizations. Applicants must reach out to their Territory Chair about the grant project idea and request a letter of support as part of your minimum requirement.

**Project Categories** – To ensure the best alignment between your project, we have categorized the project information into various branches. Please review the following categories and select the one or ones that best define your grant request.

**Media Licensing Agreement** – Designed so that Media Creator and potential Grant Recipient know from the start how the media may be used by Travel Nevada. This will avoid unpleasant surprises down the line and will allow the Media Creator to quote the job appropriately. Grant Recipient is responsible for providing Travel Nevada with all media on non-returnable file storage, Provide Travel Nevada the FINISHED/edited files no raw footage will be accepted upon completion of the grant period.

- a. Paid Advertising Branch: This category focuses on activities related to paid advertising, such as ad placements in various mediums like broadcast (ads on TV, radio), print (newspapers, magazines, or other print publications to target specific readership demographics), online (digital platforms, search engines marketing, display advertising, social media) and out-of-home advertising (billboards, posters, digital screens in public spaces). It also includes electronic direct mail campaigns (targeted promotional emails).
- b. PR Branch: This category involves targeted PR campaigns that may include paid influences, media missions, PR FAM tours, social media engagement, and copywriting. It focuses on promoting tourism to industry professionals and building relationships with travel trade partners.
- c. Travel Trade Branch: This category encompasses business activities and relationships with the travel industry that involve the buying, selling, and promotion of the travel –

related products and services. It encompasses various entities aimed at the travel trade industry, such as sales missions, trade shows, events, and trade FAM tours.

- d. Organization Assets Branch: This category includes the development and utilization of organization assets such as images, videos, and other visual content. It also involves optimizing content for search engines (SEO) and creating promotional materials like brochures, rack cards, and maps.
- e. Market Research Branch: This category focuses on conducting market research and strategic planning activities to gain insights into target markets, tourism trends, and develop effective strategies for the project.

## **6. Submission Checklist**

Prior to submitting your application, please review the following checklist to ensure that you have included all the required documentation with your application.

- 1). Complete the Rural Marketing Grant application on Submittable with responses to questions (Required)
- 2). Attachments:
  - a. Budget Narrative Template (excel) (Required)
  - b. Organizational Partner Letters of Commitment for each Partner (PDF) (If applicable)
  - c. Project Timeline/Workplan (PDF)
  - d. 3 Letters of Community Support (Required) with one being your designated Territory Organization (PDF)
  - e. Media Licensing Agreement (PDF) (If applicable)
  - f. Project Supplemental Materials
  - g. All quotes or backup documentation for your proposed projects

## **7. Application Review Information**

Applications will be reviewed by a panel using the criteria outlined below in (III.8). Upon review, the selection committee will submit for approval a recommended list of grant awardees for approval by the Nevada Commission on Tourism. Not all applications are funded, and grant awards may vary from requested amounts. The decision of the Nevada Commission on Tourism regarding awardees is final.

## **8. Project Selection Criteria**

The Division of Tourism is interested in promoting marketing best practices, projects that offer a demonstrable return on investment, program sustainability, evidence-driven programming, and collaborative marketing efforts. Funding for the Rural Marketing Grants Program must be renewed annually, and projects which contribute evidence and data in support of a robust tourism marketing program are preferred. Additionally, priority in scoring will be given to projects which demonstrate:

- a. Concise scope of work.
- b. Alignment with Target Audience
- c. Quality of Creative Content, visual and messaging appearance of advertisements and promotional materials.
- d. Brand Consistency, maintain alignment of all marketing materials and messages with applicant's brand identity and values.
- e. Demonstrate collaboration with multiple partners
- f. Support for inclusivity by actively promoting diversity, equity, and inclusion within the project, ensuring equal opportunities for all communities/businesses.
- g. Includes clear plan to evaluate the success of the Rural Marketing Grant programming
- h. Alignment with Travel Nevada's industry strategic initiatives
- i. Novel approaches to generate new economic impact for the destination to maximize benefit or return on investment
- j. Ability of Applicant to manage the project and steer it through implementation
- k. Budget presents a detailed budget that list all expected costs, cash/ in-kind match included.

*Travel Nevada reserves the right to award grants in amounts totaling less than all funds available under the Rural Marketing Grant Program, to award a different amount than is requested in a grant application, to make changes to the Guidelines or to cancel the Program in its entirety.*

## IV. Reporting Requirements

In order to remain in compliance with the requirements to receive this funding, grantees are asked to provide reports on project status for the Division of Tourism. Prior to applying for funding, please review these requirements to ensure that your organization is capable and willing to complete and submit the necessary reports as outlined below.

### 1. Financial Reporting and Reimbursement Procedures

- a. Reimbursement Procedures –
  - i. The applicant's organization must be registered as a vendor with the State of Nevada to receive reimbursement. To register please contact [vendordesk@controller.state.nv.us](mailto:vendordesk@controller.state.nv.us)
  - ii. In order to receive reimbursement, grantees must submit a Reimbursement Request Form through [submittable.com](http://submittable.com).
  - iii. The Rural Marketing Grant Financial Summary Worksheet will need to be filled out. This worksheet includes an outlay report detailing each expense for which reimbursement is being requested, as well as receipts/invoices as documentation of expenses incurred included with your Reimbursement

- Request, available on [submittable.com](http://submittable.com).
- iv. Any match that has accrued, along with proof of match, should be submitted with the Reimbursement Request.
  - v. All Travel that includes per diem meals must have an itemized receipt upon reimbursement.
  - vi. The Final Reimbursement Request will need to be completed through Submittable, under the Final Evaluation Form.
  - vii. The Final Reimbursement Request, along with all documentation listed above, must be scanned and uploaded to Submittable through the Final Evaluation form.
  - viii. Travel Nevada will **No Longer Accept** mailed in Reimbursement Request.
- b. Only expenses which are directly related to the project, and which are accompanied by supporting backup are eligible for reimbursement.
  - c. Partial Reimbursement requests may be made monthly and completed via submittable along with including the Rural Marketing Grant Financial Summary Worksheet with 5 or more invoices, but a request need not be submitted if no expenses were incurred.
  - d. Final Reimbursement Requests must be submitted through Submittable to be received by the Division of Tourism within 30 days of the completion of the project, no later than June 30, 2027.
  - e. Match – Match must be documented on each outlay report, but the entire match amount does not need to be met until the final reimbursement. If no match was accrued during the period being requested for reimbursement, simply report as “0”.
  - f. Overspending – Grantees are **solely responsible** for any and all expenses that exceed the original grant amount.
  - g. Returning Funds – If a grantee for any reason cannot expend any portion their award, they should email [ruralgrants@travelnevada.com](mailto:ruralgrants@travelnevada.com) as soon as possible so that the funding can be re-allocated. **Do not** notify the Rural Grant Administrator two weeks before closing date. **Failure to notify** the Division of Tourism of unspent funds after **June 30, 2027** deadline must be returned to Division of Tourism and may result in non-compliance of future funding as show in section (VI).
  - h. Grants may be audited at any time by the Division of Tourism or its representatives. Performance on past projects will be considered by the organization in advisement of any additional funding awards.
  - i. In order to receive reimbursements, the grantee must be in compliance with project reporting requirements.
  - j. Travel Nevada reserves the right to conduct audits at any point and time to ensure compliance with reporting procedures and to verify that appropriate account management practices are being upheld.
  - k. Projects will be monitored by Travel Nevada. Grant recipients shall maintain accurate records of how dollars are spent and must agree to provide Travel Nevada

with access to these records. Travel Nevada will notify grantees of the request at least 15 days in advance.

- I. Grant recipients will be required to keep an ongoing, updated timeline and budget throughout the lifetime of the grant. Grant recipients are required to spend awarded funds by the end of the project period for their award. Any unspent funds will be returned to Travel Nevada.

## **2. Performance Evaluation – Mid Year Check in, Quarterly Reports and Final Project Reports**

- a. **Quarterly Reports** - On a quarterly basis, grantees must submit a Progress report to the Division of Tourism. A link to the reporting form will be sent to the email address on the organization's Submittable account. The due date for the report will be 30 days from the date it is sent by the Division of Tourism. Awardees will provide a Project Timeline template which must be updated quarterly. In the Report, grantees should include updates on milestones included in the Project Timeline, progress on outcome measure outlined in the Evaluation Plan, and barriers encountered during the implementation of the project. Awardees are encouraged to submit supplemental information such as attachments, completed or in process marketing materials or any materials being worked on at the time of the quarterly report due.
- b. **Mid-Year Check in** meetings. Between the months of January and February our Rural Marketing Grants Administration will set up a meeting with the lead applicant through submittable to review the quarterly report for further discussion.
- c. **Final Evaluation Reports.** At the close of the project, grantees will be required to submit a Final Report/Project Evaluation. The final reimbursement will not be processed until this report is received by the Division of Tourism. The Final Report/Project Evaluation should include a summary of the completed project activities and the impact and success of the project based on the metrics established in the Evaluation Plan. Additionally, grantees will be asked to reflect on lessons learned and future plans, if any, for the project. Grantees should complete the Final Report/Project Evaluation template on Submittable no later than June 30, 2027 at 5PM.

## **3. Materials and Assets**

- a. Prior to publication, Materials and Assets in DRAFT form must be submitted to the Division of Tourism for review. The Division of Tourism requires 10 working days to review a submission and make requests for edits or alterations, so allow for this as you are planning. Send draft materials, along with a Materials Review Request, to [ruralgrants@travelnevada.com](mailto:ruralgrants@travelnevada.com).
- b. For Photography and video funded projects the Nevada Division of Tourism retains the right for unlimited usage with no expiration date. It is the responsibility of the grantee to inform contracted artists of Travel Nevada's rights to use any materials produced

with this funding. **A Media Licensing Agreement** will need to be signed with Nevada Division of Tourism. Furthermore, it is the responsibility of the grantee to provide photography and video files for the Nevada Division of Tourism.

- c. The Advertiser requires that all sponsored content—including, but not limited to, television segments, podcast episodes, social media posts, online videos, and promotional materials—remain strictly apolitical. The Publisher agrees not to include or associate the sponsored content with any political opinions, endorsements, commentary, or messaging that could reasonably be interpreted as supporting or opposing any political party, candidate, legislation, or political ideology. Any violation of this clause shall be considered a material breach of this agreement and may result in immediate termination of the grant and other remedies as provided by law or under this agreement.
- d. Projects funded for print you may no longer need to include the Travel Nevada Image. Rather than state “Sponsored by Travel Nevada Rural Marketing Grant.”
- e. Projects funded for websites and online advertising require the recipient to include a reciprocal link to [TravelNevada.com](http://TravelNevada.com).
- f. Final versions of Materials and Assets should be provided to the Division of Tourism accompanied by the Final Evaluation Form on Submittable to be kept on file. For grant-funded projects that produce digital assets (photography and video), the Nevada Division of Tourism requests the final deliverables be sent in the highest resolutions possible. For photography, please send the highest resolution images available in JPEG format. For video, please send the highest resolution files in .MOV format.
- g. Compliance with section IV.3 is a requirement to receive reimbursement.

## V. Project Amendments

If a grantee wishes to amend their original project, they may request to do it by completing a request form through submittable. Project amendments must include rationale for the change and will be granted at the discretion of Rural Marketing Grant Administration. Project amendments may not exceed the original award amount. Project amendments may not change the overall scope/purpose of the project. To receive reimbursement for expenses that are included in a project amendment, expenses must not be incurred prior to approval of the amendment.

## VI. Noncompliance

All recipients of this funding are expected to comply with all of the policies and requirements laid out in this document as well as any Travel Nevada policies or requirements further clarified in Q&As, memoranda, or other relevant documents. The Travel Nevada staff are available to



guide grantees to avoid instances of noncompliance. Awardees will be notified in writing of instances of noncompliance designation and will face serious repercussions for repeated instances of noncompliance, including forfeiture of grant funds and ineligibility for future funding opportunities through the Nevada Division of Tourism.

Noncompliance may include, but is not limited to, the following instances:

- Failure to submit minor supporting documents by the specified deadline through the Submittable platform.
- Insufficient communication regarding changes in project scope or budget adjustments
- Not submitting the proper reimbursement form through submittable.
- Unauthorized use of Travel Nevada logo
- Inadequate provision of media licensing
- Failure to meet quarterly and final reporting requirements
- Missed Mid-year meeting check-ins
- Incomplete submission of all deliverables
- Failure to submit Final reimbursements and Reporting at the close of the fiscal year that occurs every June 30<sup>th</sup>.

**Low-Risk Designation:** Warning violation. Grantees will be classified as Low Risk. In the event of a violation, a written warning will be issued to the grantee. The Administrator will conduct a written review of the violation, and the grantee will be required to acknowledge receipt of the warning.

**High-Risk Designation:** Moderate violation. Grantees will be designated as High Risk for a minimum of 12 months, for reoccurring violations. Current and future applications, interim, quarterly, final reports, and grant funded projects may be subject to additional audit.

**Out of Compliance Designation:** Major or multiple on-going violations. Grantees will be unable to apply for or receive future Grants for a minimum of 24 months. Additional requirements may be necessary to restore eligibility, such as completion of Quarterly and Final Reports, returning unused funds, etc.

## VII. Award Conditions

Applicants who are awarded a grant will enter a contract with Travel Nevada that includes agreements to comply with all guideline requirements and to complete the project as approved.