

Central Iowa Tourism Region

Iowa Tourism Conference Scholarship Program Instruction Sheet

Deadline:

- Applications must be **received by noon on December 3, 2018**.
- This is a received in the office date, not a postmark date.

Format Requirements:

- Applications must be typed. The application is set up as a fillable PDF or you can request a MS Word file by emailing ann@iowatourism.com.
- Completed applications must follow the original format, which means questions should remain on the same pages in approximately the same amount of space. Incomplete applications will be disqualified.
- Applications can be submitted by email, fax, mail or delivery service. Only one copy of your application is needed.

Eligible Expenses & Local Match Requirements:

- Eligible expenses are the registration fee for the Iowa Tourism Conference. Both full conference (\$225) and single day (\$135) registrations are eligible for scholarship funding.
- Travel expenses such as lodging, mileage, etc. are not eligible costs for scholarship funding and are considered the applicant's local match for the scholarship.
- The Iowa Tourism Conference will be held February 6-8, 2019 at Prairie Meadows, Altoona. More information about the conference is available at www.traveliowa.com under the "travel industry information" section.

Eligible Applicants:

The purpose of the scholarship is to provide financial assistance to industry members whose budgets are strained without the scholarship funding. Eligible applicants are:

- Individuals from CITR members in good standing.
- County appointed representatives to CITR.
- Individuals from registered non-profit organizations from a CITR county in good standing.
- Individuals from county government organizations from a CITR county in good standing.
- Iowa tourism industry members located within the Central Region.

When reviewing equally rated applications, involvement in Iowa's tourism industry programs will be taken into consideration if the number of applications exceeds the funding available.

Notification:

- Applicants will be notified regarding their funding status in time for you to register for the early registration rate for the conference.

For More Information/Questions:

- Contact the CITR office at 515-832-4808 or 800-285-5842 or ann@iowatourism.com.

2019 Iowa Tourism Conference Scholarship Application

This form is for organizations, businesses or individuals located within the Central Iowa Tourism Region. Please contact the region office if you have questions.

Application Deadline:
Received in the CITR office by noon on December 3, 2018

Applicant Information

Organization/Business Name: _____

Contact Person: _____

E-mail: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone Number (include area code): _____

County Name(s): _____

Applying for (check only one): \$225 full conference registration

\$135 single day registration

For office use only:

Application Number: _____

Date Received: _____

1. Why do you want to attend the Iowa Tourism Conference? Please be specific as to what you hope to learn or gain from attending and how it will benefit you personally, your organization, business, community or area.

2. The purpose of the scholarship is to assist those whose budgets would be strained without the scholarship. Please describe your financial need for the scholarship and how the scholarship will assist you in attending.

3. Scholarship funds cannot be used for travel expenses such as lodging and mileage. These costs will be considered your "match" for the scholarship. Who will be responsible for these expenses?

_____ You individually

_____ Another sponsoring business or organization (i.e. your employer, or another organization)

Note – the scholarship program is set-up on a reimbursement basis which means you will be reimbursed after you attend the conference and submit your reimbursement form.

Region/Iowa Tourism Industry Involvement

1. Is your organization/business a private member of CITR?

_____ Yes _____No

2. Do you serve as a county appointed representative?

_____ Yes _____No

3. Did you attend CITR meetings during the past year?

_____ Yes _____No

If yes, which did you attend (check all that apply):

_____ Nov. 28, 2018, Marketing to Millennials, Holiday Inn & Suites Des Moines Northwest

_____ Sept. 19, 2018, Power of Travel Day, Hotel at Gateway Center, Ames

_____ August 1, 2018, Innovative Partnerships, Country Inn & Suites, Ames

_____ May 23, 2018, Annual Meeting, Hotel Grinnell, Grinnell

_____ March 28, 2018, Iowa Tourism Town Meeting, Holiday Inn & Suites Des Moines Northwest

_____ Jan. 31, 2018, Media Training, Courtyard by Marriott, Ankeny

_____ Oct. 4, 2017, Ask the Experts, Holiday Inn & Suites Des Moines Northwest

_____ July 19, 2017, Improving Your Personal Productivity, Courtyard by Marriott, Ankeny

4. Are you involved in other CITR activities? Examples – do you serve as a TFI district leader, advertise in the CITR travel guide, serve on region committees, attend the Iowa Tourism Leadership Institute, exhibit at the Travel Iowa Marketplace, etc.?

_____ Yes _____No

If yes, list the committee(s) you served on and/or your other involvement in CITR:

5. Are you involved in other Iowa Tourism industry activities? Examples – display your brochures in the Iowa Welcome Centers, submit your information to the traveliowa.com website, donate to the silent auction at the tourism conference, etc.

_____ Yes _____No

If yes, list how you are involved in other Iowa Tourism activities:

Signature Page

Sign and date your application.

signature

date

Send one copy of your completed application by email, fax, mail, or delivery to:

Email: ann@iowatourism.com

Fax: 515.832.4809

Mailing Address:
Central Iowa Tourism Region
PO Box 454
Webster City, IA 50595-0454

Delivery Address (UPS, Fed Ex, etc.):
Central Iowa Tourism Region
1527 Superior Street
Webster City, Iowa 50595

In person:
Contact the region if you need directions or a map to the CITR office.

If you have questions about the Scholarship Program contact:

Ann Vogelbacher, CITR Executive Director
Office: 515-832-4808 or 800-285-5842
Cell: 515-571-3855
Email: ann@iowatourism.com

