



2026-2027 DURANT TOURISM ECONOMIC DEVELOPMENT PROMOTION FUND - GRANT APPLICATION

Dear Applicant,

Attached please find the 2026-2027 Durant Tourism Economic Promotion Fund Grant Application.

The purposes of the Durant Tourism Economic Development Authority (hereinafter DTEDA) are, in part, to:

- Stimulate growth of tourism in Durant.
- Improve Durant's available economic development resources.
- Increase meaningful job opportunities in Durant; and
- Promote entrepreneurship and capital investment in Durant.

In furtherance of those purposes, DTEDA will, from time to time, delegate to third parties the performance of certain projects, activities and events that are consistent with the goals of DTEDA. Any such delegation will be evaluated and memorialized through a grant application process and a contract executed through a grant agreement, all to be administered in the sole discretion of the Board of Trustees of DTEDA.

Funding for such delegated projects, activities and events will be provided through the Durant Tourism Economic Development Promotion Fund, whose source is a tax on lodging facilities within the City of Durant. Again, allocation of the Durant Tourism Economic Development Promotion Fund shall be in the sole discretion of the Board of Trustees of DTEDA.

Funding is very limited, and the grant process is very competitive. Applicants should clearly state the DTEDA purpose that will be served by the proposed project, activity or event. Receipt of funds in one year is not a guarantee of receiving funds, or the same amount of funding, in subsequent years.

Review the entire grant application and all instructions prior to beginning work on it. Contact the DTEDA email discoverdurant@gmail.com with any questions.

Review your application completely before submitting it and make sure you have followed all instructions.

The DTEDA complies with all applicable state and federal laws and does not discriminate in any manner.

Sincerely,

Durant Tourism Economic Development Authority



2026-2027 DURANT TOURISM ECONOMIC DEVELOPMENT PROGRAM FUND - GRANT APPLICATION

Eligible projects shall be provided for the development and promotion of tourism within the city or region. Categories of award may include:

Special Events — *This includes events to draw visitors to the city of Durant or region, encourage longer visits, or extend the length of the tourism season.*

Applications are due 60 days prior to event date. Target award date is 30 days prior to event date. *The DTEDA reserves the right to take whatever time is necessary to make their respective final determinations.*

1. Applications **MUST BE RECEIVED** by the DTEDA at the address listed below 60 days prior to the event date. All applicants must submit one (1) electronic copy in PDF form to discoverdurant@gmail.com and (1) one original copy.
2. Late or incomplete applications will not be considered.
3. Applications will be evaluated first on compliance with eligibility requirements and then on responses to the selection criteria. The DTEDA reserves the right to find applications in whole, in part, or not at all, and to reject any or all applications.
4. Applications and all materials submitted to the DTEDA may be subject to disclosure pursuant to the Oklahoma Open Records Act.
5. No cover letter or table of contents will be accepted. Cover letters and tables of contents submitted with applications will be discarded and not considered.
6. No double-sided printing will be accepted.
7. Applications that are bound and those that use dividers or tabs that prevent the DTEDA from easily photocopying or handling the applications will be rejected. Do not bind applications or use dividers or tabs.
8. This application consists of these instructions, (1) the summary form, (2) the selection criteria questions, and (3) attachments.
9. The final application submitted to DTEDA must include:
 - a. Completed and signed Summary Form
 - b. Use of Funds Summary (250 words)
 - c. Responses to Selection Criteria Questions (3 pages)
 - d. Attachments in proper order
10. The DTEDA is the sole decision-maker for grants awarded through the DTEDA.
11. The DTEDA is responsible for all activities regarding the distribution of funds and may solicit information from any source as needed in conducting this work.
12. The DTEDA reserves the right to issue or not issue supplemental statements regarding these instructions or any aspect of the grant program on an as-needed basis, and to perform all due diligence that may be required in the discharge of its obligations. Applications may be required to provide additional information or to participate in pre-award interviews, as needed.



SUMMARY FORM

APPLICANT INFORMATION

NAME:

ADDRESS:

APPLICANT CONTACT NAME:

TITLE:

ARE YOU THE PRIMARY CONTACT FOR THIS GRANT

☐ YES ☐ NO

EMAIL:

TELEPHONE:

FEIN:

DATE(S) OF EVENT:

GRANT REQUEST AND FINANCIAL INFORMATION

GRANT AMOUNT REQUESTED FOR 2026-2027:

TOTAL OF ALL CURRENT CASH RESERVES:

TOTAL APPROVED BUDGET FOR FY2026-2027(CURRENT BUDGET YEAR):

TOTAL ACTUAL OPERATING EXPENSES FOR FY 2025-2026 (PRIOR BUDGET YEAR):

TOTAL INCOME FROM ALL SOURCES FOR FY 2025-2026 (PRIOR BUDGET YEAR):

PERCENTAGE OF FY 2026-2027 TOTAL INCOME FROM TOURISM GRANT FUND, IF ANY:

BRIEF PROJECT DESCRIPTION - IN A SEPARATE DOCUMENT, ANSWER THE THREE QUESTIONS BELOW IN 250 WORDS TOTAL OR LESS:

- WHAT DOES YOUR ORGANIZATION DO?
- HOW WILL GRANT FUNDS BE USED?
- HOW WILL YOU MEASURE SUCCESS?



SELECTION CRITERIA

Selection Criteria: All applicants must respond to the following questions in no more than three (3) pages total. The three-page limit applies only to your answers to these questions, not to the Summary Form, Use of Funds Summary, or Attachments. Twelve (12) point font or greater and one (1) inch page margins (top, bottom, left and right) required. No double-sided printing.

In a separate document, please answer every question, restating in full the question you are answering. Number all questions. Number all pages. Do not reduce font size below 12-point font.

1. Please describe your special event. Make sure to define the site, area or location, including a map if appropriate.
2. Provide an implementation plan for your proposal including a budget. How specifically will grant funds be used?
3. Highlight the desired goals and outcomes to be achieved with the Durant Tourism Economic Development Promotion Funds. How will you define and measure your success as related to this funding request?
4. Describe your income stream(s) including fundraising efforts. If you are the local chapter of a national entity, explain how much funding it provides. Have you used City funds to receive additional funds from other sources?
5. Describe your paid professional staff and your level of volunteer involvement.
6. Explain how your proposal supports the development or promotion of tourism within the city.
7. How will your organization measure the number of tourists and the financial impact on tourism from your proposal? Please estimate the positive financial impact on the community.
8. Explain how your event relates to the Durant tourism season? Will the event draw visitors or encourage longer visits? What is the total number of attendees expected? Of those, how many will be from Durant?
9. How many overnight stays in Durant hotel rooms do you estimate this event will generate? What is the estimated length of stay?
10. Does the proposal increase the aesthetic or social experience of visitors of Durant?



SUBMIT THIS APPLICATION WITH THE FOLLOWING REQUIRED DOCUMENTS IN THE FOLLOWING ORDER:

- Summary Form (two pages)
 - Brief Project Description (250 words max)
 - Response to Selection Criteria Questions (In narrative form on your own paper, maximum three pages, 12-point font, a page all page margins one inch)
- Site or Event Map
 - Proposed Budget
 - Implementation Schedule
 - If this is a new event, what is your estimated economic impact on Durant? If it is a recurring event, what was the last year's economic impact? (Sample of previously awarded grant report is included in the application for reference).

ATTACHMENTS (For non-profit organizations):

- Copy of IRS determination letter as to 501(c)(3) status
- List of current Board of Directors and Officers
- List of all major contributors (\$1,000 and above) and amount contributed, highest to lowest
- Year-end financial statements for fiscal year most recently ended
- IRS Form 990 (most current available)
- Approved budget for current fiscal year
- New/Existing Vendor Form

ATTACHMENTS (For profit organizations):

- Copy of W9
- List of all major contributors (\$1,000 and above) and amount contributed, highest to lowest
- Year-end financial statements for fiscal year most recently ended
- Business Tax Return — Most current available (112-S or 1065)
- Approved budget for current fiscal year
- New/Existing Vendor Form

By signing below, the applicant hereby certifies and warrants that any and all statements and representations made in this Grant Application are true and correct and may be relied upon by the DTEDA. Applicant also acknowledges that DTEDA will be represented on their event/project as chief sponsoring identity and that all advertisements (print, social media, web, etc.) will include the DTEDA logo, Discover Durant.

Signature of Responsible Party: _____

Date: _____

Printed Name and Title: _____

*Official form of the Durant Tourism Economic Development Authority.
Do not alter or change this form in any manner.
Submittals not using official forms or using altered forms may be returned without notice.*



New/Existing Vendor Form

W-9 FORM REQUIRED

NAME OF VENDOR: _____

CONTACT PERSON: _____

REMIT TO ADDRESS: _____

STREET ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE: _____

TAX PAYOR ID SSN: _____ OR EIN: _____

VENDOR EMAIL: _____

W-9 RECEIVED

APPROVED BY: _____ DATE: _____

Must Be Completed and Submitted with Every Grant Application



PROMOTION FUND - GRANT AGREEMENT

Dear DTEDA Grant Recipient:

By signing below, you agree to:

- Complete the project as described in the terms of accepted grant.
- Forward a list of Durant hotels to all available participants in event.
- Send any collateral materials (flyers, brochures, etc.) to discoverdurant@gmail.com for placement on Discover Durant website/social media accounts.
- Forward any copies of press related to project/event described in grant to discoverdurant@gmail.com.
- Submit Enclosed Wrap-Up report to discoverdurant@gmail.com within 30 days after event has ended.

All print ads and materials must carry the Discover Durant logo and all radio and TV ads must carry the same tag line as part of the audio. A logo and list of Durant hotels will be provided upon approval. Failure to comply with these requirements, cancellation or change of event from that which was presented, or the use of any logo other than the one provided will result in consideration by the Durant Tourism Economic Development Authority to either disqualify the Applicant from future in the grant application process, and may also result in DTEDA's request that Applicant return funds granted.

Signed: _____

Printed Name: _____

Name of Group/Organization: _____

Today's Date: _____

Please Return Original to DTEDA.

*** For official Use Only ***

Date Received: _____ By _____

Date Approved/Denied: _____

Notes: _____
