



Colorado's Meeting & Events Incentive Program APPLICATION PROCESS

Overview

The Meetings and Events Incentive Program provides rebates of eligible hard costs for meetings and events in Colorado to assist in the state's recovery from the COVID-19 pandemic. This program supports the retention and attraction of meetings and events to Colorado through December 31, 2022.

Pre-approved applicants will receive a 10% cash rebate against **eligible hard costs** of hosting a meeting or event in Colorado that takes place on or before December 31, 2022.

Application Process Information

An online application for the Meetings & Events Incentive **must be received and approved before** an event or meeting taking place.

The application must be submitted no later than **45 days before** the meeting has occurred with the following exception: Meetings and events occurring on or between July 1, 2021, and September 15, 2021, must be submitted no later than 21 days **after** the meeting has occurred.

Applications will be processed for pre-approval on a first-come, first-serve basis. There is a finite amount of money to be distributed. When these funds are depleted, applications will no longer be accepted or approved.

STEP ONE: DETERMINE ELIGIBILITY?

Incentive applications will be reviewed and awarded based on eligibility and availability of grant funding.

- The applicant must be the primary organizer (event host or event/meeting planner) responsible for organizing the event.
- The event must take place in Colorado between July 1, 2021, and December 31, 2022.
- The total eligible hard costs must meet or exceed \$35,000.
- The event or meeting must generate at least 25 paid overnight room nights at a motel, hotel, vacation rental, or other lodging establishment
- The meeting or event is a **NEW** event contracted on or after April 6, 2021, OR an event in danger of cancellation, postponement, or relocation outside of Colorado (**Note: Existing business or recurring events do not qualify unless there is supporting documentation stating intent to cancel, postpone or relocate.**)
 - Examples of documentation that demonstrate an event is likely to be cancelled, postponed or relocated include but are not limited to:
 - Board Minutes delineating the financial infeasibility and suggested adjustments to reduce financial load of the event
 - Proposals from venues outside Colorado
 - Letter on official letterhead, signed by C-Suite executive, outlining financial adjustments made to the event and the resulting need for support from the program. Examples include but not limited to:
 - Reduced guest/attendee list

- Reduction in hotel nights
- Food and beverage adjustments
- Truncating event
- Elimination of superfluous items

STEP TWO: CREATE AN ACCOUNT

Log in to your account on the [application portal](#) or create an account. To protect your personal information, we manually add new users to the portal, so it may take several days to activate your account. [Instructions for navigating the grant portal](#) are available.

STEP THREE: GATHER ALL APPLICATION MATERIALS

All support materials must be uploaded into the online system. No hard copies of the application or support materials will be accepted. You will be required to download two forms [Eligible Hard Costs Worksheet](#) and an [Event Affidavit](#)) and then submit the forms, as well as an RFP, backup documentation and a permit, if applicable, as a part of your application materials. Label files in the following format: **Applicant Organization Name_Name of Attachment**.

1. a **detailed budget** for the entire event to demonstrate the economic impact.
2. [Eligible Hard Costs Worksheet \(XLS\)](#) All applications must include a budget outlining the eligible hard costs for the event
3. **Request For Proposal (RFP)**: An RFP for the event or meeting requesting the incentive. If you do not have an RFP, please upload event details, schedule, needs, and/or budget.
4. **Backup Documentation**: All applications must include documentation to support the eligible hard costs for the meeting as well as the paid overnight room nights. Include proposal or contracts for **all** line items listed in the Eligible Hard Costs Worksheet, including
 - i. Event venue proposal or a final contract
 - ii. Host hotel proposal or final contract (if different than above)
 - iii. Proposals or finalized contracts for other line items listed in the eligible hard costs worksheet is required
5. **Permit**: If an event is on public property, please include a permit. (or letter of support from the host community)
6. **Affidavit**: All applicants must complete and submit an [Event Affidavit](#).

STEP FOUR: COMPLETE ONLINE APPLICATION

Only online applications will be accepted. Apply at <https://oedit.secure.force.com/oedit/>. The application can be found under the **Meetings & Events Incentive** tab. Instructions for how to navigate the platform are also available [here](#).

Prepare your application materials by reviewing the [Meeting and Events Application Questions \(DOCX\)](#) which includes all application information.

STEP FIVE: PRE-APPROVAL NOTIFICATION

Receive pre-approval for your application (not guaranteed) via email stating the amount of the rebate you have been pre-approved for. Final rebate amount will be based on actual costs incurred and will not exceed the pre-approval calculation.

STEP SIX: HOST YOUR EVENT

STEP SEVEN: SUBMIT EVENT FINAL REPORT

A final report is required and must be submitted within **90 days** of meeting or event end date through the online grant portal at <https://oedit.secure.force.com/oedit/>. All eligible hard cost expenditures must be supported by documentation, e.g. invoices and proof of payment.

Within 90 days of event or meeting end date, pre-approved meetings and events must submit all the following materials to receive reimbursement:

- **Customized Pre-Approval Rebate Calculation** with the final, actual Eligible Hard Costs listed. Final rebate amount will be based on actual costs incurred and will not exceed the pre-approval calculation.
- **Room Night Verification** - Finalized hotel room night pick-up report(s) or [written verification](#) from the meeting property listing the total room pick-up associated with the specified meeting or event
- **Invoices** for all eligible hard cost expenses listed
- **Proof of payment** for all eligible hard costs listed. Acceptable examples of proof of payment include:
 - Receipts or,
 - Invoice or bill showing the amount has been paid or that no remaining balance existsPlus either:
 - Copy of bank or credit card statement
 - Copy of canceled check (front and back) that corresponds with the check number used for payment
- **Final Report Event Affidavit**

STEP EIGHT: RECEIVE REBATE

Rebate funds will be issued within 45 days of submission of a complete and approved Final Report and verification of the 25 paid overnight room nights.

Questions

If you have any questions, please contact the [program manager](#).