



## AOT Grant Solicitation: Arizona Tourism Industry Workforce Grants

**Grant A (Tourism) Description:** The Arizona Office of Tourism (AOT) received \$250,000 from the legislature to distribute [via a grant program] to a 501(c)(6) membership organization in this state that represents statewide hotels and resorts, tourism attractions, destination marketing organizations, sports teams, airlines, airports and related business partners to advance workforce development and education initiatives for the lodging and tourism industry.

**Scope of Work to be Performed:** Applicant(s) need to provide a scope of work that will advance workforce development and education for the lodging and tourism industry.

**Grant B (Restaurants) Description:** The Arizona Office of Tourism (AOT) received \$250,000 from the legislature to distribute [via a grant program] to a 501(c)(6) membership organization in this state that represents restaurants to advance workforce development initiatives and for campaigns to highlight this state's restaurant and hospitality industry in support of increasing culinary tourism in this state.

**Scope of Work to be Performed:** Applicant(s) need to provide a scope of work that will advance workforce development and increase culinary tourism through marketing campaign creation.

**Funding Source:** [FY24 Legislative Appropriation](#)

Grant A (Tourism): \$250,000 Single Award

Grant B (Restaurants): \$250,000 Single Award

**Grant Payment Overview:** AOT will provide 25% (\$62,500) of grant funding upfront for the Arizona Tourism Industry Workforce Grants and the remaining will be eligible for quarterly reimbursement.

### Application Information & Templates:

- [Application Template](#) (Required)
- [Scope of Work Template](#) (Required)
- [Budget Template](#) (Required)
- [Marketing Plan Template](#) (Restaurant Grant Only - Required)

Completed versions of all reporting templates must be emailed to [grants@tourism.az.gov](mailto:grants@tourism.az.gov), no later than **December 13, 2023 at 4:00PM**.



**Evaluation Factors:**

All AZ Tourism Workforce Grant applications will be reviewed by a panel and scored using a rubric. The scoring rubric can be found [HERE](#). All applicants will receive a decision to award by January 2, 2024. Applicants will either receive a letter stating no award was provided, or that they've been selected for pre-award status.

**Timeline:**

Application Open Date	Application Close Date	Decision to Award
Wednesday, November 1, 2023	Wednesday, December 13, 2023	Tuesday, January 2, 2024
<b>Grant Starts January 2, 2024 and closes January 2, 2025.</b>		

**Quarterly Reporting Requirements:**

REPORTING PERIOD	REPORT DEADLINE
Q3 January 1 - March 31, 2024	Report Due: April 1, 2024
Q4 April 1 - June 30, 2024	Report Due: July 1, 2024
Q1 July 1 - September 30, 2024	Report Due: October 1, 2024
Q2 October 1 - December 31, 2024	Report Due: January 2, 2025
Q3 January 1 - March 31, 2025 - CLOSEOUT	Report Due: April 1, 2025
<p><b>Note:</b> Requesting a reimbursement through financial reporting is the only avenue a grantee has to request and receive funds, beyond the 25% upfront distribution. <b>Please note, reimbursement request deadlines are hard deadlines. Anything submitted after the Report Deadline will not be reviewed until the following Reporting Period.</b></p>	

All materials should be in one PDF document in the following order, Reporting Period Update (Scope of Work Performed, Budget and Marketing Plan [if applicable]), and Proof of Charge from Vendor followed by Proof of Payment. All reporting must be emailed to [grants@tourism.az.gov](mailto:grants@tourism.az.gov) for each reporting deadline.

- **Detailed Reporting Period Update:**
  - [Scope of Work Template](#)
  - [Budget Template](#)



- [Marketing Plan Template](#) (Restaurant Grant Only)
- **Proof of Charge & Proof of Payment for Each Tactic:**
  - Proof of Charge from Vendor: Submit legible invoice copies reflecting date, description and dollar amount.
    - Use this [Staff Chart Template](#) to report Personnel.
  - Proof of Payment: Include a copy of canceled check and payment receipt from the vendor.

**Non-compliance:**

Failure to comply with any of the above guidelines may impact the amount of grant funding for the current year and/or future years for the participant found in non-compliance. The penalties imposed are at the determination of the Arizona Office of Tourism.

No extensions will be granted. Failure to provide application, reports or any requested backup materials by a given deadline will jeopardize your organization's future funding.