Colorado's Meeting & Events Incentive Program
APPLICATION INSTRUCTIONS, DOCUMENTATION and REPORTING

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** booking OR the meeting/event is in danger of cancellation, postponement, or relocation to another state

STEP TWO: 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, budget backup 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. Eligible Hard Costs Worksheet (XLS) All applications must include a detailed budget outlining the eligible hard costs for the meeting as well as the budget for the entire event to demonstrate the economic impact.
2. RFP: An RFP for the event or meeting requesting the incentive. If you do not have an RFP, please upload meeting/event needs or details.

3. Budget Backup: All applications must include documentation to support the eligible hard costs for the meeting. Include proposal or contracts for line items listed in the Eligible Hard Costs Worksheet, including
    i. Event venue proposal or a contract
    ii. Hotel proposal or contract (if different than above)
    iii. Proposals or contracts for other line items listed in the eligible hard costs worksheet is required
4. Permit: If an event is on public property, please include a permit. (or letter of support from host community)
5. Affidavit: All applicants must complete and submit an [Event Affidavit.](#)

APPLICATION QUESTIONS

All narrative questions will be input into the online application, and all support materials will be uploaded into the online system. It is recommended that users prepare answers in a word processing document, check character count, and then cut and paste into the application.

Section One: Event Host Information

Complete the following questions on the event host. The event host is the company, business, organization, or individual hosting the event.

1. Event Host Name
2. Host Mailing Address
3. Host City
4. Host State
5. Host Zipcode
6. Meeting Planner Name (*if applicable)
7. Meeting Planner Company (*if applicable)
8. Who is requesting to receive the rebate?
    1. Events Host Name (should match answer in Question 1)
    2. Meeting Planner Company (should match answer in Question 7)
9. Rebate Recipient Mailing Address
10. Rebate Recipient City
11. Rebate Recipient State
12. Rebate Recipient Zipcode

Section Two: Meeting/Event Information
Please complete the questions below about the meeting/event applying for the cash rebate.

PEAK NIGHT Referring to the night during an event when most rooms are occupied by those in attendance.

All applications must include a detailed budget outlining the total overall costs for the meeting.

Label budget file in this format: Applicant Name_Overall Budget. *Each file upload has a size limit of 5MB.*

Note: If the event does not have a contract with a hotel with a room block and therefore will not have a pickup report to submit as part of a final report, the client needs to work with the property beforehand to

ensure the hotel property can complete a [written verification](#) *listing the total room pick-up associated with the specified meeting or event.*

1. Event Name
2. Event Venue Name
3. Event Venue City
4. Type of Event or Meeting (picklist)
    1. Business Gathering
    2. Concert Series
    3. Conference
    4. Exhibition/Trade Show
    5. Festival
    6. Sporting event
    7. Wedding
    8. Other

5. Please indicate which of the following statements best describes your Meeting & Event.
    a. The meeting or event is a **new** event booking.
    b. Without support through the Meetings & Events Incentive Program, the meeting or event is in danger of being canceled, postponed, or relocated.
    c. The meeting or event was planned before the Meetings & Events Incentive Program was introduced AND is not in danger of being canceled, postponed, or relocated

6. If you selected option b, please demonstrate in 1,500 characters or less why your previously planned meeting or event is in danger of being canceled, postponed, or relocated to another state with the support of the Meetings & Events Incentive Program.
7. Event Start Date
8.. Event End Date
9. Host Hotel(s)
10. Anticipated Attendance - Onsite
11. Number of Anticipated Rooms on Peak Night
12. Total Number of Anticipated Room Nights
13. Overall Estimated Event Budget:
14. Overall Event Budget (Upload)

Section Three: Meeting & Event Eligible Hard Costs (see REFERENCE below)
*Approved events can receive a 10% cash rebate **only** for eligible hard costs associated with hosting their event. For more information about the eligible hard costs, visit the [program page.](#)*

*All applications must include a budget outlining the eligible hard costs for the meeting using the provided [Meetings & Events Eligible Hard Costs Worksheet.](#) **Label budget file in this format: Applicant Name_Eligible Hard Costs.** Each file upload has a size limit of 5MB.*

Use the completed eligible hard cost worksheet to answer the following questions.

1. Estimated Eligible Audio/Visual Expense:
2. Estimated Eligible Entertainment Expense:
3. Estimated Eligible Event Space/Venue Rental Expense:
4. Estimated Eligible Event Rentals Expense:
5. Estimated Eligible Food/Beverage Expenses at Venue:

6. Estimated Eligible Registration & Event Management Technology Expense:
7. Estimated Eligible Transportation Expense:
8. Total Estimated Eligible Hard Costs:
9. Amount of Incentive Requested:
10. Meeting & Events Eligible Hard Costs Worksheet (Upload 5 MB File Size Limit)

REFERENCE: Meeting & Event Eligible Hard Costs
*Approved events can receive a 10% cash rebate **only** for eligible hard costs associated with hosting their event. **Eligible hard costs are limited to the following**:*

- *Audiovisual support limited to*
  - *Microphones*
  - *Screens/projectors*
  - *Internet access*
  - *Other specialized AV equipment*
  - *Service labor fees*
- *Entertainment as part of an otherwise planned event limited to*
  - *Speakers*
  - *DJs*
  - *Performing acts*
- *Event Space/Venue Rental*
  - *Room rental*
  - *Staging (build, setup, trussing, lighting, pipe and draping, power and sound)*
  - *Security, traffic control*
- *Event rentals limited to,*
  - *Tables, seating, decor, and tents*
  - *Dinnerware, flatware, glassware, and linens.*
- *Food/Beverage**
  - *Meals*
  - *Beverages (*Alcoholic beverages are not eligible for reimbursement through this program)*
  - *Service labor fees*
- *Registration & Event Management*
  - *Eligible costs are limited to event management technology software that handles online event registration, virtual, hybrid and onsite solutions and attendee engagement*
- *Transportation*
  - *Eligible transportation costs are limited to:*
    - *Shuttle service provided to move overnight guests to and from the event/venue space on a master account. Individual guest receipts not eligible.*
    - *Airport shuttle service pickup and drop-off provided to transfer overnight guests from the airport to the hotel and from the hotel to the airport at the conclusion of the meeting/event on a master account. Individual guest receipts not eligible.*

Section Four: Required Supporting Documents

For question #2, please combine all Budget Backup documentation into one PDF document.

*Label file in this format: **Applicant Name_Budget Backup***

1. RFP: An RFP for the event or meeting requesting the incentive. If you do not have an RFP, please upload meeting/event needs or details.
2. Budget Backup: All applications must include documentation to support the eligible hard costs for the meeting. Include proposal or contracts for line items listed in the [Meetings and Events Incentive Eligible Hard Costs Worksheet,](#) including
   a. Event venue proposal or a contract
   b. Hotel proposal or contract (if different than above)
   c. Proposals for and other line items listed in the budget is required
3. Permit: If an event is on public property, please include a permit. (or letter of support from host community)
4. Affidavit: All applicants must complete and submit an [Event Affidavit](#)

Section Five: Applicant Information and Certification
Include contact information for the individual applicant completing this application. The applicant must be the primary event organizer.
1. First Name
2. Last Name
3. Email
4. Primary Phone
5. Relationship to Event Host

STEP THREE: COMPLETE ONLINE APPLICATION
Only online applications will be accepted. Apply at https://oedit.secure.force.com/oedit/. Log in to your account or create a new account. The application can be found under the **Meetings & Events Incentive** tab. Instructions for how to navigate the platform are also available [here](#).

NOTE: It takes at least 48 hours for a new user account to be activated.

STEP FOUR: PRE-APPROVAL NOTIFICATION
Receive pre-approval for your application (not guaranteed) via email stating the amount of the rebate you have been approved for.

STEP FIVE: HOST YOUR EVENT

STEP SIX: SUBMIT MEETING OR 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:

- 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
- Finalized actuals of meeting hard costs eligible for 10% rebate

- 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 exists

  Plus either:
  - Copy of bank or credit card statement
  - Copy of canceled check (front and back) that corresponds with the check number used for payment

- Invoice for the total rebate amount owed
- A signed Certification/Attestation, from the owner/principal/C-Level Executive of the applicant, that all materials provided are accurate and true.

STEP SEVEN: RECEIVE REBATE
Receive full approval and the funds within 45 days of submission of a complete and approved final report and verification of the 25 paid overnight room nights.

Questions
Contact Elizabeth O'Rear at 303-892-3893 or elizabeth.orear@state.co.us

For technical issues (with log-in/registration on the OEDIT portal) email Elizabeth O'Rear at elizabeth.orear@state.co.us.