

McCurtain County Special Projects Grant

Application and Guidelines

Introduction

The McCurtain County Tourism Authority (MCTA) is funded by a 3% lodging tax collected exclusively from hotels and lodging facilities located outside city limits. Each city within McCurtain County has its own tourism tax collected within its city limits. This tax, generated solely by visiting tourists, is dedicated to promoting, encouraging, and developing tourism and recreational activities that benefit the county.

Investing in tourism strengthens the local economy and enhances the quality of life for McCurtain County residents.

MCTA Projects must focus on **promoting, encouraging, and developing** tourism and recreational activities within McCurtain County. The goal is to increase visitation by showcasing local attractions and facilitate engagement in recreational activities.

Breakdown:

- **Promote:** Actively market and advertise McCurtain County as tourist destinations and recreational offerings through campaigns, websites, and public relations efforts to attract potential visitors.
 - **Encourage:** Foster a positive tourism environment by improving access to attractions and ensuring a welcoming atmosphere for all visitors.
 - **Develop:** Invest in upgrading existing tourism infrastructure, creating new recreational activities, and supporting local businesses that cater to tourism.
-

The Special Projects Grant Program supports the development of tourism and recreational activities aimed at attracting visitors and enhancing McCurtain County's appeal as an overnight destination. Grant projects must focus on *encouraging and developing tourism* and recreational activities within McCurtain County. The goal is to increase visitation by developing new or adding to existing attractions or recreational activities that will bring an added value to bring more tourists to our area. Will your proposed project bring more visitors to our area and improve the overall tourism experience.

Grant Funding Details

- MCTA allocates **5% of its annual budget** for Special Projects Grants as long as the 3% lodging tax remains in effect.
- Funds are awarded on a **first-come, first-served basis** until the annual allocation is exhausted.
- Eligible applicants include **nonprofits, government entities (state, city, county, or federal)**, and organizations located within McCurtain County that meet the established criteria. Must have a valid EIN number.
- All applications are reviewed and approved at the discretion of the **MCTA Board**.
- Projects must **directly impact tourism and recreation** and *encourage* overnight stays in McCurtain County.
- The funds requested must not exceed \$24,500.00.

How to Apply

- Submit a **request to present your project** at an MCTA Board meeting at **least 10 days in advance**.
- The Board meets in **July, September, November, January, March, and May**. You must notify Charity at least **10 days before the meeting** to be added to the agenda.

- A dedicated **Special Projects Grant review session** will be held at the **annual grants meeting on May 19th at 10:00 a.m.** at the **Broken Bow Public Library (404 Broadway St., Broken Bow, OK)**. To be added to the agenda, contact Charity O'Donnell by May 16th or submit your grant proposal to **bchamber@pine-net.com**.
 - Projects approved in **May** will be funded for the **following fiscal year (beginning July 1, 2026)**. And must be paid out and submitted by June 5, 2027.
 - Meeting dates are available at beaversbendcabincountry.com/meetings-minutes.
 - For assistance, contact **Charity O'Donnell, Executive Director**, at **bchamber@pine-net.com** or **580-584-3393**.
-

Proposal Requirements

At your scheduled meeting, submit a **typed proposal** including:

- Documentation of nonprofit status or government affiliation (EIN, W-9).
- Detailed project plans, budget estimates, and timelines.
- Three **letters of community support** and partnership agreements.
- A commitment to **display the MCTA logo** on plaques or materials where applicable.
- If project involved purchasing materials or products show 3-4 quotes (depending on amount requested) or that you shopped around and why you went with who you chose.
- **Nine (9) copies** of all materials.
- Your proposal presentation must remain **under 15 minutes**.

Funding Guidelines & Eligibility

- Grants are for **one-time project support**; MCTA does not make multi-year financial commitments.
- Funds **must be used within the fiscal year** (July 1, 2026–June 30, 2027).
- All projects must **comply with state and county purchasing guidelines** (Oklahoma Open Records Act & State Central Purchasing Act, Title 19).
- **Competitive bidding** is required for project expenses:
 - **Up to \$5,000** – Up to three phone/email bids.
 - **\$5,001 - \$10,000** – Minimum of three bids.
 - **Over \$10,000** – Minimum of four formal bids.

Ineligible Expenses

Funding **will not** be granted for:

- Food, lodging, mileage, or transportation.
- Computers, software, projectors, or office supplies.
- Advertising/marketing for fundraising purposes.
- Grand opening/ribbon-cutting costs.
- Salaries, personnel costs, or memberships.
- Promotional materials (banners, signs, or resale items).
- In-kind services.
- Everything submitted for reimbursement must be an ongoing rate at fair market value or amount for that item.

Grant Disbursement & Reimbursement

- This is a **reimbursement-based grant**. Recipients must **spend funds upfront** and provide documentation for reimbursement.
- **Single-payment reimbursement** upon full project completion.

Final Reporting & Documentation

Before final payment is issued, recipients must submit:

- **A complete project file**, including:
 - All estimates, bids, invoices, receipts, and packing slips.
 - A financial record of expenditures and supporting documentation.
- **Photographic evidence** of project completion.
- **A plaque acknowledging MCTA funding**.

All submitted documentation must be on single-sided paper and must not include any permanent fasteners such as staples or bindings. Non-permanent fasteners, including paper clips or butterfly clips, are acceptable.

Recordkeeping & Compliance

- All records must comply with **MCTA, county, and state financial policies**.
- Documents must be retained for **seven (7) years** from the final payment date.
- MCTA reserves the right to audit any project records.

Reimbursement Processing

- After receiving **all required documentation**, MCTA will issue a reimbursement check within **six (6) weeks**.
- Submit **four (4) copies** of all final materials.