



## **Kansas Tourism Scholarship Program**

The Kansas Department of Wildlife, Parks and Tourism, Tourism Division (Division), has created a scholarship grant program to further the professional development and education of those individuals associated with and working in the tourism industry of Kansas. There is \$3,000 available for the scholarship program in the present fiscal year.

The Division will reimburse scholarship awardees for costs associated with out-of-state workshops, seminars, and conferences and for registration cost for in-state workshops, seminars, and conferences that promote **ongoing education related to tourism development, marketing, industry trends, and tourism research**. It is the intent of this program to provide opportunities for tourism industry practitioners to explore new ideas; best practices; innovative solutions for common challenges; and network with industry peers. Up to \$1,000 for out-of-state conferences and up to \$400 for in-state conferences, per approved request, may be reimbursed through the tourism scholarship. A list of tourism organizations that hold workshops, seminars and conferences you may wish to consider is attached.

Scholarship funds are solely intended for educational programs and cannot be used for marketing activities. Conference attendance funded by the scholarship must take place within 12 months of the award. First-time attendees, or those who have not attended the specific educational program within the previous three years, will be given priority consideration. Upon available funding, consideration will be given to applicants requesting assistance to attend a conference that they have attended within the previous three years. Registration fees will be reimbursed after the scholarship recipient has received notification from the event coordinator that their registration is complete. (If the attendee is unable to attend the event the registration fees will be paid back to the Division.) All final scholarship payments must be requested 60 days from the date of the conference. A follow up report is required at the time the request for final payment is submitted.

To qualify each applicant must be directly involved in the operations, marketing, and/or development of a tourism attraction in Kansas or a Kansas tourism development organization, and identified as such by the Kansas tourism industry. Only one applicant per attractions or organization will be considered. Organizations will only be eligible to receive one scholarship within the program period.

### Out-of-State Tourism Conference or Seminar

Reimbursable Activities up to \$1,000 total:

- Registration
- Lodging at designated headquarter or alternate hotel/motel (room rental and taxes only)
- One year's annual organizational dues related to the conference or seminar (for new memberships only)

### In-State Tourism Conference or Seminar

- Registration – reimbursable up to \$400

### In-state and Out-of-state Non-reimbursable Activities

- Travel to and from the conference destination
- Meals (other than those included in registration fee)
- Incidental expenses
- Additional cost for excursion trips, optional events or workshops associated with the conference or seminar
- Books, manuals or other items sold at the workshop, seminar, or conference.
- Trade Shows or Marketing Events

The applications will be reviewed individually as the Division receives them. Award will be based on suitability of program; potential return on investment to Kansas; applicant objectives and commitment from sponsoring organization. Please allow four weeks for notice of scholarship award or decline.



## Application

**Return completed application to:**

Tourism Education Scholarship Program Manager  
Kansas Department of Wildlife, Parks and Tourism  
1020 S Kansas Ave Ste 200  
Topeka KS 66612-6953

Date Submitted \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_

Position \_\_\_\_\_

Years of Tourism Experience \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

List recent involvement in tourism industry groups (e.g. national, state and regional organizations) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Kansas Wildlife, Parks and Tourism  
1020 S Kansas Ave Ste 200  
Topeka KS 66612-1327

List recent involvement in community and leadership activities (e.g. civic groups, local boards, volunteer roles)

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**Organization Information**

Organization Name \_\_\_\_\_

Total Previous Year Budget \_\_\_\_\_

**FEIN or SS#** \_\_\_\_\_

(FEIN or SS# of the organization or person the reimbursement check will be made out to.)

What are the greatest challenges that your organization will face in the next 3 years?

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**Conference, Seminar, or Workshop Information**

Name of Conference, Seminar or Workshop

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Date(s) of Program \_\_\_\_\_

(Please attach conference information. Awards will be based on suitability of program; potential return on investment to Kansas; applicant objectives and commitment from sponsoring organization)

## REQUIRED ATTACHMENTS

Check each line item below to document that the information requested has been attached to the application. For any line items not check, explain why the information has not been attached.

\_\_\_ Original application form.

\_\_\_ Official Conference, Seminar, or Workshop Materials

- \_\_\_ agenda
- \_\_\_ list of speakers
- \_\_\_ list of breakout sessions
- \_\_\_ list of workshops
- \_\_\_ educational tours
- \_\_\_ cost/fees
- \_\_\_ membership dues

\_\_\_ Supplemental information about the conference, seminar, or workshop not included in the attached conference materials

\_\_\_ Application budget sheet (see attached form)

\$ \_\_\_\_\_ Requested Scholarship Funding

\$ \_\_\_\_\_ Applicant Share

\_\_\_ Type written document describing what you hope to learn from the conference, seminar, or workshop. Include how the information gained will fit into the overall strategic plan or enhancement of your organization.

\_\_\_ Letter of commitment from Sponsoring Organization for costs not covered by scholarship.

Additional Comments

## Kansas Tourism Scholarship Budget

Event	Applicant Share	Tourism Scholarship Share
Registration Fee	\$	\$
Membership Dues (annual)	\$	\$
Optional Educational Activities	\$	\$
Airline Ticket or Other Transportation Costs	\$	\$
Lodging (Rate plus taxes) (Out- of-state conferences/seminars only)	\$	\$
Meals (in addition to Conference Fees)	\$	\$
*Other	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

\*Detail of what is included in other.



## Tourism Organizations

The following organizations hold annual workshops and conferences. Please visit the organization's website to gather information and dates for workshops and conferences. (This list is intended only as a resource for potential workshops and conferences. Qualifying workshops and conferences are not limited to this list.)

U.S. Travel Association

<http://www.ustravel.org>

Destination Marketing Association International

<http://www.destinationmarketing.org>

Travel & Tourism Research Association – CenStates

<http://www.censtatestra.com>

National Association for Interpretation

<http://www.interpnet.com>

National Tour Association

[www.ntaonline.com](http://www.ntaonline.com)

American Bus Association

[www.buses.org](http://www.buses.org)

PRSA Travel & Tourism Section/SATW Associates Council Conference

<http://www.prsa.org/conferences>

Civic Tourism Conference

<http://www.civictourism.org>

E marketing Insight

[www.emarketinginsight.com](http://www.emarketinginsight.com)

Kansas Tourism Annual Conference

<http://www.tiak.org>

National Scenic Byways

<http://www.bywaysresourcecenter.org>