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**Colorado Governor’s Tourism Conference Professional Scholarship**

All users are required to log into the portal and complete the online application for the [Governor’s Tourism Conference Professional Scholarship.](https://oedit.colorado.gov/governors-tourism-conference-professional-scholarship) All support materials are uploaded into the online [OEDIT application portal](https://oedit.secure.force.com/oedit/). New users will need to register for an account on the portal.

No hard copies or emailed copies of the application or support materials will be accepted. We recommend that applicants register in the portal and review the online grant system with plenty of time before the deadline to allow staff proper time to assist with any questions or issues.

Overview of this document:

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### [How to create an account in the application portal](#_gjdgxs)

Apply online through the [OEDIT application portal](https://oedit.secure.force.com/oedit/). Log in or create a new account. New users are manually added to the portal for security reasons, so it may take several days to activate your account. Once a new account has been created, users will receive email notification.

For more support setting your account, please review these additional[OEDIT Grant Portal Instructions.](https://oedit.colorado.gov/sites/coedit/files/documents/CTO%20Online%20Portal%20%20Handbook%201.20%20%289%29.pdf)

To successfully submit your application, all tasks must be completed and then the submit button will be available. A confirmation email will be sent upon a successful submission.

### [Application questions](#_30j0zll)

The application is broken into these sections:

* General Information
* Applicant Eligibility Status
* Narrative Questions
* Supporting Documents

Each narrative question in the online application allows for 1,000 characters including spaces and punctuation. To fill out the application, you will need to:

1. Prepare answers to the narrative questions in a word processing or notepad document.
2. Check the word count for each question. To check your word count in Microsoft Word, select all of the words in your response, select ‘Tools,’ and select ‘Word Count.’
3. Cut-and-paste each response into the online application in the [OEDIT application portal](https://oedit.secure.force.com/oedit/).

We recommend filling in your answers in this document and saving your progress. You can copy and paste your responses from this document into the application portal when you are ready.

**General Information**

* First Name
* Last Name
* Sponsoring Tourism Business/Association/Organization
* Address
* City
* Zip Code
* State
* County
* Email
* Phone
* Who will be requesting and receiving reimbursement? Select one.
	+ Individual Applicant
	+ Sponsoring Organization

**Applicant Eligibility Status Questions**

* Which of the following statements describes your applicant eligibility status. Select all that apply.
	+ First time attendee to the Colorado Governor’s Tourism Conference
	+ Partner experiencing a recent budget reduction
* If you selected “Partner experiencing a recent budget reduction” please list the estimated tourism budget for the current year (2021) as well as the actual tourism budget for 2020 and 2019 for your organization. Include a brief explanation for the budget reduction.

**Narrative Questions**

* Why do you want to attend the Governor's Tourism Conference and why are you passionate about the tourism industry in Colorado?
* What do you hope you learn at the conference and how do you plan to apply the skills and knowledge gained to benefit tourism in your destination or industry sector?

### Support materials

You will be required to submit these support materials. Omission of any required support materials will make your application ineligible for review.

1. Current resume

### [Staff contacts](#_3dy6vkm)

Applicants seeking assistance are advised to contact Colorado Tourism Office staff.

For questions regarding the Colorado Governor’s Tourism Conference Professional Scholarship program, email Elizabeth O’Rear. For questions regarding the application portal, email Elizabeth O’Rear.