Town of Alpine Travel and Tourism Grant Application

Mission. Town of Alpine Travel and Tourism Board's mission is to help create positive experiences for visitors and residents by funding Lodging tax dollars for projects and/or events in Town of Alpine.

Purpose. The purpose of Town of Alpine Travel and Tourism Board is to provide for the promotion of travel and tourism within Town of Alpine and to administer the distribution of lodging tax revenue, ideally for the benefit to local businesses and residents of Town of Alpine.

Applicant Organization Name: Town of Alpine

Event or Project Name: South Entrance Welcome Sign Repair

Event or Project Location and Date: South entrance to Alpine; completion after funding approval.

Applicant Address: 250 River Circle, Alpine, WY 83128

Applicant Phone and Email: 307-654-7757; clerk@alpinewy.gov

Organization Contact Name: Sarah Greenwald, Deputy Clerk

Organization Contact Phone and Email: 307-654-7757; sgreenwald@alpinewy.gov

Secondary Organization Contact Name: Craig Leseberg, Public Works Director

Secondary Organization Contact Phone and Email: 307-880-2869; publicworks@alpinewy.gov

Board Members and Positions: Eric Green, Mayor; Council: Andrea Burchard, Amy Wierda, Shay Scaffide, Jeremy Larsen

Organization Structure: Municipality

Organization EIN: 83-0291688

Organization W-9 if Applicable: To be attached, if required

Board Minutes Approving Grant Application: Town Council approval pending consideration at the October 20, 2026 meeting. Approval minutes will be provided following Council action.

Amount of Funds Requested: $3,950.00

Proposed Cost of Project: $3,950.00, based on KLN Welding & Construction LLC Estimate No. 202 dated October 12, 2026.

List of Other Donors: No other donors identified in this request.

Describe Project or Event Purpose and Objective

Repair the south entrance welcome sign, which broke last winter. The Town has sought repair quotes since then and has now received a $3,950 proposal. Travel and Tourism originally funded the welcome signs; the Town requests help restoring that investment. See page 4 for scope and budget.

Where Will the Project Take Place

Existing welcome sign at the south end of the Town of Alpine.

Give a Timeline With Project Deadlines

Funding request: October 15, 2026. If approved, coordinate fabrication and installation with the contractor. Completion date depends on contractor availability and weather; no firm deadline is confirmed.

What Is the Expected Impact How Many Tourists Will It Attract How Will It Benefit Overnight Stays Local Businesses and Residents

Restore an attractive gateway and a positive impression for visitors and residents. The sign supports Alpine's identity and visitor experience, benefiting the setting for local lodging and businesses. No separate visitor count or increase in overnight stays can be reliably attributed to this repair.

How Long Will the Project Benefit the Intended Target Market

A long-term benefit to visitors and residents over the repaired sign's service life; no specific lifespan is stated in the quote.

How Will Travel and Tourism Grant Money Be Used

Custom steel support materials, cutting, fabrication, fitting, welding, preparation and installation; includes "THANKS FOR VISITING" lettering.

Have You Applied for Other Sources If So Where

Other funding applications: to be confirmed by the Town.

Will There Be Other Funds Available If So How Much

Additional Town funding or in-kind support, if any, has not been confirmed. This application requests the full quoted amount.

Will There Be a Need for Future Funding If So Explain

This request is for a one-time repair. Routine maintenance may be needed over time; no additional grant amount is requested now. Any future funding need would be evaluated separately.

Supporting Documentation

- Budget worksheet or financial plan - included in the supplement
- Marketing plan - proposed recognition described in the supplement
- IRS EIN documentation
- Bids, contracts or estimates - quote image included
- W-9

Post Project Feedback Checklist

- Recap of project
- Number of attendees, if applicable
- Documentation showing Travel and Tourism was listed and promoted as a sponsor
- Explain how the project created tourism
- Explain how the project made a positive impact on the Alpine community
- Was the objective met
- Will the project occur again
- What changes would you make
- Did you make new connections to future partners
- Show your budget

Failure to file a final report and attend the feedback meeting can result in ineligibility for future awards.

These grant dollars are generated by the lodging tax charge on overnight stays in Town of Alpine. The Board prioritizes dollars toward events that generate overnight stays and commerce among area businesses.

Signature Authorization to Seek Funds

Signature: _____ Date: _____

Printed name and title: _____

South Entrance Welcome Sign Repair

Grant application supplement

Background And Purpose

The welcome sign at the south end of town broke during the winter of 2025-2026. Since then, the Town has sought pricing to repair it and has now received a proposal. Travel and Tourism originally funded Alpine's welcome signs. The original application proposed three entrance signs, a $60,000 project and a $48,000 grant request with a 20% Town match. The Town now requests $3,950 to restore the damaged south entrance sign; no new Town match is assumed.

Quoted Scope Of Work

The proposal provides a custom steel support assembly for the existing sign, using approximately 80 square feet of 1/8-inch steel plate fabricated into three sections. The upper section will match the existing sign's outline. Two square insert sections will connect using approximately 40 linear feet of 2-inch x 2-inch x 3/16-inch square steel tubing. Custom "THANKS FOR VISITING" lettering is included, along with materials, cutting, shop fabrication, fitting, welding, preparation and installation. Estimate No. 202 excludes painting, powder coating, engineering and stamped drawings unless agreed upon in writing. Changes to the design, dimensions or project requirements may change the price.

Visitor And Community Benefit

Restoring the gateway sign will improve Alpine's presentation to arriving and departing travelers and restore an asset originally supported by lodging tax funds. It will support community identity and a welcoming visitor experience. This is a permanent sign repair rather than an attendance-based event; a specific increase in tourism, lodging nights or business sales cannot be projected from the information available.

Budget and Funding Request

Quoted steel support fabrication and installation $3,950.00

Total quoted project cost $3,950.00

Requested Travel and Tourism funding $3,950.00

Documentation And Recognition

KLN Welding & Construction LLC Estimate No. 202, dated October 12, 2026, is included on pages 5 and 6. Proposed grant recognition is a Town website or social media update acknowledging Travel and Tourism's support after completion. A project recap, completion photographs and final expense documentation can be provided for the Board's feedback review. The Town should confirm these reporting arrangements and attach any required W-9 and approval documentation before submission.

Supporting Contractor Estimate: KLN Welding & Construction LLC

KLN Welding & Construction LLC

Estimate No:	202
Date:	10/12/2026
For:	Town Of Alpine building@alpinewy.gov (307) 880-2869

Estimate

PO Box 2674
114872 US-89
Alpine, WY, 83128
(307) 287-1232
kyle_nardacci@yahoo.com

Description	Quantity	Rate	Amount
STEEL SIGN SUPPORT FABRICATION STEEL SIGN SUPPORT FABRICATION PROPOSAL	1	$3,950.00	$3,950.00

Project: Custom Steel Support for Existing Sign
Proposal Amount: $3,950.00

Scope of Work

Provide materials, shop fabrication, and welding to manufacture a custom steel support assembly for an existing sign. The assembly will consist of approximately 80 square feet of 1/8-inch steel plate, fabricated into three separate sections.

The upper plate section will be custom-cut to match the existing sign's outline. Two square insert sections will be fabricated and connected using approximately 40 linear feet of 2" × 2" × 3/16" square steel tubing to provide the required support and attachment framework.

Custom lettering reading "THANKS FOR VISITING" will be fabricated and incorporated into the sign assembly.

Inclusions

The proposal includes steel materials, custom cutting, shop fabrication, fitting, welding, and preparation of the fabricated assembly.And installation

Exclusions

Painting, powder coating, engineering, and stamped drawings are excluded unless otherwise agreed upon in writing.

Terms and Conditions

Pricing is based on the quantities and scope of work described above. Any changes to the design, dimensions, or project requirements may result in an adjustment to the proposal amount.

Total Proposed Price: $3,950.00

Subtotal	$3,950.00
TAX 0%	$0.00
Total	$3,950.00
Total	**$3,950.00**