

Application Guidelines

Montana Emergency Tourism Program

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Table of Contents

Montana Emergency Tourism Assistance Program Guidelines	2
Definitions	2
Eligible Applicants	3
Eligible Projects	3
Ineligible Projects	3
Allocations	4
Application Submission and Award Process	4
Application Submission	4
Application Review Process	5
Award Process	5
Reimbursement Basis for Grant Disbursements	5
Project Progress and Completion Notices	6
Project Management	7
Project Completion	7
Return of Funds	7
METAP Application Instructions	8
Section I	8
METAP Application	10
Project Budget	13
Implementation Schedule	14

Montana Emergency Tourism Assistance Program Guidelines

The Montana Emergency Tourism Assistance Grant Program is a state-funded opportunity authorized by 15-65-121(2)(g), Montana Code Annotated. In accordance with 15-65-121(2)(g), the Montana Department of Commerce to distribute \$500,000 in grant awards for tourism-related emergency service projects in rural areas.

Commerce's Community MT Division will administer the METAP in accordance with these Guidelines. To the extent these guidelines conflict with SB 409 from the 2025 Legislative Session, the terms of SB 409 supersede.

Definitions

The following definitions apply to these guidelines:

Emergency Services: Emergency services, as defined by 10-4-101(6), MCA, are services provided by a public or private safety agency, including law enforcement, firefighting, ambulance or medical services.

Rural: A rural area is defined as any area that is not urban, as defined below.

Urban: Urban places are defined as either: 1) a census urban area with a population at or exceeding 30,000 people according to the most recent United States census; or 2) an incorporated city/town within 10 miles of one of those large urban areas. Areas in Montana that meet this definition currently include Billings, Bozeman, Butte, Great Falls, Helena, Kalispell, Missoula, Belgrade, Columbia Falls, East Helena, Laurel, Walkerville and Whitefish.

Eligible Applicants

Eligible entities must be in or serve a rural area. Applicants may use this [map](#) to determine rural eligibility. The following entities are eligible to apply for a METAP grant:

- A rural incorporated city or town;
- A rural county government;
- A rural consolidated government;
- A rural tribal government (a waiver of sovereign immunity likely will be required for a tribal government to receive funding); or
- Any entity that provides emergency services or response units to a rural area.

Eligible Projects

Eligible applicants may use METAP funds to purchase or provide tourism-related emergency services.

Funding recipients generally may use METAP funds for the following activities:

- Ambulances;
- Police vehicles;
- Firefighting vehicles or equipment;
- Hospital or emergency response equipment; and
- Search and rescue team supplies or equipment.

Commerce may approve a project related to tourism-related emergency service other than those listed above. Please contact Community MT Division staff prior to submitting an application for additional guidance.

Ineligible Projects

METAP funds generally cannot be used to pay for the following activities:

- Operation and maintenance of costs or expenses;

- Grant administration and management expenses;
- Research or other grant opportunities;
- Financial expenses, including but not limited to interest expense, bond issuance costs, or any other debt related costs or expenses; or
- Any otherwise eligible project costs incurred prior to the date of the Commerce METAP grant award notification.

Allocations

- The maximum amount that will be awarded for a METAP grant is \$50,000 per applicant. Applicants may apply for one METAP grant per funding cycle. Applicants with an open METAP grant generally are ineligible to apply for an additional grant until their current project is completed and closed out, unless approved in writing in advance by Commerce.

Application Submission and Award Process

Application Submission

To be considered for priority funding, an eligible applicant must apply by the established deadline on the Montana [Grants and Loans Portal](#) for METAP applications. Applications received after the established deadline may be reviewed by Commerce if additional funding is available. Applications will be reviewed and ranked as described later in this document according to the description of proposed project.

If you have questions how to access the Montana [Grants and Loans Portal](#), please contact Community MT at docddd@mt.gov or 406-841-2770 for assistance.

Electronic submission is preferred but you may submit your application by first-class mail or hand delivered by the established deadline on the Montana [Grants and Loans Portal](#) for METAP applications to:

Montana Department of Commerce
Community MT Division
Community Planning Program
301 S. Park Avenue
P.O. Box 200523
Helena, MT 59620-0523

Each application submitted must be complete, including all required contact information, and accompanied by all required supplemental materials. Commerce reserves the right to reject ineligible, incomplete, or otherwise improper applications. Applicants are encouraged to contact Community MT with any questions they have concerning application submittal and requirements.

Application Review Process

Awards will be based on the overall merit of the application, financial need, and prioritization of need for equipment purchases. Point allocations are noted in the application.

Award Process

All applicants will be notified of award decisions by email.

Reimbursement Basis for Grant Disbursements

Commerce shall disburse grants by reimbursement as grant recipients incur eligible project expenses in accordance with the terms of the grant contract. If actual project expenses are lower than the projected expense of the project, Commerce may, at its sole discretion, recapture or withhold the amount over actual costs for redistribution to other applications.

Grantees can only be reimbursed for project-related, actual costs that have been incurred, and must provide adequate and sufficient documentation supporting each claim for expenses to be reimbursed. Itemized invoices for the contractor, any subcontractors, consultants and vendors or suppliers typically constitute adequate and sufficient documentation for reimbursable expenses. An invoice must include:

- A description of work performed
- Hourly rates for professionals or contractors as applicable
- The number of hours worked to accomplish each item
- The amount being billed for each item
- Work performed date(s) and work items completed beginning and ending billing period date
- A description of any other eligible expenses incurred during the billing period
- The total amount being billed

Commerce will determine, in its sole discretion, whether supporting documents for a request for reimbursement are sufficient and adequate to approve reimbursement. If the grantee fails to expend expenses on or before the eligible date noted in the grant contract, Commerce cannot reimburse the grant award funds, unless the grantee can demonstrate, to the satisfaction of Commerce, a reasonable basis for the delay in requesting reimbursement. All documentation and requests for reimbursement must be submitted to Commerce within 60 days before the termination of the grant contract.

Project Progress and Completion Notices

Commerce will check in at least quarterly with METAP grantees to discuss the current status of the project if there have not been any updates provided by the grantee since the last update. Check-ins will consist of questions to understand:

1. The work that has been undertaken on the project;

2. The amount of funds expended to date;
3. Remaining funds;
4. A description of any significant problems; and
5. Whether the project encountered any modification necessary to the scope of work, budget, or schedule.

If the project is completed in an efficient manner, these items may occur in a single reporting effort.

The invoice tracking sheet can be found on [Commerce's website](#).

Grantees must submit a final report to Commerce at the completion of the project. The final report must confirm the project was completed as in accordance with these guidelines, the grant contract, and the application.

Project Management

The grantee is fully responsible for managing the project and ensuring that it is completed on time and within budget. If cost overruns occur, the cost of the overrun is the full and sole responsibility of the grantee.

Project Completion

Projects must be completed by Dec. 31, 2027. The grantee may request a one-time extension by providing rationale why the project was delayed, which Commerce may approve at its discretion.

Return of Funds

At Commerce's sole discretion, the grantee will be required to and shall return to Commerce any and all funds that are determined by Commerce to have been spent in violation of the terms and conditions of the grant contract or these guidelines.

METAP Application Instructions

Section I

All METAP applications submitted to Commerce must contain the following required information:

1. Project name: The name of the project for which the applicant is seeking a grant.
2. Applicant legal name: The name of the applicant and what type of entity it is.
3. Primary contact: The name, title, mailing address, telephone number and email address of the individual directly responsible for management of the project.
4. Secondary contact: The name, title, mailing address, telephone number and email address of a second individual responsible for the management of the project.
5. Project type: Check the box to indicate the project type requesting funding.
6. Description of prospective project: Provide a narrative description of the prospective project, including a description of:
 - a. The problems to be addressed;
 - b. The need and/or purpose for the proposed project;
 - c. How the proposed project is appropriate, cost effective and long-term solution;
 - d. How the proposed project provides a tourism-related emergency service;
 - e. A list of tasks to be undertaken.
7. Required documents: Please submit the following documents as attachments at the end of the application.
 - a. Budget: Complete the attached project budget and identify estimates of the total project cost. Cost estimates from a qualified professional may be requested by the Department to justify the proposed budget; applicants are encouraged to provide estimates from qualified contractors or vendors as part of the application, in support of the amount of funds requested. Cost estimates also must show the total cost of the project and be itemized by the list of task elements to be completed.

- b. Implementation schedule: Complete the attached implementation schedule and identify each step in the project through the completion of work. Specific calendar dates are recommended.
- c. Certification: An authorized project representative must sign a statement that the information contained in the application is true and accurately reflected for project needs.

METAP Application

1	Project name	
2	Primary contact	
	Title	
	Address	
	City, zip code	
	Phone number	
	Email address	
3	Secondary contact	
	Title	
	Address	
	City, zip code	
	Phone number	
	Email address	

4. Project type: Must be tourism-related emergency services
 - Ambulances
 - Police vehicles
 - Firefighting vehicles or equipment
 - Hospital or emergency response equipment
 - Search and rescue team supplies or equipment
 - Other projects that relate to emergency services (please explain)

5. Description of prospective project:

- a. Project summary and problems to be addressed (please provide narrative response) (5 points).
- b. Provide a narrative description for the financial need or purpose of the project (20 points).
- c. Explanation as to why the proposed project is appropriate, cost-effective and a long-term solution to the problem (10 points).
- d. Explanation of how the proposed project addresses the tourism-related emergency services need (20 points).
- e. Explanation of the community's prioritization of proposed project over other needs. Please provide documentation (15 points).
- f. List of tasks to be completed (please provide narrative response).

6. Required documentation

- a. Please submit the following documents to support the project as attachments to the application:
 - i. Cost estimates
 - ii. Implementation schedule
- b. Photos documenting problems/proposed solutions are recommended, but not required.

7. Certification to submit

The undersigned authorized representative hereby certifies that (a) the information set forth in this application is correct to the best of his/her knowledge; (b) s/he has received, read and understood these guidelines and agrees to comply with all requirements imposed by METAP; (c) the representatives of this proposal have authorized the submittal of this application; (d) s/he has the authority to act on behalf of the applicant on whose behalf s/he is submitting this application and (e) agrees to comply with all applicable state or federal laws and statutes associated with carrying

out the project, including providing Commerce with all information required by METAP and these guidelines.

Signature

Date

Printed name and title

Project Budget

Please modify the budget line items to best reflect specific project needs.

Administration	Source: METAP	Source: (other funding)	Source:	Total
				\$
				\$
				\$
				\$
Total administration	\$	\$	\$	\$
Activities				
Total activity	\$	\$	\$	\$
Total project budget	\$	\$	\$	\$

Implementation Schedule

Please modify the implementation schedule tasks to best reflect specific project needs.

Quarterly check ins must be completed with Commerce.

Task	Month
Project start-up	
Preparation of METAP grant contract	
Procurement of professional assistance	
Submit request for proposals to Commerce for approval, if required	
Public request for proposals	
Select professional	
Execute agreement with professional	
Project implementation	
Prepare draft deliverables	
Submit interim request for funds, progress report and draft deliverables	
Public review and comment	
Finalize deliverables	
Project closeout	
Submit final deliverables	
Submit final request for funds and completion report	