

A scenic landscape photograph of Oregon wine country. In the foreground, there are rows of young grapevines in a vineyard, supported by stakes and wires. The ground is covered with dry, golden-brown grass. In the middle ground, there is a dense line of tall, thin evergreen trees. Beyond the trees, the landscape opens up to rolling hills covered in green vineyards and some scattered buildings. The background features more hills under a clear blue sky. The entire scene is framed by dark green leaves and branches in the corners.

**OREGON WINE COUNTRY PLATES
MATCHING GRANTS
2019-2020 GUIDELINES**

I. PROGRAM INTENT

TRAVEL OREGON'S MISSION AND GRANTS PROGRAM KEY INITIATIVES

The mission of Travel Oregon is: “A better life for Oregonians through strong, sustainable local economies.” Travel Oregon has established a program to make grant awards “to eligible applicants for projects that contribute to the development and improvement of communities throughout the state by means of the enhancement, expansion and promotion of the visitor industry.”

Oregon Wine Country Plates Grant applicants may apply for grants of up to \$50,000 per project and may apply for no more than two projects in the same cycle. Each project requires its own application. Applicants must demonstrate a 1-to-1 match with at least 50% of matching funds being cash.

Oregon Wine Country Plates Grant projects must complement wine and culinary tourism promotion. Projects are encouraged, but not required, to align with Travel Oregon's key initiatives.

1. Maximize the economic return on public and private investments in Oregon
2. Drive year-round destination-oriented travel from Oregon's key domestic and international markets¹ by aligning and optimizing local opportunities
3. Develop destination-based products that are in concert with Oregon's natural environment, support the stewardship of the state's resources and its rich history
4. Provide strategic industry professional development and training opportunities

INVOLVING YOUR REGIONAL DESTINATION MANAGEMENT ORGANIZATION (RDMO)

Travel Oregon has identified seven (7) regions within the state through the Regional Cooperative Tourism Program.²

Applicants are strongly encouraged to contact their local Destination Management Organization (DMO)³ and Regional Destination Management Organization (RDMO)⁴ about the grant project idea and request letters of support to enhance their overall application.

¹ Read more about Travel Oregon's domestic and international target markets, <http://industry.traveloregon.com/industry-resources/oregons-target-markets/>

² Read more about the Regional Cooperative Tourism Program, including the marketing plans for each region, Industry.TravelOregon.com/RCTP

³ For more information about DMOs, visit industry.traveloregon.com/industry-resources/destination-marketing-resources/destination-marketing-organizations/

⁴ For more information about RDMOs, visit Industry.TravelOregon.com/RDMO

II. ELIGIBILITY

ENTITY ELIGIBILITY

Eligible applicants include those that are “Tourism Promotion Agencies” in Oregon. ORS 305.825 defines “Tourism Promotion Agency” as:

- An incorporated nonprofit organization or governmental units **responsible for the tourism promotion of a destination on a year-round basis**
- A nonprofit entity that **manages tourism-related economic development programs and projects**
- A regional or statewide **association that represents entities that rely on tourism-related business for more than 50% of their total income**

ENTITY INELIGIBILITY

Ineligible applicants include those listed below:

- For-profit entities
- Entities that have a bankruptcy or other financial corruption within the past five years
- Entities that fail to fulfill past grant award requirements within the past three years (includes: project completion, submission of required grant reporting, proper use of grant funds)

PROJECT ELIGIBILITY

Eligible projects or initiatives must be new⁵ and must provide for the improvement or expansion of the tourism economy in Oregon.

Projects must promote wine and/or culinary tourism.

“Tourism promotion” is defined as:

- Advertising, publicizing or distributing information for the purpose of attracting and welcoming visitors
- Conducting strategic planning and research necessary to stimulate future tourism development
- Operating tourism promotion agencies (specific to wine and culinary tourism efforts)
- Marketing special events and festivals designed to attract visitors

Project should create an enhancement to the visitor experience in Oregon and is intended to increase the likelihood of visitation from 50 miles outside the local area. Though it is not a requirement, ideally, the project will lead to an increase of overnight stays in local lodging facilities. Partnerships with tourism entities and businesses, economic development and/or government entities are looked upon favorably and strengthen an application.

⁵ Initiatives or components that have never been undertaken and will provide significant enhancements or improvements to Oregon’s travel and tourism industry.

Preference will be given to projects that enhance the community or region. Projects must promote wine and/or culinary tourism and may include, but are not limited to, any of the following to execute NEW efforts, initiatives or offerings, domestically and/or internationally:

- Content development
- Print collateral
- Broadcast media
- Website optimization
- Branding development
- Visitor/Consumer outreach
- Events and tradeshow participation
- Tradeshow related production or shipping
- Event hosting or sponsorship fees
- Event bid fees
- Familiarization tour support
- Tour operator support
- International visitor trainings
- Receptive-trade related trainings
- Technical assistance, including: Grant writers and consulting services
- Professional development
- Conference or training registration
- Community-based trainings
- Strategic planning
- Feasibility studies or Research studies
- Visitor access improvement
- Mapping
- Wayfinding signage design or construction
- Visitor amenities or infrastructure development⁶

INELIGIBLE PROJECTS AND ACTIVITIES

The following activities are **not** eligible for grants:

- Projects that are not directly related to promoting Oregon's wine or culinary industry
- Activities that are not new efforts, initiatives or offerings
- Mobile app development
- Costs of staff or consultant salaries, mileage or associated fees that are not directly associated with wine and culinary tourism promotion
- Projects that emphasize private profitability and/or investments that could be considered a regular cost of doing business
- Deferred, regular or ongoing maintenance and upkeep
- Cannabis or tobacco tourism-related projects

⁶ Applications for construction projects must include plan drawings and approval from permitting authorities if required locally.

III. DEVELOPING A STRONG APPLICATION

PREFERENCE

Applications should be clearly written and present a strong case for support. Preferences identified that will enhance a grant application's competitiveness include:

- Project goals that align with regional and/or local objectives
- Projects that address a need in the tourism industry and show potential to generate significant regional and/or local impact
- Community support is evident both through local cash or in-kind match contributors and support letters
- Applying entity has a track record of effective work, evident through strong support letters
- Good planning is evident in the project timeline, budget and sustainability
- Plans for evaluating impact are clear, appropriate and achievable

PROJECT BUDGET

The grant project budget must be submitted using the Excel template provided by Travel Oregon⁷. Grant recipients are required to keep the project budget updated throughout the lifetime of the grant, unless the project is for professional development training (see Section V. for more information on reporting requirements). A final budget, including documentation for expenses incurred, will be required to upload in the Grant Accomplishment Report.

MATCHING FUNDS

Grant applicants must provide a 1-to-1 match of the total amount awarded. Matching funds must include a minimum of 50% cash match of the total amount awarded. Additional match above the required 50% cash match may come as in-kind services.

[Regional Cooperative Tourism Program \(RCTP\)](#) funds are eligible for use as matching funds.

SIGNAGE

Grant projects that involve signage of any kind require approval letters from each organization or entity involved in permitting or approving signage installation. Evidence of approval must be on official letterhead and be included with any other support letters when submitting the application.

Applications will not be considered unless evidence of approval have been submitted.

⁷ [Download the Grants Project Budget](#)

IV. REVIEW OF APPLICATIONS; DECISION TO AWARD

The application process will open for a 30-day window. Applications will be reviewed and decisions to award will be made based on the following:

- Degree to which grant project furthers wine and culinary tourism promotion
- Includes intended outcomes and return on investment for positive economic impact on community/region as a direct result of the project
- Potential for project to stimulate and generate culinary tourism economic development
- Demonstrates clear viability, integrity and long-term sustainability of the project
- Demonstrates that applicant and project meet the eligibility requirements of Section II, and that the application is complete and contains all information required by these grant guidelines
- Supports application enhancements as identified in the Preference section of these guidelines
- Encouraged, but not required: Degree to which grant project aligns with and furthers the identified key initiatives (as defined in Section I. of these guidelines)

Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the Oregon Wine Country Plates Grants Program, to award a different amount than is provided in a grant application, to make changes to the Grant Guidelines or to cancel the Oregon Wine Country Plates Grants Program in its entirety.

V. GRANT CONTRACTS

Applicants who are awarded a grant will enter into a contract with Travel Oregon, which includes agreements to comply with all guideline requirements and to complete project as approved.

BUDGET MONITORING; TIMELINES

Projects will be monitored by Travel Oregon. Grant recipients shall maintain accurate records and will use provided report templates for submission of all required information. Grant recipient will be required to keep an ongoing, updated timeline and budget throughout the lifetime of the grant. Travel Oregon may request copies of the working budget throughout the lifetime of the grant. Travel Oregon will provide access to all reports and additional forms required.

NOTE: Grants for professional development (conference or training participation) do not need to maintain an ongoing budget and timeline. However, grant recipient will be required to submit an initial budget and timeline stating anticipated travel costs (on a [per diem schedule](#)) and registration costs. Detailed information on required reporting can be found in the Grant Reports section of these guidelines.

RECOGNITION

In many areas of Oregon, a regional style guide has been developed for use by tourism businesses and destination marketers. Grant recipients are encouraged to adopt these guidelines in order to better align with the other communication efforts. Travel Oregon may be available to consult on specific design needs.

Grant recipient shall visibly display on all finished grant projects (publications, websites and other significantly visible project activities) the acknowledgement: *“This project has been funded in part by an Oregon Wine Country Plates Matching Grant.”*

Not all grant project types will be able to display this recognition. For trade-show shipping or participation costs, host bids or tour operator support, professional development, technical assistance or conference participation, recognition is not required.

Do not place recognition on wayfinding signage, unless authorized by Travel Oregon to do so. Grant recipient must submit signage designs to Travel Oregon for review prior to production and placement.

PROJECT DESIGN

Grant recipient shall allow at least two weeks for Travel Oregon to review the project design and provide feedback (timing will depend on the complexity of the project). Grant recipient must cease further grant project design work until feedback from Travel Oregon has been delivered. While grant recipient is not required to make all recommended changes Travel Oregon may provide, grant recipient must adhere to all grant program requirements. Required recognition could be different than what is listed above and will be included in grant recipient’s contract or determined while working with grant recipient.

GRANT REPORTS

All required reports will be submitted through Travel Oregon’s online grant management system.

Mid-Project Report

Mid-Project Report is only required for projects over \$10,000 in grant awards. The Mid-Project Report and a current project budget must be submitted to Travel Oregon six months after award notification.

NOTE: All grants that involve construction of any kind are required to complete a Mid-Project Report.

Grant Accomplishment Report and Final Budget

Project must be completed and Grant Accomplishment Report submitted to Travel Oregon within 13 months of grant project notification date. The final budget along with copies of detailed project expenses must be uploaded as part of the report. No further reimbursement will be provided after submission of this report.

NOTE: Grants for conference or training attendance do not require a Grant Accomplishment Report or final budget. However, recipient must submit a post-conference testimonial on the value of attending the conference or training.

NOTE: Grants for tradeshow attendance do not require a Grant Accomplishment Report or final budget. However, recipient must submit a post-tradeshow report that includes the ROI and outcomes which may include leads generated, or other results as appropriate.

GRANT FUNDS DISBURSEMENT

Any grant funds not used as approved shall be returned to Travel Oregon pursuant to the grant contract. Projects must be completed within the approved grant timeline. Following approval and execution of contract, an initial disbursement of up to \$10,000 will be sent to recipient. Recipients are eligible to receive up to 90% of the remaining awarded funds through a reimbursement system, upon invoice and with documentation of expenses. These funds may only be used for costs related to the project and clearly identified in the grant budget. Final disbursement of funds will be sent once the project is complete and the Grant Accomplishment Report and final budget have been submitted, reviewed and approved by Travel Oregon.

You may submit reports earlier than required dates if your project timeline allows. Failure to submit reports by their deadline may result in ineligibility for any future grant programs offered by Travel Oregon.

NOTE: Travel Oregon will not reimburse a grant recipient for any costs associated with a grant project that are incurred before a grant contract has been signed.

VI. QUESTIONS

View the [Frequently Asked Questions \(FAQ\) page](#) for commonly asked questions. [Submit](#) additional questions online. Please allow seven business days for Travel Oregon to respond.

GRANT TIMELINE

Below is the timeline for the Oregon Wine Country Plates Grants:

January 23, 2019 – **Online Application Opens**

February 22, 2019 (5 p.m.) – **Online Application Closes**

April 24, 2019 – **Oregon Wine Country Plates Grant Application Status Notification (work can officially begin)**

May 3, 2019 (5 p.m.) – **Oregon Wine Country Plates Grant Signed Contract Due to Travel Oregon**

GRANT APPLICATION CHECK LIST

Access the 2019-2020 Oregon Wine Country Plates Grants Application ONLINE.

- View the [application questions](#) before you begin
- Refer to the [Frequently Asked Questions \(FAQ\) page](#) for troubleshooting

Before beginning the online application, we encourage applicants to gather all information and/or documents required to submit the application:

- ✓ Proof of Federal Tax ID (IRS tax exempt determination letter or governmental information letter). Look at the FAQ page for further questions or clarification on what is needed.
- ✓ Entity's [Federal W-9 Form](#)
- ✓ Project Budget ([must use the required form](#))
- ✓ Project Timeline ([sample](#))
- ✓ Project Support Letters (Recommended, not required except for For-Profit entity Sales Type grants)
- ✓ **Signage Project:** Evidence of approval from all parties involved
- ✓ **Distribution Plan:** If producing collateral you must describe your distribution plan and associated budget costs
- ✓ **Construction Permitting:** If your project involves construction you must include plan drawings and approval from permitting authorities if required locally

OREGON'S SEVEN REGIONAL DESTINATION MANAGEMENT ORGANIZATIONS

RDMO: REGIONAL DESTINATION MANAGEMENT ORGANIZATION

The Oregon Tourism Commission has identified seven (7) regions within the state. Each region has identified one DMO to act as its Regional Destination Management Organization (RDMO). RDMO contact information is listed below.



CENTRAL OREGON

Central Oregon Visitors Association
visitcentraloregon.com | 800.800.8334
Kristine McConnell,

kristine@visitcentraloregon.com

**Counties: Jefferson, Deschutes, Crook, portions of Wasco*



MT HOOD COLUMBIA RIVER GORGE

Mt. Hood Territory
mthoodterritory.com | 503.655.8458

Lizzie Keenan, lizzie@hood-gorge.com or

Jeannine Breshears, jeannine@mthoodterritory.com

**Counties: Hood River, portions of Multnomah and Clackamas*



EASTERN OREGON

Eastern Oregon Visitors Association
visiteasteroregon.com | 541.970.4551
Michelle Liberty, eova@eoni.com

**Counties: Sherman, Gilliam, Wheeler, Morrow, Union, Umatilla, Wallowa, Grant, Baker, Harney, Malheur*



OREGON COAST

Oregon Coast Visitors Association
visittheoregoncoast.com | 541.574.2679

Marcus Hinz, director@thepeoplescoast.com

**Counties: Clatsop, Tillamook, Lincoln, Coos, Curry, portions of Lane and Douglas*



GREATER PORTLAND

Travel Portland
travelportland.com | 503.275.9778

Amanda Lowthian, amanda@travelportland.com

**Counties: Washington, Columbia, portions of Multnomah and Clackamas*



SOUTHERN OREGON

Travel Southern Oregon
southernoregon.org | 541.287.3047

Brad Niva, brad@southernoregon.org

**Counties: Klamath, Lake, Jackson, Josephine, portions of Douglas*

ACCESS AND DOWNLOAD REGIONAL TOURISM PLANS

<http://industry.traveloregon.com/industry-resources/regional-cooperative-marketing-plan/regional-cooperative-tourism-program/>



WILLAMETTE VALLEY

Willamette Valley Visitors Association
Oregonwinecountry.org | 503.881.4442

Tori Middelstadt, tori@oregonwinecountry.org

**Counties: Yamhill, Polk, Benton, Marion, Linn, portions of Lane and Clackamas*