

TRAVEL OREGON

COMPETITIVE SMALL GRANTS PROGRAM

APPLICATION QUESTIONS

This document provides you with the questions that will be asked in the Travel Oregon Competitive Small Grants Program application. **DO NOT use this document as your application.** Final applications must be completed ONLINE through Travel Oregon's grant project management platform. The online application will open **May 20, 2019 at 8 a.m.**

Online Application Login Creation

- Entity Name:
- Entity Federal Tax Identification Number:
- Entity Mailing Address:
- Entity Phone Number:
- Grant Application Contact Name:
- Grant Application Contact Email Address:
- Grant Application Contact Phone Number:

Overview

- I have read the final [Grant Guidelines](#) posted on May 2, 2019
- I am a non-profit or for-profit business
- I plan to apply for two Projects:
Yes, or No.
If Yes, please rank this project for level of priority – 1st or 2nd
- This project type is: Development; Marketing; Sales; Partnerships for Tourism Education
(Please note: FOR-PROFIT entities are ONLY eligible to apply for Sales or Partnerships for Tourism Education type projects listed on page 4 of the Grant Guidelines)
- Project Name:
- Grant Amount Requested:
- Total Project Cost:

If Grant Project Contact is different from the Application Contact*

- Grant Project Contact Name:

- Grant Project Contact Email Address:

- Grant Project Contact Phone Number:

- Select tourism region(s) your grant project impacts:
 - Central
 - Coast
 - Eastern
 - Mt. Hood/Gorge
 - Greater Portland
 - Southern Oregon
 - Willamette Valley
 - Statewide

- Select which of Travel Oregon’s Key Initiatives your project aligns with:
 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 markets 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

NARRATIVE QUESTIONS | Overview

There is a 400-word maximum for each question response.

PROJECT

- Describe the project for which funding is requested (details should include the primary goals and objectives of your project).

- Describe the need for your project.

- What is your long-term plan for your project?

- How will you measure the success of your project, in the short-term and in the long-term? Be as specific as possible.

- How would these grant dollars make a difference in your project?

PROJECT PREFERENCE

You are not required to answer project preference questions, however answers may help to enhance a grant application's competitiveness. *There is a 400-word maximum for each question response.*

- Describe how this project **complements and is consistent with** your community and/or region's current local objectives.
- Demonstrate how this project has the **support and involvement** of the community.
 - List any partners, sponsors, volunteers and their contributions and/or activities. (Support letters from these partners will also enhance your application.)
- In what ways does this project address a need in the tourism industry and show potential to generate significant regional and/or local impact?

REQUIRED SUPPORTING DOCUMENTS

(Note: all support letters must be combined into a single document to upload)

- Proof of Federal Tax ID (IRS tax exempt determination letter)

Note: If you are a tax exempt non-profit organization, and you can not find your Affirmation Letter, you may contact the IRS Tax Exempt and Government Entities Customer Account Services at 877-829-5500 to request an Affirmation Letter.

If you are a county or local government, in order to show proof of Federal Tax ID, you would include your Governmental Information Letter. As a special service to government entities, the IRS will issue a "governmental information letter" free of charge. This letter describes government entity exemption from Federal income tax and cites applicable Internal Revenue Code sections pertaining to deductible contributions and income exclusion. Government entities can request a governmental information letter by calling 877-829-5500.

If you have questions on this requirement, contact Grants@TravelOregon.com

- Entity's Federal W-9 Form: [Use Travel Oregon's Substitute W-9 Form](#)
- Grant Budget: [Use the grant budget template provided](#)
- Grant Timeline: Project timeline, including benchmark dates outlined in the Grants Guidelines and approximate grant project planning meeting dates, project benchmarks, etc.
- Support Letters: For-profit entities applying for sales/training type grants are required to obtain support from local destination marketing organization or regional destination management organization (*optional for all other grant applicants*)
- Signage Documentation: If your grant project involves signage of any kind, you are required to gather and submit letters from all required local, regional or state sign authorities involved demonstrating approval to place signage on their land/property during the timeframe of the grant
- Distribution Plan: If producing collateral you must describe your distribution plan, including budgeted costs
- Construction Permitting: If your grant project involves infrastructure development/construction you must include plan drawings and approval from permitting authorities if required locally