

TRAVEL OREGON

COVID-19 EMERGENCY RESPONSE GRANT PROGRAM

APPLICATION QUESTIONS

This document provides you with the questions that will be asked in the COVID-19 Emergency Response Grant Program application. **DO NOT use this document as your application.** Final applications must be completed ONLINE through Travel Oregon's grant management system.

The online application will open **May 11, 2020 at 8 a.m.** All applications must be submitted by **5 p.m. on May 15, 2020.**

Online Application Login Creation

- Entity Name:
- Entity Federal Tax Identification Number:
- Entity Mailing Address:
- Entity County:
- Entity Phone Number:
- Approximate City Population:
- Grant Application Contact Name:
- Grant Application Contact Email Address:
- Grant Application Contact Phone Number:

Application Questions

- Applicant type (select one)
 - Lodging property
 - Tour operator, guide, outfitter
 - Destination Management/Marketing Organization
 - Federally recognized tribe
- Project type (confirm)
 - Support business continuity expenses, including but not limited to, wages, business licensing/permitting, commercial insurance, business fleet maintenance, lease or mortgage payments

- Select tourism region(s) your grant project impacts:
Central Oregon
Oregon Coast
Eastern Oregon
Mt. Hood/Gorge
Portland Region
Southern Oregon
Willamette Valley
- Grant amount requested:
- 2019 annual budget:
- Total number of full-time employees on January 31, 2020:
- Total number of part-time employees on January 31, 2020:
- Current number of full-time employees (as of May 1, 2020):
- Current number of part-time employees (as of May 1, 2020):
- Estimated revenue lost due to COVID-19:
- Total number of positions eliminated due to COVID-19: Full-time: Part-time:
- Total number of employees laid off due to COVID-19:
- Total number of employees furloughed due to COVID-19:
- Does your entity receive funding from a public agency?
City
County
Both
- What percentage of your budget does public funding represent?
- Has public funding been reduced as a result of the COVID-19 crisis?
- Have you received an Economic Injury Disaster Loan (EIDL) or funding from the Paycheck Protection Program (PPP)?
Yes
No
- Between March 1, 2020 and today's date, have you been awarded funding to support business continuity expenses? (list funder and amount)
- Describe how your organization has been directly impacted by the COVID-19 pandemic:
- Describe how your organization would use these grant funds:

- If awarded funding, the project will be completed by Dec. 31, 2020
Yes
No
- As of the date of this grant application, I affirm that all information submitted is true and accurate. I will notify Travel Oregon via email to Grants@TravelOregon.com if I receive funding from the CARES Act prior to June 3, 2020.

REQUIRED SUPPORTING DOCUMENTS

- Entity's Federal W-9 Form: [Use Travel Oregon's Substitute W-9 Form, if needed](#)
- Proof of business operations dating back to May 1, 2015. The following documents are acceptable forms of proof: Federal Tax ID or EIN form dated May 1, 2015 or earlier; Federal Tax Return; Oregon Annual Report.
- Previous year's financial documents ("Profit & Loss" statement, "Balance Sheet" from most recently completed fiscal year).

NOTE: Tour operators, guides and outfitters must also:

- Demonstrate working partnership referrals or bookings of lodging packages at properties such as hotels, motels, BnB's and resorts. (examples: website image, brochure, catalog, bookings receipt, copy of business contract).
- Provide certificate of coverage of worker's compensation insurance.

Tribally owned enterprises must also:

- Provide verification from the Tribe's Economic Development Department.

Tribal member owned businesses must also provide **one** of the following:

- Enrollment number
- Copy of Tribal ID
- Confirmation from Tribe's Enrollment Office