

**TRAVEL OREGON
COVID-19 EMERGENCY RESPONSE GRANTS
2020 GUIDELINES**



I. PROGRAM INTENT

TRAVEL OREGON'S MISSION AND GRANTS PROGRAM OUTLINE

The mission of Travel Oregon is to inspire travel that drives community enhancement and economic development, creating a better life for Oregonians through strong, sustainable local economies. In response to the COVID-19 pandemic, executive orders issued by Governor Kate Brown have temporarily closed businesses as Oregonians are urged to stay home to save lives.

These efforts have helped slow the spread of the virus, but the COVID-19 pandemic has brought Oregon's travel and tourism economy to a near standstill. In our effort to support entities that have direct ties to driving overnight visitation, Travel Oregon has established a COVID-19 Emergency Response Grant Program. Continued operations of small businesses and regional and local destination marketing/management organizations will be vital to economic recovery efforts.

COVID-19 Emergency Response applications may be used for general operating support with the goal of maintaining jobs. Total funding available is \$800,000. One-time grant requests may be up to \$10,000 depending on applicant and 2019 budget. The anticipated award range will be from \$2,500-\$10,000 per applicant. No cash match is required. Projects must be completed by December 31, 2020. One application will be accepted per eligible entity.

II. ELIGIBILITY

ENTITY ELIGIBILITY

Eligible applicants include those listed below that are currently *doing business* in Oregon, have been conducting business for the past five years and can demonstrate direct work in support of improving the economic impacts of Oregon's travel and tourism industry:

- Oregon lodging properties with 25 or fewer full-time employees on January 31, 2020.
- Oregon-based tour operators, guides and outfitters with a budget greater than \$100,000 in 2019 and carrying worker's compensation insurance; and can demonstrate working partnership referrals or bookings of lodging packages at properties such as hotels, motels, BnB's and resorts.
- Oregon Destination Marketing/Management Organizations.
- Federally recognized tribes, including tribally owned enterprises and tribal member owned businesses that directly support the travel and tourism industry.

PROJECT ELIGIBILITY

Eligible projects must be focused on COVID-19 relief efforts to enhance, expand and promote the tourism economy in Oregon. Funds may be used to:

- 1) Support business continuity expenses, including but not limited to, wages, business licensing/permitting, commercial insurance, business fleet maintenance, lease or mortgage payments.

III. FUNDING

REQUESTS FOR FUNDING

No match is required for any funding request.

Requests for funding may be up to \$10,000 based on applicant's 2019 budget.

- Lodging properties with an annual budget of \$250,000 or less may request up to \$5,000.
- Lodging properties with an annual budget greater than \$250,000 may request up to \$10,000.
- Tour operators, guides and outfitters with an annual budget between \$100,000-\$250,000 may request up to \$5,000.
- Tour operators, guides and outfitters with an annual budget greater than \$250,000 may request up to \$10,000.
- Destination Marketing/Management Organizations with an annual budget of \$250,000 or less may request up to \$5,000.
- Destination Marketing/Management Organizations with an annual budget greater than \$250,000 may request up to \$10,000.
- Federally recognized tribal enterprises and tribal member owned businesses with an annual budget of \$250,000 or less may request up to \$5,000.
- Federally recognized tribal enterprises and tribal member owned businesses with an annual budget greater than \$250,000 may request up to \$10,000.

IV. REVIEW OF APPLICATIONS; DECISION TO AWARD

The application process is open from 8 a.m. on May 11, 2020 until 5 p.m. on May 15, 2020. No applications or materials will be accepted after the 5 p.m. deadline. Award decisions will be announced on June 3, 2020 via email. Applications will be reviewed and decisions to award will be made based on the following:

- Preference will be given to applicants from communities with a population of fewer than 35,000 residents.
- Preference will be given to applicants who have **NOT** received funding through a federal Small Business Administration's Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP).
- Demonstrates that applicant and project meet the eligibility requirements of Section II and Section III and that the application is complete and contains all information required by these grant guidelines.

Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the COVID-19 Emergency Response Grants Program, to award a different amount than is requested in a grant application, to make changes to the Grant Guidelines or to cancel the COVID-19 Emergency Response 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 the project as approved.

FUNDING USE AND TIMELINES

Grant recipients shall maintain accurate records of how dollars are spent and must agree to provide Travel Oregon with access to these records in a timely manner, when requested. Grant recipients are required to spend awarded funds by December 31, 2020.

GRANT REPORTS

Required reports will be submitted through Travel Oregon's online grant management system.

Project Status Report

Recipients are required to provide proof of usage of funds, a written account of how the grant funds were used and the impact of the grant dollars. The Project Status Report is due by January 15, 2021.

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, the grant award shall be disbursed in a single payment.

VI. QUESTIONS

View the COVID-19 Emergency Response Grant Program [Frequently Asked Questions page](#) for commonly asked questions. Submit additional questions via email to Grants@TravelOregon.com. Please be aware that email response time may be delayed, but questions will be answered as quickly as possible.

VII. GRANT TIMELINE

May 11, 2020 (8 a.m.) – Online application opens

May 15, 2020 (5 p.m.) – Online application closes

June 3, 2020 – COVID-19 Emergency Response Grant application status notification

December 31, 2020 – Project completion deadline (grant funds spent)

January 15, 2021 – Project Status Report due (written account of how grant funds were used and the impact of the grant dollars)

VIII. GRANT APPLICATION CHECK LIST

REQUIRED MATERIALS

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

- ✓ Entity's Federal W-9 Form
- ✓ Proof of business operations dating back to May 1, 2015. The following documents are acceptable:
 - 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.
- ✓ 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

[View the application questions before you begin.](#)

Refer to the COVID-19 Emergency Response Grant Program [Frequently Asked Questions page](#) for troubleshooting.

ONLINE APPLICATION

The COVID-19 Emergency Response Grant application will be available for completion and submission beginning at 8 a.m. on May 11, 2020. All applications must be completed and submitted online by 5 p.m. on May 15, 2020.

Access the online application here: <https://www.grantinterface.com/Home/Logon?urlkey=otc>

Applicants who have previously applied for Travel Oregon Competitive Grants may use their existing password to log on. Once logged into your applicant dashboard, you can access the application by selecting "Apply" in the top navigation. All other applicants will need to select "Create New Account" to begin.

All submissions are final. Be sure to triple-check your work prior to submitting the application.