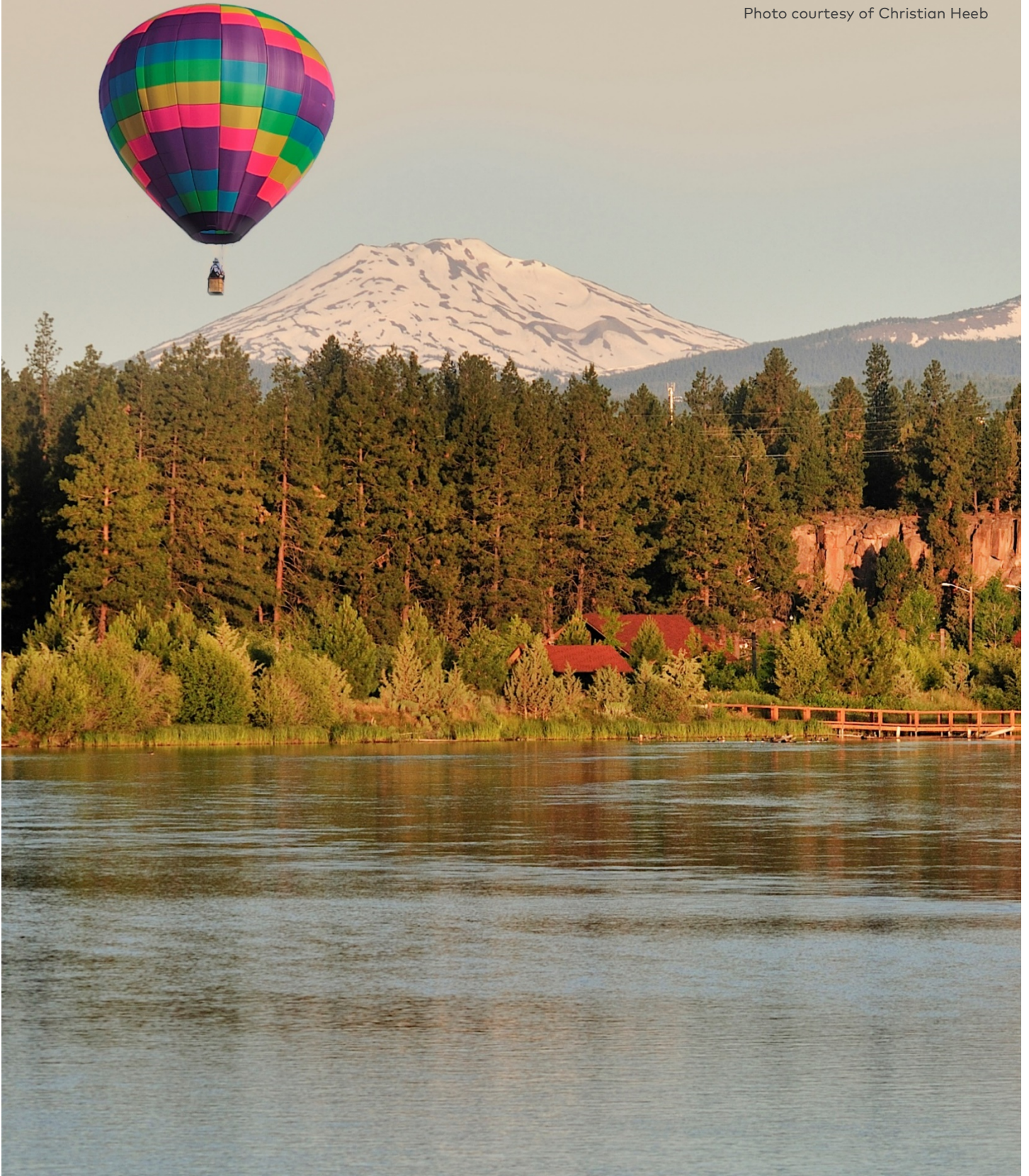


# **TRAVEL OREGON COMPETITIVE & RECOVERY GRANTS 2021 GUIDELINES**

Photo courtesy of Christian Heeb



# I. PROGRAM INTENT

## TRAVEL OREGON'S MISSION AND GRANTS PROGRAM OUTLINE

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The mission of Travel Oregon is to inspire travel that drives community enhancement and economic development. Through innovation and partnerships, we share the stories of Oregon's people and places, deliver world-class experiences, strengthen the industry, work to ensure all travelers feel welcome and preserve Oregon's way of life and its natural places. As we enter the peak visitor season amidst the ongoing COVID-19 pandemic, recommendations from state and federal public health officials continue to affirm that, in addition to protocols like wearing a face cover and maintaining physical distance, in social settings it is better to spend time outdoors rather than indoors.

Travel Oregon believes improved infrastructure is needed to enhance and expand the visitor experience over both the short and long-term and that these enhancements can help in economic recovery efforts.

Total funding available for the Competitive & Recovery Grants program is \$2.3 million. Requests up to \$100,000 will be accepted, depending on project type. No cash match is required. Projects must be completed by November 30, 2021.

# II. ELIGIBILITY

## ENTITY ELIGIBILITY

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Eligible applicants include those listed below that are *doing business* in Oregon and can demonstrate direct work in support of improving the economic impacts of Oregon's travel and tourism industry:

- Local government
- Port districts
- Federally-recognized tribes
- Non-profit entities registered with the Oregon Secretary of State's Office
- Oregon-based tour operators, guides and outfitters

## PROJECT ELIGIBILITY

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Eligible projects must be focused on the infrastructure needed to create or provide a COVID-19 appropriate visitor experience. Project categories include:

### 1) OUTDOOR RECREATION

Eligible projects include:

- Trail development and improvements (includes wayfinding/signage/kiosks).
- Recreation site improvements and stewardship (includes wayfinding/signage/kiosks).
- Water recreation (includes access points/wayfinding/mile markers/signage).
- Cycling infrastructure (includes repair stations, restrooms, seating)
- Garbage/waste management solutions.
- Parking/transportation strategies and solutions.

## 2) BUSINESS DISTRICT/MAIN STREET

Eligible projects include:

- Creation of outdoor public spaces for people to sit, eat, drink and patronize businesses safely, and following state guidelines.
- Wayfinding enhancements.
- Clean-up/beautification in a business district.

## 3) TICKETED/PAID EVENTS AND ATTRACTIONS

Eligible projects include:

- Online ticketing systems.
- Virtual streaming.
- Hand-washing stations.
- Restroom facilities.
- Amenities for outdoor programming.
- Wayfinding/interpretive signage.

## 4) TOUR OPERATORS/GUIDES/OUTFITTERS

Eligible projects include:

- Configuration of vehicles/watercraft to maximize spacing.
- Safety placards or messaging.
- New or existing enhancements to online booking technology.
- Personal protective equipment.

# III. FUNDING

## REQUESTS FOR FUNDING

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No match is required for any funding request. Applications that show additional funds provided through cash or in-kind contributions may be given preference.

Requests for funding differs depending on project category:

OUTDOOR RECREATION – requests up to \$100,000

BUSINESS DISTRICT/MAIN STREET – requests up to \$100,000

TICKETED/PAID EVENTS AND ATTRACTIONS – requests up to \$50,000

TOUR OPERATORS/GUIDES/OUTFITTERS – requests up to \$15,000

# IV. REVIEW OF APPLICATIONS; DECISION TO AWARD

The application process is open from 8 a.m. PST on Mar. 15 until 5 p.m. PST on Mar. 31. No applications or materials will be accepted after the 5 p.m. PST deadline. Award decisions will be announced by April 30 via email.

Applications will be reviewed and decisions to award will be made based on the following:

- Demonstrates an immediate need for the project.
- Demonstrates the ability to complete the project in the required timeline (by Nov. 30, 2021).
- 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.
- Preference given to projects that demonstrate they ensure accessibility and inclusion of all visitors, including under-represented communities.
- Preference given to entities with required permitting (if needed) secured.

*Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the Competitive & Recovery 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 Competitive & Recovery 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/BUDGET AND TIMELINES

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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 November 30, 2021. Any unspent funds will be returned to Travel Oregon.

### GRANT REPORTS

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

#### **Project Status Report**

Recipients are required to provide a final project budget, receipts to show 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 December 15, 2021.

### GRANT FUNDS DISBURSEMENT

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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 90% of the grant award will be sent to recipient. Final disbursement of funds will be sent once the project is complete, the Project Status Report has been submitted and the final budget and proof of spending documentation is reviewed and approved by Travel Oregon.

## VI. QUESTIONS

View the Competitive & Recovery Grants Program [Frequently Asked Questions page](#) for commonly asked questions. Submit additional questions via email to [Grants@TravelOregon.com](mailto: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

**March 15, 2021 (8 a.m. PST)** – Online application opens

**March 31, 2021 (5 p.m. PST)** – Online application closes

**April 30, 2021** – Competitive & Recovery Grants application status notification

**November 30, 2021** – Project completion deadline (grant funds spent)

**December 15, 2021** – Project Status Report due (final budget, proof of spending, written account of how grant funds were used and the impact of the grant dollars)

## VIII. GRANT APPLICATION CHECK LIST

### REQUIRED MATERIALS

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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](#) – form must be complete, signed and dated
- ✓ Project Budget ([must be completed on required form](#))

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

Refer to the Competitive & Recovery Grants Program [Frequently Asked Questions page](#) for troubleshooting.

### ONLINE APPLICATION

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The Competitive & Recovery Grants application will be available for completion and submission beginning at 8 a.m. PST on Mar. 15. All applications must be completed and submitted online by 5 p.m. PST on Mar. 31.

Access the online application (beginning Mar. 15) here: <https://www.grantinterface.com/Home/Logon?urlkey=otc>

Applicants who have previously applied for Travel Oregon Competitive Grants or the COVID-19 Emergency Response Grant 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.