

## Oregon Outdoor Recreation Outfitter and Guide Relief Grant Program Application Questions

The application process requires the Oregon resident Outdoor Recreation Outfitter and Guide to be registered with the Oregon State Marine Board prior to March 1, 2020. The applicant must also hold a current (2022) Oregon resident Outfitter and Guide registration or have applied to the Oregon State Marine Board to renew registration by April 30, 2022.

This document provides you with the questions that will be asked in the Oregon Outdoor Recreation Outfitter and Guide Relief 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 **April 29, 2022, at 8 a.m. PDT**. All applications must be submitted by **May 13, 2022, at 5 p.m. PDT**.

### Online Application Login Creation

- Grant application contact:
- Grant application contact email address:
- Grant application contact phone number:
- Business name (if applicable):
- Mailing address:
- Phone number:
- County:
- City population (based on mailing address – use population from 2020 [listed here](#)):

### Eligibility Criteria

**Before continuing, please confirm you meet the eligibility criteria.**

You must meet **ALL** of the following eligibility criteria to apply. Please confirm all of the following are true by checking each box. If you do not meet ALL of the below requirements, please do NOT continue with the application. **Only one application per guiding business may be submitted.** For guiding businesses with multiple owners: Owners must determine which registered Outfitter and Guide among them will submit the application on behalf of the business. **If multiple applications are submitted for a single business, they will be disqualified from receiving a grant award.**

I am an Oregon resident Outdoor Recreation Outfitter and Guide who:

1. Was an Oregon resident registered as an Outfitter and Guide with the Oregon State Marine Board PRIOR to March 1, 2020.
2. Is an Oregon resident currently registered as an Outfitter and Guide with the Oregon State Marine Board or has applied to renew registration by April 30, 2022.
3. Provides outfitting and guiding services in the State of Oregon.
4. Had guiding business financial losses due to restrictions imposed by the COVID-19 pandemic or service disruption related to drought or wildfire.
5. Has registered my guiding business with the Oregon Secretary of State, if required by Oregon law.
6. Can provide required business information and documentation, ownership information and optional demographic information, as applicable. Information and documentation include, but is not limited to:
  - Name of company
  - Address of company
  - IRS Form W-9 and Employee Identification (EIN) (As taken from the W-9)
  - Maximum number of employees on file with the Oregon State Marine Board for the loss period

## Application Questions

- Marine Board Outfitter and Guide Number:
- Were you impacted by (select all that apply):
  - 1) COVID-19
  - 2) Drought
  - 3) Wildfire
- What type of financial loss did your guiding business incur (select all that apply):
  - 1) Cancellation of bookings
  - 2) Equipment repairs/modifications
  - 3) Logistic and pricing modifications
  - 4) Fire damage
  - 5) Supply chain issues
  - 6) Rising fuel costs
  - 7) Other (list)

Qualifying Oregon guiding business financial losses are evidenced by one of the following (each a "Revenue Loss Period"):

1. A loss of year-over-year Oregon gross revenue greater than 25% between calendar year 2019 and calendar year 2020 ("2019, 2020")

Or

2. A loss of year-over-year Oregon gross revenue greater than 25% between calendar year 2020 and calendar year 2021 ("2020, 2021")

Or

3. A loss of year-over-year Oregon gross revenue greater than 25% between calendar year 2019 and calendar year 2021 ("2019, 2021")

- Select which Revenue Loss Period you attest to Oregon guiding business financial losses due to the restrictions imposed by the COVID-19 pandemic or service disruption related to drought or wildfire. (You may only claim one loss period and must have been registered with the Oregon State Marine Board and operated during both calendar years of the Revenue Loss Period):

- 1) 2019, 2020
- 2) 2020, 2021
- 3) 2019, 2021

- List your Oregon gross revenue for your guiding business for the following calendar years: *(application will pull forward years selected above)*

- List your total financial loss for your guiding business for the above Revenue Loss Period (financial loss can be calculated by subtracting annual gross revenue totals – remember, you must have revenue loss greater than 25% to be eligible to receive grant funding):

Examples of how to calculate financial loss:

Period selected by applicant, January 1, 2019 – December 31, 2020

Sum Gross Revenue per period (revenue from all Outfitter and Guide activities in period)

- January 1, 2019 – December 31, 2019 = \$20,000
- January 1, 2020 – December 31, 2020 = \$10,000

Financial loss = \$20,000 minus \$10,000 = \$10,000

25% loss of greater revenue = \$20,000 (2019 revenue) multiply by 0.25 (25/100) = \$5,000

Applicant percent loss = \$10,000 (loss) divide by higher revenue \$20,000 (2019 revenue) = 0.50 = 50% --- losses qualify as > 25% loss

| Total Oregon Gross Revenue 2019 | Total Oregon Gross Revenue 2020 | Total Financial Loss (Column A - Column B) | 25% of Higher Revenue (Column A * 0.25) |            |
|---------------------------------|---------------------------------|--|---|------------|
| \$ 20,000                       | \$ 10,000                       | \$ 10,000                                  | \$ 5,000                                | ELIGIBLE   |
| \$ 20,000                       | \$ 18,000                       | \$ 2,000                                   | \$ 5,000                                | INELIGIBLE |

Period selected by applicant, January 1, 2020 – December 31, 2021

Sum Gross Revenue per period (revenue from all Outfitter and Guide activities in period)

- January 1, 2020 – December 31, 2020 = \$30,000
- January 1, 2021 – December 31, 2021 = \$21,000

Financial loss = \$30,000 minus \$21,000 = \$9,000

25% loss of greater revenue = \$30,000 (2020 revenue) multiply by 0.25 (25/100) = \$7,500

Applicant percent loss = \$9,000 (loss) divide by higher revenue \$30,000 (2019 revenue) = 0.30 = 30% --- losses qualify as > 25% loss

| Total Oregon Gross Revenue 2020 | Total Oregon Gross Revenue 2021 | Total Financial Loss (Column A - Column B) | 25% of Higher Revenue (Column A * 0.25) |            |
|---------------------------------|---------------------------------|--|---|------------|
| \$ 30,000                       | \$ 21,000                       | \$ 9,000                                   | \$ 7,500                                | ELIGIBLE   |
| \$ 30,000                       | \$ 25,000                       | \$ 5,000                                   | \$ 7,500                                | INELIGIBLE |

- What was the maximum number of employees you had on file with the Oregon State Marine Board during the calendar year with financial loss for the selected Revenue Loss Period (e.g., if the Revenue Loss Period is 2019, 2020, the calendar year with financial loss would be 2020 and the maximum number of employees that were on record with the Oregon State Marine Board during 2020 should be listed).
- Did you receive any other local, state or federal government relief funding or operational cost assistance due to COVID-19, wildfire or drought to support your guiding business?  
Yes  
No
- If responding yes, please list the type and the fund and/or grant amount(s):  
(Types of funding include CARES Act funding from federal or state government (e.g., PPP, EIDL, NOAA); Travel Oregon COVID-19 Emergency Response Grants).

## Required Supporting Document

- [Entity's IRS Form W-9](#) – Form must be complete, signed and dated. The address on this form will be used to mail awarded funds.

## Acknowledgments and Certifications

To be completed by applicant:

I certify that I provide outfitting and guiding services in the State of Oregon and my guiding business had business financial losses during one of the Revenue Loss Periods due to restrictions imposed by the COVID-19 pandemic or service disruption related to drought or wildfire.

I certify that I:

1) Was an Oregon resident registered as an Outfitter and Guide with the Oregon State Marine Board PRIOR to March 1,2020 AND

2) am an Oregon resident currently registered as an Outfitter and Guide with the Oregon State Marine Board or have applied to renew registration by April 30, 2022.

I certify that I am an Oregon resident as listed in the Definitions and my guiding business has its principal operations in Oregon.

I certify that my guiding business is not a publicly traded company or governmentally owned business.

I certify that if required by Oregon law to be registered with the Oregon Secretary of State to do business in Oregon, my guiding business is so registered.

I certify that my guiding business is open and intends to remain open.

I acknowledge that I am encouraged to seek advice from my tax and financial advisors as to the potential financial and tax implications of a grant award.

I acknowledge, understand and agree that any misrepresentation or fraud in this grant application may result in full legal action by the State and collection of any repayments will be handled by the Oregon Department of Revenue or other third-party collection agencies.

I acknowledge, understand and agree that the Grantor will retain the right to request supporting documents, to view property or to request any other additional information regarding the grant application and guiding business that is determined necessary to prevent or determine fraud, waste, and abuse.