OREGON WINE COUNTRY LICENSE PLATES MATCHING GRANTS PROGRAM
APPLICATION QUESTIONS

This document provides you with the questions that will be asked in the Oregon Wine Country License Plates Matching Grant Program application. **DO NOT use this document as your application.** Final applications must be completed ONLINE through Travel Oregon's grant management platform. **The online application opens Feb. 13 at 8 a.m. PST. All applications must be submitted by 5 p.m. PST on Mar. 13.**

Before proceeding, ensure you meet the eligibility criteria outlined in the [Grant Guidelines.](#)

Online Application Login Creation

- Entity Name:
- Entity Federal Tax Identification Number:
- [Entity Classification](#):
- 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:

Overview

- I have read the final **Oregon Wine Country Plates Grant Guidelines** posted on Feb. 1, 2023

- I plan to apply for two projects:
  Yes, or No.
  If Yes, please rank this project for level of priority – 1st or 2nd

- 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

- Organization Signatory (Name):
- Organization Signatory Email Address:

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 will your project increase the likelihood of visitation from 50 miles outside the local area?

- 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

- Proof of Federal Tax ID (letter from IRS)
Note: If you are a tax-exempt non-profit organization, and you cannot 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

- Travel Oregon Substitute Federal W-9 Form – form must be complete, signed and dated.

- Grant Budget: (must be completed on required form).

- Project Timeline: Project timeline, including benchmark dates outlined in the Grants Guidelines and approximate grant project planning meeting dates, project benchmarks, etc.

- 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 and associated budget costs.

- Construction Permitting: If your grant project involves construction you must include plan drawings and approval from permitting authorities if required locally.

SUPPLEMENTAL
(Note: if enhancing application with support letters, all letters must be combined into a single document to upload)

- Letters of Support.
- Optional Uploads (There will be an optional upload field at the end of the application that will allow applicants to provide supporting materials that they believe the review committee may find valuable when reviewing the application. Examples include: quotes showing advertising costs, current target markets, year-over-year wine/culinary tourism promotion operational costs).

Approximately how long did it take to complete this application?
- Less than 1 hour
- 1 hour
- 2 hours

- 3 hours
- 4 hours
- 5 hours
- Other

(Travel Oregon seeks to have an accessible process and uses this information to ensure organizations do not have to spend an excessive amount of time seeking funding).

Travel Oregon welcomes any feedback or suggestions about the application process.