

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 Grants 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 Aug. 22, 2024, at 8 a.m. PST. All applications must be submitted by 5 p.m. PST on Sept. 20, 2024.

Important note:

Please be sure the contact information in your profile is current for both you and your organization. Organizational information can only be updated by a systems administrator. Please email grants@traveloregon.com for assistance, if needed.

Application Review Process:

- Eligible applicants complete and submit application/s online.
- Travel Oregon’s Investments team conducts an eligibility check of each submitted proposal.
- Proposals considered ‘complete’ will be sent to a committee of technical experts based on the criteria listed in the program guidelines.
- Proposal elements needing clarification may require further discussion through a recommendation by the review committee, if deemed to be beneficial. A decision to award will be made by the review committee based on the criteria identified in the proposal guidelines.

The Application contains 5 sections:

- Project Overview – basic project data.
- Narrative Questions – project information.
- Required Supporting Documents – all required documents must be included for your proposal to be considered complete.
- Supplemental Section – additional supporting materials to that may reinforce your proposals narrative.
- Compliance Checklist.

***Note – documentation to be included in the respective upload fields must be combined into a single document.

As you work on this application, you can save it as a draft and come back to finish your work before the submission deadline. To do so, click “save” at the bottom right-hand side of the form. When you return to the application portal you will see a draft application on your dashboard, to continue with the application, click “Edit Application.”. You must submit your application for it to be considered eligible for review.

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

PROJECT OVERVIEW

I certify and acknowledge that I have read the final [Oregon Wine Country License Plates Matching Grants Program Grant Guidelines](#) posted on **Jul. 11, 2024**.

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:

Grant Project Contact (if different from the applicant)

First and Last Name

Character Limit: 250

Grant Project Contact Email Address (if different from the applicant)

Character Limit: 250

Grant Project Contact Phone Number (if different from the applicant)

Daytime Phone Number (Format XXX-XXX-XXXX)

Character Limit: 200

Organization Signatory*

First and Last Name

Character Limit: 50

Organization Signatory Email Address*

Please note that, if awarded funding, the grant Agreement will be emailed to this person to review and sign.

Character Limit: 250

Select tourism region(s) your grant project impacts:

- Central Oregon
- Oregon Coast
- Eastern Oregon
- Mt. Hood/Gorge
- Greater Portland
- Southern Oregon
- Willamette Valley
- Statewide

Entity Verification

Enter the entity type that accurately describes your organization. If you are a nonprofit entity, please enter which type in the dialogue box below.

Choices:

Federally-recognized tribe

Local government

Non-profit entity registered with the Oregon Secretary of State's Office

Port district

***If you are unsure of your eligibility, please email grants@traveloregon.com prior to completing this application.

Nonprofit Entity Type

Please confirm and enter your non-profit entity type. Examples of non-profit entities include but are not limited to the following:

Choices:

501(c)(1)

501(c)(3)

501(c)(4)

501(c)(6)

Other

Secretary of State Registration

Confirm your non-profit entity is currently registered with the Oregon Secretary of State's Office:

Choices:

Yes

No

N/A

Affirmation

If awarded funding, the project will be completed by November 28, 2025.

Affirmation Signature (First and Last Name) *

As of this grant application's date, I affirm that all information submitted is true and accurate and confirm that the project can be completed by November 28, 2025.

Character Limit: 250

NARRATIVE QUESTIONS

(3000 character maximum per question response)

PROJECT

Eligible projects or initiatives must provide for the improvement or expansion of the wine and/or culinary tourism economy in Oregon. Please address this in your responses below.

- Describe the project for which funding is requested (details should include the primary goals and objectives of your project). (Max 500 words)
Character Limit: 3000
- Describe the need for your project. (Max 500 words)
Character Limit: 3000
- Outline what budgeted expense line items for the project you will utilize grant dollars to cover if awarded funding. Please be as specific as possible (Max 500 words).
Character Limit: 3000
- What is your long-term plan for your project? Please be as specific as possible. (Max 500 words).
Character Limit: 3000
- How will you measure the success of your project? Please provide details on the following in your response: What metrics will you be tracking? (For example, year-over-year change in visitor spending in your region or month-over-month growth in occupancy rates.) (Max 500 words)
Character Limit: 3000

- How will these grant dollars make a difference in your project? (Max 500 words)
Character Limit: 3000

VISITATION

Projects are intended to increase the likelihood of visitation from 50 miles outside the local area. Though it is not a requirement, ideally, the project will lead to an increase in overnight stays in local lodging facilities.

- How do you currently track visitation from within and beyond a 50-mile radius outside your local area? (Max 500 words):
Character Limit: 3000
- How will this project increase the likelihood of visitation from 50 miles outside the local area? (Max 500 words)
Character Limit: 3000
- How will this project increase travel/visitor spending in your local area? Consider describing how this project will contribute to overnight stays. (Max 500 words):
Character Limit: 3000

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 500-word maximum for each question response.*

- Describe how this project **complements and is consistent with** your community and/or region's current local objectives. (Max 500 words):
Character Limit: 3000
- Demonstrate how this project has the **support and involvement** of the community. (Max 500 words):
Character Limit: 3000
 - 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? (Max 500 words):
Character Limit: 3000

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 should 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: The timeline must include 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 marketing collateral (brochures, maps, magazines, etc.) you must describe your distribution plan and associated budgeted costs.
- Construction Permitting: If your grant project involves construction, you must include plan drawings and approval from permitting authorities if required locally. If not secured, please outline what the permitting status is in the comments box below.
- Comments (Max 500 words)
Character Limit: 3000

SUPPLEMENTAL

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

Applicants can provide supporting materials that they believe the review committee may find valuable when reviewing the application (examples can include quotes showing advertising costs, bids, or proposals from contractors; documentation of a previous planning process or assessment, sample signage).

Optional Upload 1

Provide any supporting materials that you believe the review committee may find valuable when reviewing the application (examples include quotes showing advertising costs; current target markets/demographics; bids or proposals from contractors; plan drawings; documentation of a previous planning process or assessment).

File Size Limit: 5 MB

Optional Upload 2

Provide any supporting materials that you believe the review committee may find valuable when reviewing the application (examples include quotes showing advertising costs; current target markets/demographics; bids or proposals from contractors; plan drawings; documentation of a previous planning process or assessment).

File Size Limit: 5 MB

Approximately how long did it take to complete this application?

(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).

- Less than 1 hour
- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5 hours
- Other

COMPLIANCE CHECKLIST

Applicants who are awarded funding will enter a contract with Travel Oregon, which includes agreements to comply with all guideline requirements and to complete the project as approved. Please acknowledge and certify that you will adhere to the following if you are approved for funding:

FUNDS DISBURSEMENT

- Initial Disbursement: Grant awards of \$10,000 or less shall be fully disbursed in a single payment. For grant award greater than \$10,000 and less than \$20,000, Recipient may request up to \$10,000 as an initial disbursement. For a grant award of \$20,000 or more, the Recipient may request up to 50% of the award as an initial disbursement.

- 10% Award Retention: Travel Oregon will retain 10% of the official amount awarded for all recipients. This final 10% of funds will only be disbursed after the project is completed to Grantor’s sole satisfaction.
- Final Installment: Balance of total grant award amount will be sent to grant recipient within 30 days of project completion and acceptance by Travel Oregon. Project must be completed by November 28, 2025.

PROJECT PROOF & RECOGNITION

- Projects that include any creative development (printed collateral, video production, website development, etc.) must be proofed by Travel Oregon prior to completion.
- Grant recipient shall visibly display on all finished grant projects (publications, websites, and other significantly visible project activities) the acknowledgement: *“This project has been funded in part by an Oregon Wine Country License Plates Matching Grant.”*

REPORTS

- Mid-Project Report/Check-in: Due by May 28, 2025.
- Grant Accomplishment Report & Final Budget: Due by December 15, 2025.

MODIFICATIONS & AMENDMENTS

You must keep an ongoing, updated scope of work, timeline, and budget throughout this grant's lifecycle.

- If your scope of work or timeline changes from the original scope included in your contract (Exhibit A), you will need to notify the Grantor and complete a Modification Request Follow Up Form in your Foundant grant management portal. Email grants@traveloregon.com to request the assignment of this form.
- If your budget line items need to change more than 10% from the original budget included in your contract (Exhibit B), you will need to complete a Modification Request, uploading a new budget for review by the grants team. Email grants@traveloregon.com to request the assignment of this form.

Acknowledgments and Certifications*

You **Must** agree to comply with all the acknowledgements below:

Choices:

I certify and acknowledge that I will comply with the terms under ‘Funds Disbursement.’

I certify and acknowledge that I will comply with the terms under ‘Project Proof & Recognition.’ I certify and acknowledge that I will comply with the terms under ‘Reports.’

I certify and acknowledge that I will comply with the terms under ‘Modifications & Amendments.’ I certify and acknowledge that I will comply with the terms of the Grant Agreement.

eNewsletter Sign Up*

Would you like to sign up for the Travel Oregon Industry eNewsletter to stay informed of the latest news, grant opportunities, research reports, and training events?

Choices:

Yes

No

Already signed up

Travel Oregon welcomes any feedback or suggestions about the application process by emailing

grants@traveloregon.com.

BEFORE SUBMITTING YOUR APPLICATION, PLEASE TRIPLE-CHECK THAT YOU HAVE UPLOADED ALL OF THE REQUIRED DOCUMENTATION IN THE CORRECT FIELDS.