

(Note: this document provides you with a preview of the questions that will be asked in the LOI. DO NOT use this document to apply to the program.)

2025-2029 Recreation Ready Program Letter of Intent

Fully read the Recreation Ready program's [guidelines](#) before completing this Letter of Intent.

Overview: Eligibility

Important note:

Be sure the contact information in your profile is current for you and your organization.

Email the grants team at [**grants@traveloregon.com**](mailto:grants@traveloregon.com) for assistance or with questions.

As you work on this Letter of Intent (LOI), you can save 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 LOI on your dashboard, to continue with the application, click “Edit”.

Applicant Entity Name*

Character Limit: 250

Applicant Name*

First and Last Name

Character Limit: 250

Applicant Email Address*

Character Limit: 250

Applicant Phone Number*

Daytime Phone Number (include only number and no symbols)

Character Limit: 250

Entity Verification*

Select the type of entity that accurately describes your organization.

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

Choices

Federally recognized tribe of Oregon

Government entity in Oregon

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

Port district in Oregon

Tourism Region*

Select the tourism region where the project is located.

Choices

Central Oregon

Eastern Oregon

Mt. Hood/Gorge

Oregon Coast

Portland Region

Southern Oregon

Willamette Valley

Project Name*

Character Limit: 100

Narrative Questions (3000 character maximum per question response)

When answering the questions in this section, please address your project's alignment with the program's purpose:

The **Recreation Ready** program provides training, technical assistance and funding to support outdoor recreation experiences. Funds distributed in this program cycle must contribute to the development and improvement of Oregon communities by means of the enhancement and expansion of the visitor industry. Projects must align with Travel Oregon's mission and demonstrate the potential to:

- Attract overnight visitors
- Improve accessibility for people with disabilities
- Enhance community well-being
- Grow local economic opportunities
- Steward the natural environment

Project Vision*

Describe the project, the desired future state for it and expected outcomes. (Max 500 words)

Character Limit: 3000

Tourism Connection*

This program is funded by tourism dollars to support projects that enhance and expand experiences for visitors traveling from more than 50 miles away or those staying overnight at your destination. How will the project attract visitors and grow local economic opportunities? (Max 500 words)

Character Limit: 3000

Improve Accessibility*

Describe how the project aligns with or addresses the Recreation Ready program's purpose to improve accessibility for people with disabilities. (Max 500 words)

Character Limit: 3000

Project Planning*

What project planning, if any, has occurred. Project planning can include formal processes such as master planning, concept planning, etc. or more informal planning. Please describe. (Max 500 words)

Character Limit: 3000

Community Support*

Describe the community support for the project and what community engagement, if any, has occurred. (Max 500 words)

Character Limit: 3000

Project Need*

Describe why the project needs technical assistance to move it toward implementation readiness. (Max 500 words)

Character Limit: 3000

Project Site(s)*

Describe the project site, if there is one specific site. If there are multiple potential sites for consideration, please describe each of them. List all sites' land manager representatives that you have engaged with or coordinated with about the project. (Max 500 words)

Character Limit: 3000

Potential Project Lead*

List the potential project lead identified. List the contact's name, title and organization. (Max 150 words)

Character Limit: 1000

Potential Project Steering Committee Members*

List the potential project steering committee members identified. List the contacts' names, titles and organizations. (Max 500 words)

Character Limit: 3000

Additional Details

Describe any additional details you'd like us to know about the project.

Character Limit: 3000

Affirmation*

By selecting yes below, I understand:

- If invited to complete a full Phase 1 application, all materials must be submitted by **January 29, 2026, 5 p.m. PT.**

Choices:

Yes

Supporting Documents

Entity's Federal W-9 Form or [Travel Oregon Substitute Federal W-9 Form](#)

SELECT YOUR TAX CLASSIFICATION IN BOX 3 FIRST TO REVEAL THE FILLABLE FIELDS REQUIRED.

The following fields must be filled for the form to be considered complete:

- Box 1 – Entity Name
- Box 2 – Entity DBA Name (if applicable)
- Box 3 – Check appropriate box for tax classification (see Part III for instructions)
- Box 4 & 5 – Mailing Address: This will be used to mail awarded funds
- Part II – EIN
- Part IV – Signature and date are required
- (10Mbs maximum)

File Size Limit: 10 MB

INFORMATION PROVIDED BY APPLICANTS IN LOI SUBMISSIONS CANNOT BE EDITED IF THE LOI IS APPROVED TO COMPLETE A FULL APPLICATION.