



## **Oregon City Tourism Grant Application Information July 1, 2014 through June 30, 2015**

The Oregon City Civic Improvement Trustees are soliciting proposals for projects that promote tourism in Oregon City. There is \$60,000 available for projects to be done April 1, 2014 through June 30, 2015. Please review this document for all pertinent grant information. Please contact Michele Beneville at 503-496-1542 or [mbbeneville@orc.org](mailto:mbbeneville@orc.org) for questions or clarifications on this information.

### **Purpose**

The Oregon City Civic Improvement Trust (OCCIT) is a non-profit entity of the City of Oregon City, formed in 1982. By City ordinance, the hotel/motel tax is designated for tourism promotion.

### **Eligibility**

- Only projects that promote tourism will be accepted.
- Projects that result in an infrastructure change versus a one-time event would have a higher weighting when considered at review meeting.
- One-time events will be considered if the visibility created, the impact on the community, and the visitation projects are strong. Tourism is the business of traveler's hospitality. A traveler is often defined as one who travels at least 50 miles from home. The highest value travelers are overnight and repeat visitors. Visitor destinations are those that have experiences that can create overnight visitations.
- Prior to applying for an OCCIT Grant, an applicant is responsible for verifying where City fees and/or permits may be required for a project. City permit fees may have a major impact on the project budget. It is up to the applicant to determine what fees or permits are required prior to grant submission.
- An applicant must submit project plans to applicable City Departments and submit written acknowledgment that the project meets requirements set forth by the City. Documentation should be included in the application packet.
- Project proposals are accepted from non-profit organizations such as a neighborhood association or charitable organization with a 501(C) (3) status under the Internal Revenue Code. Proposals will not be accepted from individuals or for profit businesses.

- Prior applicants and/or projects can apply for funding each fiscal year. Reoccurring projects are subject to a reduction in funding upon review by the OCCIT Trustees. Prior applicants that submit applications for new projects will not be considered reoccurring.
- Grant applicants must attend the grant review meeting to be eligible.
- Some proposals may require liability insurance.
- Funds will not be provided in a manner that unconstitutionally promotes or inhibits a religious establishment.

### **Application Specifics**

Applications for the 2014-15 grant cycle must be received no later than Friday, February 28, 2014 at 5:00 p.m. Applications can be submitted via electronic submission, or a hard copy can be hand delivered or mailed, but must meet the deadline set to be eligible.

An electronic copy of the application can be downloaded from the City of Oregon City website ([www.orcity.org](http://www.orcity.org)). Please limit your typed responses to the space provided on the application.

Submit a cover letter, along with your application to [mbbeneville@orc.org](mailto:mbbeneville@orc.org), or hand-deliver or mail a hard-copy to: The Oregon City Civic Improvement Trust Tourism Grant, c/o Michele Beneville, 625 Center Street, Oregon City, OR 97045. Send an email request for hard-copy of the application.

The Oregon City Civic Improvement Trustees will meet to review applications on **Monday, March 31, 2014 at 5:30 p.m.** in the City Hall Commission Chambers, 625 Center Street. Applicants must attend to be eligible.

### **Criteria**

The project must meet the following criteria:

1. Projects will be funded only within the boundaries of the City of Oregon City.
2. Funding is for projects to be done April 1, 2014 through June 30, 2015.
3. Projects/programs may be funded in part or in full.
4. Applicants must submit a letter of support from affected parties within the geographical boundary of the grant project (e.g. neighborhood association; business association; or government entity).
5. Any neighborhood and/or business association must submit a letter of support from the local affected government entity, i.e. City of Oregon City.
6. Any local government applicant must submit a letter of support from a private or non-profit partnership.
7. An applicant must submit approval from an affected property owner or jurisdiction.
8. An applicant must submit project plans to applicable City Departments to determine if permits are needed, the cost of those permits and if the project meets the code requirements set forth by the City. Documentation should be included in the application packet.
9. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.

10. Applicants must meet due dates for any additional information requested by staff in order for the application to be deemed complete.
11. The OCCIT shall provide an open public process for project/program review and recommendation.
12. The OCCIT fund shall not substitute for projects/programs funded by other sources.

### **Exit Report**

In order to receive final payment for the awarded grant, and be considered for future OC Tourism grants, the project coordinator must submit a two-page Exit Report within thirty (30) days of completing the grant project. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc...). Please mention the OC-Metro Enhancement Grant as a project/program sponsor on all promotional materials.

### **Selection Process and Basic Contracting Information**

- Staff will review all applications. Those that do not promote tourism will be eliminated. Proposals deemed incomplete will be given a due date to provide missing items. If the due date is not met, the proposal will be rejected.
- Selection of projects/programs to fund will be based on the ranking of applications and the applicants' demonstrated ability to successfully implement the proposed project/program.
- Trustee recommendations will be made and the slate of awards will be announced at the grant funding meeting.
- All applicants will be notified of the Trustee's final action.
- Funds for projects/programs will only be available from April 1, 2014 to June 30, 2015. A request for extension must be submitted by February 28, 2015.
- Successful applicants will be required to enter into an Agreement which outlines the responsibilities of both parties.
- Funds will be available upon signing the agreement.
- Applicants should note that liability insurance may be required.
- The applicant agrees to hold Oregon City Civic Improvement Trust harmless from the applicant's actions.
- Neither the City, nor OCCIT is responsible for any costs which applicant may incur in preparing this application or proposal.