Washington County
Visitors Association

TOURISM DEVELOPMENT
CAPITAL GRANT PROGRAM APPLICATION

Grant Summary

Proposal Deadline: March 1st 2019 by 5pm end of the day.

Send to: Tourism Development Capital Grant Program
Washington County Visitors Association
Attn: Ariel Kanable
12725 SW Millikan Way, Ste 210
Beaverton, OR 97005

Eligibility: To be eligible for consideration, your application must be signed, dated, and include the following items in the **listed** order:

1. Grant Program Application (this document)
2. Project Description Form (attached to the end of this document)
3. Relationship to Tourism Form (attached to the end of this document)
4. Letters of Support are optional (Maximum of **three**)
5. Financial Statements
6. Tax Status Documents
7. Detailed Project Budget (includes funding sources and expenses)
8. PLUS TEN additional copies of all the materials listed above for Grant Committee

If unsure about project eligibility, please contact Ariel Kanable at 503-644-5555 or ariel@wcva.org.

Organization

Legal Name of Organization Applying: _____

Website Address:_____

Mailing Address:_____

City:_____ State:_____ Zip: _____

Contact Person: _____ Job Title:_____
(This person is responsible for your grant request)

Phone:_____ Email Address: _____

Project Title:_____

Please refer back to page 3 from the Grant Program to review the project characteristics the WCVA board will be using to find appropriate projects.

Project Description

Please **answer** the following on the Project Description Form (attached to the end of this document):

1. What is the proposed project?
2. What is the timeline for completion of the project? (Provide a detailed list of steps for timeline)
3. What differences does the project make in the community it serves?
4. How will the project's outcome be labeled a success? (How will it be measured?)
5. What are the ongoing benefits to the project once funding is complete?

Relationship to Tourism

Please **answer** the following questions on the Relationship to Tourism Form (attached to the end of this document):

1. What tourism need is the project addressing?
2. How does this project increase opportunities for tourism in Washington County?
3. How will this project encourage overnight visitation or day trips?
4. What will be the long-term economic impact of this project?
5. How will this project enhance the perception and tourism resources of Washington County?

Letters of Support

The WCVA encourages projects to produce letters of support but is not required. Letters of support can show evidence of support or commitment to the project from:

- Partners that are providing monetary or in-kind support
- A person or organization that supports the idea and thinks the project is worthwhile

Please limit your letters of support to a maximum of **three**.

Financial Statements

Please **attach** a copy of your most recent fiscal year-end Statement of Activity, Balance Sheet, etc. to the application.

Tax Status

Please complete and **attach**:

1. A Form W-9
2. If you are a non-profit tax-exempt organization, please also include a copy of your IRS Determination Letter

Project Budget

Please **attach** a detailed operational budget for this project that includes funding sources and detail of expenses that will be incurred from this grant.

Total Budget Cost:_____

Grant Amount Requested: _____

WCVA maximum grant amount is $100,000.

(A minimum of 25% of the total project cost must be covered by applicant or funding sources, in addition to the 75% provided by the WCVA, see program guidelines for more information)

To be filled out if the applying organization is a municipal jurisdiction.

Does your city have a city transient lodging tax on paid accommodations? __ Yes __No

If yes, provide the following:

Annual City TLT collected in the last fiscal year: $_____

Is City using local transient lodging tax for the proposed project? ____Yes ____ No

If No, briefly explain why the TLT is unavailable to be used for this project:

_____
_____
_____
_____
_____
_____
_____

Certification and Signature

I understand grant funds are not paid in advance and I must submit a request for reimbursement for eligible expenses with proper documentation (invoices supporting expenditures and proof of payment) once project is completed.

I hereby certify that all the facts, figures and representations made in this application, including attachments are true and correct. I agree to carry out this program/project as outlined within this application. Further, I understand that failure to do so will invalidate this application and necessitate the termination of the grant.

I,_____, as applicant, declare that I have carefully examined the requirements of the WCVA Tourism Development Capital Grant application packet. If the application is approved for funding, I agree to enter into a grant service and reporting agreement with the WCVA.

Applicant Signature:_____

Date:_____ Title:_____

Project Description Form

Please answer the following questions to the best of your ability in order to provide the WCVA enough information regarding the grant project. An answer to each question should not exceed 500 words.

1. What is the proposed project? _____

2. What is the timeline for completion of the project? (Provide a detailed list of steps for timeline) _____

3. What differences does the project make in the community it serves? _____

4. How will the project's outcome be labeled a success? (How will it be measured?) _____

5. What are the ongoing benefits to the project once funding is complete? _____

Relationship to Tourism Form

Please answer the following questions to the best of your ability in order to provide the WCVA enough information on how tourism will be affected by your project. An answer to each question should not exceed 500 words.

1. What tourism need is the project addressing? _____

2. How does this project increase opportunities for tourism in Washington County? _____

3. How will this project encourage overnight visitation or day trips? _____

4. What will be the long-term economic impact of this project? _____

5. How will this project enhance the perception and tourism resources of Washington County? _____