

Washington County Visitors Association

Small Tourism Grant Program Application

Read and review the [Grant Guidelines](#) before submitting an application.

Application Deadline: October 1st 2019 or February 1st 2020

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

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
3. Project Timeline
4. Tax Status Documents
5. Detailed Project Budget
6. PLUS SIX 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: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Job Title: _____

(This person is responsible for all communication for your grant request)

Phone: _____ Email Address: _____

Project Title: _____

Project Description

Please answer the following questions to the best of your ability and attach the answers to the end of this document. Each question should not exceed 500 words.

1. What is the proposed project?
2. What differences does the project make in the community it serves?
3. How will you measure the success of your project? Be as specific as possible.
4. What tourism need is the project addressing?
5. How does this project increase opportunities for tourism in Washington County?
6. How will this project encourage overnight visitation or day trips?
7. What will be the long-term economic impact of this project?

Media/Marketing Plan

If the project involves any type of printed collateral or advertising please submit a detailed media/marketing plan outlining the following questions:

1. Describe your advertising objectives and strategy.
2. Explain what media platform you are choosing to use and why it is the best way to reach your targeting audience(s).
3. Identify your target audience's demographic, geographic, or other relevant criteria.
4. Please include a media schedule.

Event Plan

If the project is an event, please answer these additional questions:

1. Describe your event including the who, what, where, when and how.
2. If this is a reoccurring event, provide details on the statistics of the prior event.
3. Demonstrate that this event will have a strong appeal to audiences beyond the local area.

Required Documents

Project Timeline

Please provide a detailed project timeline that illustrates the completion of the project within 12 months.

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

Permitting

Have you considered the needed permits for the project and if so, do you expect any delays that would affect the project timeline? Yes (If Yes, please explain below) No

Project Budget

Please **attach** a [detailed budget form](#) for this project that includes funding sources for the project and detail of expenses that will be incurred from this grant.

Total Budget:

Grant Amount Requested:

WCVA maximum grant amount is \$7,500.

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: