

Washington County Visitors Association

Tourism Capital Grant Program Application

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

Application Deadline: March 3rd 2020, by 5pm (end of the day).

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. Financial Statements
5. Tax Status Documents
6. Detailed Project Budget
7. 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?

Required Documents

Project Timeline

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

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

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 ____ No – If Yes, please explain below.

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 \$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: _____