

UNION COUNTY TRANSIENT TAX ATTRACTION GRANT APPLICATION & GUIDELINES

Grant Summary

Funds shall be used in support of attractions (public or non-profit only) located within Union County that increase economic growth and/or the impact of tourism in Union County. This program is administered by the Union County Administrative Office with funding recommendations by the Transient Tax Advisory Committee. Final approval of funding is made by the Board of Commissioners.

Eligibility

Grant funds are available only to public or non-profit entities.

Procedures

The Review Committee requests a completed application with a short narrative describing the attraction along with a budget. The Committee will review the proposals and may invite applicants to make an oral presentation to discuss the event and the requested funds.

Program Requirements

Proposals:

Grant applications are to be complete, legible, provide a detailed narrative of the project and its impact on Union County tourism, and include a budget for the event.

Reporting Requirements:

A Completion Report must be submitted to the Union County Administrative Office within 60 days of completion of the project. Grant reports are to be complete, legible, provide a detailed narrative of grant usage and include a final budget. **Applicants who do not complete reporting requirements will be disqualified from grant funds for three consecutive fiscal years*

Criteria

All proposals will be evaluated using the following criteria:

1. Annual Number of Visitors to Attraction
2. Out of Area Visitors
3. Multi-Day Events held at the Attraction that Encouraged Overnight Stays
4. Purpose of Funds
5. Volunteer/Community Involvement
6. Attraction must be located in Union County
7. Matching Funds (a broad base of funding)

Miscellaneous

1. Actual funding will be based on revenue generated.
2. Applications may be picked up and returned to the County Administrative Office at 1106 K Avenue, La Grande.



UNION COUNTY TRANSIENT TAX ATTRACTION GRANT APPLICATION

ORGANIZATION NAME: _____

TYPE OF ORGANIZATION: Public Non-Profit Registration No. _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

NAME OF CONTACT PERSON: _____

TITLE: _____ **DAYTIME TELEPHONE:** _____

E-Mail: _____

Project TITLE: _____

ORGANIZATION BACKGROUND & PROJECT NARRATIVE:

Please attach a brief narrative of the scope of activity for which grant funds are requested. What do you want to do; why is it important; how are you going to do it; what are the economic benefits? Include your proposed method of evaluating the success of your activity.

DESCRIPTION AND LOCATION OF YOUR ATTRACTION (attach document, if needed):

PROPOSED PROJECT BUDGET:

Revenues:

<u>Source:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL:	\$ _____

Partnership Donations or In-Kind Match:

<u>Source:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

<u>Expenses:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

TOTAL TRANSIENT TAX ATTRACTION FUNDS REQUESTED: \$ _____

Please attach a copy of your budget, and any partnership support letters you would like to include with your application.

Print Full Name

Signature

****Due within 60 days of conclusion of project****

EXPENSE REPORT TO THE UNION COUNTY

TRANSIENT TAX DISCRETIONARY FUND COMMITTEE

PROJECT TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

1. Title and description of your project:

2. Date the event or project was completed: _____

3. Number of visitors to attraction: _____

4. Estimated percentage of visitors from outside of Union County:

5. How were the requested funds used? Please attach documentation:

6. How would you describe the success of your project?

7. Provide a copy of your final budget that shows your projected/actual expenditures for each budget line.

Printed Name

Signature

Date