

**CITY OF LA PINE TOURISM GRANT APPLICATION**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Contact Email Address

The above organization is (check all applicable):

\_\_\_\_\_ incorporated non-profit

\_\_\_\_\_ incorporated for-profit

\_\_\_\_\_ special district

\_\_\_\_\_ other government unit

\_\_\_\_\_ state-wide or regional association

\_\_\_\_\_ other (specify): \_\_\_\_\_

Please explain the nature of your organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On separate 8 ½ x 11 inch paper, please provide typewritten information addressing the following:**

A. A narrative statement outlining the nature, timing and details of the organization's proposed tourism-related project, event or activity (statement should not exceed 1 page).

B. Discuss how the proposed tourism-related project, event or activity will meet the tourism grant funding criteria contained on page 2 of this application (you may supply any supplemental materials or background information you wish - there is no limit on length of materials submitted).

C. Please prepare and submit a budget containing the following information: (i) the estimated total cost of the proposed tourism-related project, event or activity; (ii) the specific types of expenditures anticipated; (iii) the amount of TRT funds to be used for each type of expenditure; and (iv) the sources of other revenue necessary to complete the proposed tourism-related project, event or activity.

*A budget document template that meets minimum requirements is attached as part of the application form (see page 3 of this application). An electronic version of budget template is available upon request.*

The undersigned represents that he or she is authorized to represent the above-referenced organization in connection with this application. To the best of the undersigned's knowledge, the information contained in this application is true, complete and accurate.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this application to La Pine City Hall located at 51340 Highway 97,  
or mail this application to City of La Pine, P.O. Box 3055, La Pine, OR 97739

## **CITY OF LA PINE TOURISM GRANT FUNDING CRITERIA**

1. Demonstrate how the proposed tourism-related project, event or activity will be focused on tourists (as defined under ORS 320.300(10)).
2. Demonstrate how the organization will use TRT funds for one or more of the following purposes: (i) advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; (ii) conducting strategic planning and research necessary to stimulate future tourism development; (iii) marketing special events and festivals designed to attract tourists; (iv) operating a tourism promotion agency (as defined under ORS 320.300(8)); and/or (v) developing, constructing or operating a tourism-related facility (as defined under ORS 320.300(9)).
3. Demonstrate how the proposed tourism-related project, event or activity will promote local tourism and describe the beneficial results for the City of La Pine, including, but not limited to, any or all of the elements: (i) increase in tourist dollars spent in the City of La Pine; (ii) increase in overnight stays in hotels, motels, RV parks, inns, Bed and Breakfast establishments and other accommodations subject to the transient room tax and located within the City of La Pine; (iii) increase in tourist visits to business establishments within the City of La Pine; (iv) increase in publicity about the City of La Pine as a tourist destination; and (v) other primary or secondary benefits of increased tourism in the City of La Pine or the surrounding local area.
4. Demonstrate how the applicant organization does or plans to comply with all applicable local, state and federal laws, ordinances and regulations relating to the organization and their proposed project, event, or tourism activities.

## **CITY OF LA PINE TOURISM GRANT APPLICATION INFORMATION**

Tourism Grant Applications may be submitted to the City of La Pine by any organization interested in promoting tourism in the City of La Pine.

Applications may be mailed or delivered to La Pine City Hall, but must be received by the City no later than Monday, March 1, 2010 at 5 pm. Postmarks will be accepted.

The City of La Pine Tourism Committee will review all applications, schedule proposal presentations, and conduct site visits, as appropriate. The Tourism Committee will then discuss the various proposals and score them on a point scale based on how well the proposals meet the grant funding criteria. The Tourism Committee will then make a recommendation to the La Pine City Council for allocation of TRT funds for the 2010-2011 budget year.

If an organization meets the applicable criteria and is selected by the City Council to receive TRT funds, the organization will be required to enter into a written agreement with the City of La Pine. The agreement will provide, among other things, the terms and conditions under which the City of La Pine will disburse TRT funds to the organization.

If you have any questions about the application materials, time lines or application process, please contact the La Pine City Clerk, Luana Damerval at 541-536-1432.