TRAVEL OREGON
2022 CAPACITY & SMALL PROJECT GRANTS
APPLICATION QUESTIONS

This document provides you with the questions that will be asked in the Capacity & Small Project Grants Program application. **DO NOT use this document as your application.** Final applications must be completed ONLINE through Travel Oregon's grant management system.

The online application will open **Nov. 2, 2022 at 8 a.m. PDT.** All applications must be submitted by **5 p.m. PST on Nov. 28, 2022.**

Online Application Login Creation
- Entity Name:
- Entity Federal Tax Identification Number:
- Entity Classification:
- Entity Mailing Address:
- Entity County:
- Entity Phone Number:
- Approximate City Population:
- Grant Application Contact Name:
- Grant Application Contact Email Address:
- Grant Application Contact Phone Number:

Application Questions

Entity verification:
- I am applying as a federally-recognized tribe.
- I am applying as a DMO that receives transient lodging tax and is the authorized contact for destination marketing/management.
- I am applying as a DMO that is recognized by a local government where transient lodging tax is not collected.

Select tourism region(s) your grant project impacts:
- Central Oregon
- Oregon Coast
- Eastern Oregon
- Mt. Hood/Gorge
- Portland Region
- Southern Oregon
- Willamette Valley
- Statewide

- Project name:

- Grant amount requested:

- Total capacity/project cost:

- 2022 board-approved budget:

- Describe who you have discussed your project idea with and their response – e.g., support, resistance, questions (max 500 words):

- Proposal Category (**ONLY** select one)
    - o Capacity Building Grant
    - o Small Project Grant

CAPACITY BUILDING QUESTIONS

- Select your Capacity Building category:

    PROFESSIONAL DEVELOPMENT
    - o Describe how grant funds will support your staff and board in achieving the organization's mission to enhance and expand economic impact through travel and tourism? (Max 500 words)

    TECHNICAL SKILLS
    - o Describe how grant funds will help your organization develop specific skills needed to improve organizational effectiveness to enhance and expand economic impact through travel and tourism? (Max 500 words)

    LEARNING ADAPTATION
    - o Describe how grant funds will help your organization assess, respond to, and create change for continuous improvement to enhance and expand economic impact through travel and tourism? (Max 500 words)

    NEW MARKET/PRODUCT DEVELOPMENT
    - o Describe how grant funds will help your organization to reach new markets or develop product to enhance and expand economic impact through travel and tourism? (Max 500 words)

    DIVERSITY/EQUITY/INCLUSION
    - o Describe how grant funds will help your organization prioritize and learn how to incorporate the voices and perspectives of others, particularly Black, Indigenous and People of Color and anyone being directly impacted by the organization's work? (Max 500 words)

- Describe how this one-time funding will be able to impact your organization over the next 3+ years (max 500 words):

- Describe the timeline for your project. Please outline key milestones and demonstrate when discussions surrounding your project will occur with board members or key stakeholders. Keep in mind the project must be competed by Dec. 31, 2023. (Max 500 words).

SMALL PROJECT GRANT QUESTIONS

- Describe how your organization would use these grant funds (max 500 words):

- Describe the need for your project and how it strengthens the community you work within (max 500 words):

- Describe how your project ensures accessibility and inclusion of all visitors, including under-represented communities (max 500 words):

- Describe the timeline for execution of your project, including any foundational work completed or underway. Highlight any potential issues to the timeline that could inhibit project completion by December 31, 2023 (max 500 words):

- Is this project part of the rebuilding efforts of a community/communities that have been impacted by wildfire:
  Yes
  No

- All required permits for this project have been secured:
  Yes
  No
  n/a – project does not require permitting

AFFIRMATION

- If awarded funding, the project will be completed by Dec. 31, 2023:
  (NOTE: Travel Oregon will not authorize timeline extensions for these projects. If an awarded project is not complete by Dec. 31, 2023, any unspent funds must be returned to Travel Oregon and no further disbursement of remaining funds will occur)
  Yes
  No

REQUIRED SUPPORTING DOCUMENTS

- Travel Oregon Substitute Federal W-9 Form – form must be complete, signed and dated.
- Organization's Board-Approved 2022 Budget
- Project Budget (must be completed on required form).
- Destination Marketing/Management Organizations Only: Copy of local government or regional agreement or letter confirming you receive TLT and are the authorized contact[1] or for DMOs recognized by a local government where TLT is not collected, documentation such as a letter of attestation from an official of your destination's city/government.
- Small Project Grants Only: Distribution plan, including budgeted costs, if producing collateral.

SUPPLEMENTAL

There will be an optional upload field at the end of the application that will allow applicants to provide supporting materials that they believe the review committee may find valuable when reviewing the application (examples can include: letters of support from community stakeholders or board, project statement of work, architectural drawings, site plans, receipts/quotes showing product costs).

Approximately how long did it take to complete this application?
- Less than 1 hour
- 1 hour
- 2 hours

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[1] In compliance with ORS 284.131, 20% of the state lodging tax revenue appropriated to Travel Oregon is used for a regional cooperative tourism program. The seven commission-designated Regional Destination Management Organizations (RDMOs) do not need to submit an agreement or letter.

- 3 hours
- 4 hours
- 5 hours
- Other

(Travel Oregon seeks to have an accessible process and uses this information to ensure organizations do not have to spend an excessive amount of time seeking funding).

Travel Oregon welcomes feedback about the application process.