

2023-2025 Competitive Grants Program

Oregon Tourism Commission

Project Overview

Important note:

Please be sure the contact information in your profile is current for both you and your organization. Please [email the grants team](#) for assistance, if needed.

As you work on this application, you can save a draft and come back to finish your work before the submission deadline. To do so, click “save” at the bottom right-hand side of the form. When you return to the application portal you will see a draft application on your dashboard, to continue with the application, click “Edit Application.”

I have read the final Grant Guidelines posted on July 12, 2023*
[2023-2025 Travel Oregon Competitive Grant Guidelines](#)

Choices

I certify and acknowledge that I have read the Grant Guidelines posted on July 12, 2023

Grant Project Contact*

First and Last Name

Character Limit: 250

Grant Project Contact Email Address*

Character Limit: 254

Grant Project Contact Phone Number*

Daytime Phone Number (include only number and no symbols)

Character Limit: 200

Project Name*

Character Limit: 100

Grant Amount Requested*

Character Limit: 20

Total Overall Project Cost*

Character Limit: 20

Organization Signatory*

First and Last Name

Character Limit: 50

Organization Signatory Email Address*

Please note, the grant Agreement will be emailed to this person to review and sign.

Character Limit: 254

Entity Verification

Select the entity type that accurately describes your organization. If you are a non-profit entity please enter which type in the dialogue box below.

*****If you are unsure of your eligibility, please email grants@traveloregon.com prior to completing this application.**

Choices

Federally-recognized tribe

Local government

Non-profit entity registered with the Oregon Secretary of State's Office

Port district

Name of Federally Recognized Tribe

Character Limit: 100

Nonprofit Entity Type

Please confirm and enter your non-profit entity type. Examples of non-profit entities include but are not limited to the following:

Choices

501(c)(1)

501(c)(3)

501(c)(4)

501(c)(6)

Other

Secretary of State Registration

Confirm your nonprofit entity is currently registered with the Oregon Secretary of State's Office:

Choices

Yes

No

Tourism Region*

Select the tourism region(s) your grant project impacts. Unsure which tourism region is yours?

[Click here to search by zip code.](#)

Choices

Central Oregon

Eastern Oregon

Mt. Hood/Gorge
Oregon Coast
Portland Region
Southern Oregon
Willamette Valley
Statewide

Communities Served*

Which communities comprise the majority of the people who will benefit from your project receiving funding (does not include impacts to your own entity)? **Select all that apply**

Choices

Asian
Black, Africans, African Americans
Hispanic/Latino or Latinx
Immigrants, refugees, asylum seekers
Native Americans, Oregon's federally recognized tribes/Alaska Natives
Native Hawaiian or Pacific Islander
People living in rural parts of the state
People living on low incomes
People who identify as LGBTQIA+
People with disabilities
Other (please fill below)

Other - Communities Served

Character Limit: 250

Impairments

If you selected this project will serve people with disabilities above, which disabilities are a focus of your accessibility work? **Select all that apply**

Choices

People who are blind and/or visually impaired
People who are deaf and/or hard of hearing
People who are neurodivergent
People who are physically disabled
People who have difficulty speaking
People with learning disabilities
Other (please fill below)

Other - Impairments

Character Limit: 250

Project Category

Choices

Accessible/Inclusive Tourism Promotion
Enhancement and/or expansion of tourism infrastructure to be more accessible/inclusive
Other (please enter below)

Other - Project Category

Character Limit: 250

Eligible Projects - Accessible/inclusive tourism promotion

Underserved and under-resourced communities may include people living with disabilities, BIPOC, Oregon's nine-federally recognized tribes and LGBTQIA+.

Please select the eligible project type below/enter response in the 'Other' field. Your response ***must correlate to the 'project category' selected above.*** You may **ONLY** select one option under the appropriate eligible project type for your proposal.

Choices

Print/broadcast advertising.

Digital advertising, including social media and search.

Content development that supports accessible tourism marketing, including photography and video.

FAM tour support focused on people living with disabilities, underserved/under-resourced communities

Promotion of guided experiences focused on under-resourced or under-served communities.

Other (please fill below)

Other - Accessible/inclusive tourism promotion

Character Limit: 250

Eligible Projects - Enhancement and/or Expansion of Tourism Infrastructure

Underserved and under-resourced communities may include people living with disabilities, BIPOC, Oregon's nine-federally recognized tribes and LGBTQIA+.

Please select the eligible project type below/enter response in the 'Other' field. Your response ***must correlate to the 'project category' selected above.*** You may **ONLY** select one option under the appropriate eligible project type for your proposal.

Choices

Access point improvements to recreational activities.

Removal or mitigation of physical barriers for visitors with mobility or sensory restrictions.

Improvements to structures, pathways, gates, and doorways at tourism-related facilities.

Multi-language interpretive signage or wayfinding.

Development of culturally relevant programming, products and/or materials to support placemaking.

Parking/transportation strategies and solutions in areas of high visitation.

Accessibility and walkability audits.

Assistive technology infrastructure (including adaptive devices) to enhance the visitor experience.

Planning/feasibility studies for tourism-related facilities

Other (please fill below)

Other - Enhancement and/or Expansion of Tourism Infrastructure

Character Limit: 250

Environmental Sustainability

Does this project address any of the following, related to sustainable or regenerative tourism (e.g., conservation of habitats, projects that improve environmental quality, building coalitions focusing on sustainable tourism project development, supporting volunteers to build and steward tourism areas like trails and main streets, etc.): **Select all that apply**

Please note, when you select either of these options a required question group will show up at the bottom of this page titled "Environmental Sustainability Narrative".

Choices

Developing/enhancing environmentally regenerative tourism programs/products/experiences

Promoting/educating visitors about environmentally sustainable or regenerative tourism

Other (please fill below)

Other - Environmental Sustainability

Character Limit: 250

Travel Oregon's biennial strategic priorities

The following are Travel Oregon's biennial strategic priorities. Please select which of the following your project is aligned with or addresses. **Select all that apply**

- **STRATEGY 1** - Reduce high visitation pressures and increase community livability by investing in the development of niche tourism product that is based on growing visitor demand and Oregon's competitive advantage (e.g., outdoor recreation, culinary, agritourism, arts and culture)
- **STRATEGY 2** - Expand opportunities for residents and tourism stakeholders to actively engage and collaborate in destination management processes; provide timely feedback loops
- **STRATEGY 3** - Align and support communications across the tourism industry to improve visitor behaviors and experiences with timely information, responsible recreation practices and respect for all communities
- **STRATEGY 4** - Support the development of new and existing tourism-related facilities and products (e.g., visitor experiences, attractions, and public spaces) to better serve historically and currently underserved and under-resourced communities.

Choices

STRATEGY 1

STRATEGY 2

STRATEGY 3

STRATEGY 4

None of the above

Affirmation

If awarded funding, the project will be completed by **April 14, 2025**:

(NOTE: Travel Oregon will not authorize timeline extensions for these projects. If an awarded project is not complete by **April 14, 2025**, any unspent funds must be returned to Travel Oregon and no further disbursement of remaining funds will occur).

Choices

Yes

No

Affirmation Signature*

As of the date of this grant application, I affirm that all information submitted is true and accurate, and confirm that the project can be completed by April 14, 2025.

Character Limit: 250

Narrative Questions (3000 character maximum per question response)

Project Description

Describe the project for which funding is requested (Max 500 words).

Character Limit: 3000

Project Need*

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

Character Limit: 3000

Fund Usage*

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

Character Limit: 3000

Biennial Priorities*

If you selected one or more of the four Travel Oregon biennial strategic priorities, please describe how your project aligns with/addressess the selected objective(s). (Max 500 words)

Character Limit: 3000

Accessibility and Inclusion*

Describe how your project ensures accessibility and inclusion for the impacted communities you selected above (Max 500 words):

Character Limit: 3000

Project Planning

Was this project identified as an area of focus as the result of an assessment or planning process? (Max 500 words)

- If yes, please provide details below and/or add documentation in the supplemental section

Character Limit: 3000

Measures of Success*

How will you measure the success of your project?

You may define the short-term as August 15, 2024 when the Mid-project report is due and the long-term as April 30, 2025 when the Accomplishment Report is due. Be as specific as possible.

Character Limit: 3000

Wildfire Impacts*

Is this project part of the rebuilding efforts of a community/communities that have been impacted by wildfires:

Choices

Yes

No

Permitting

All required permits for this project have been secured.

Choices

Yes

No

n/a – project does not require permitting

Environmental Sustainability Narrative

Sustainability*

If you selected this category related to environmental sustainability above, please describe how your project impacts those areas: (Max 500 words)

Character Limit: 3000

Required Supporting Documents

SUPPORTING DOCUMENTS

NOTE: You can only upload a single file in each upload field. For example, all support letters must be combined into a single document to upload. Learn more about how to combine documents into a single pdf.

Entity's Federal W-9 Form*

[Travel Oregon Substitute Federal W-9 Form](#) – The following fields must be filled for the form to be considered complete:

- Box 1 – First and Last Name
- Box 2 – Business Name
- Box 3 – Check appropriate box for tax classification (see Part III for instructions)
- Box 4 & 5 – Mailing Address
- Part II – EIN
- Part IV – Signature and date are required

*****Note: The address on this form will be used to mail awarded funds.**

PLEASE SELECT YOUR TAX CLASSIFICATION FIRST IN THE FORM TO REVEAL THE FILLABLE FIELDS YOU NEED TO COMPLETE. (10Mbs maximum)

File Size Limit: 5 MB

Grant Project Budget*

Please use this **REQUIRED** project budget template ([must use the required form](#)). Failure to use this template will disqualify your application from further review.

File Size Limit: 5 MB

Project Timeline*

Project timeline, including benchmark dates outlined in the Grants Guidelines and approximate grant project planning meeting dates, project benchmarks, etc. Highlight any potential issues to the timeline that could inhibit project completion by April 30, 2025. [Project timeline sample](#).

File Size Limit: 5 MB

Distribution Plan

If producing marketing collateral (brochures, maps, magazines, etc.) you must describe your distribution plan and associated budgeted costs.

File Size Limit: 5 MB

Construction Permitting

If your grant project involves construction of tourism infrastructure, documentation of approval from permitting authorities must be uploaded, if required locally.

File Size Limit: 5 MB

Signage Documentation

If your grant project involves signage of any kind, you are required to gather and submit letters from all required local, regional or state sign authorities involved, demonstrating approval to place signage on their land/property during the timeframe of the grant.

File Size Limit: 5 MB

Supplemental Section

SUPPLEMENTAL DOCUMENT (NOT REQUIRED)

Applicants can 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, current target markets, quotes showing advertising costs, bids or proposals from contractors; documentation of a previous planning process or assessment, sample signage).

*****Note: if enhancing application with support letters, all letters must be combined into a single document to upload.**

Supporting Letter/s

If including multiple support letters, be sure to combine letters into a single document.

File Size Limit: 5 MB

Optional Upload 1

Provide any supporting materials that you believe the review committee may find valuable when reviewing the application (examples include: quotes showing advertising costs; current target markets/demographics; bids or proposals from contractors; plan drawings; documentation of a previous planning process or assessment).

File Size Limit: 5 MB

Optional Upload 2

Provide any supporting materials that you believe the review committee may find valuable when reviewing the application (examples include: quotes showing advertising costs; current target markets/demographics; bids or proposals from contractors; plan drawings; documentation of a previous planning process or assessment).

File Size Limit: 5 MB

Optional Upload 3

Provide any supporting materials that you believe the review committee may find valuable when reviewing the application (examples include: quotes showing advertising costs; current target markets/demographics; bids or proposals from contractors; plan drawings; documentation of a previous planning process or assessment).

File Size Limit: 5 MB

Application Completion Time*

Approximately how long did it take to complete this application?

(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). We welcome any feedback or suggestions about the application process, to provide more comprehensive feedback please email grants@traveloregon.com.

Choices

Less than 1 hour

1 hour

2 hours

3 hours

4 hours

5 hours

Other (fill in 'other' below)

Other - Application Completion Time

Character Limit: 100

Compliance Checklist

Applicants who are awarded a grant will enter into a contract with Travel Oregon, which includes agreements to comply with all guideline requirements and to complete the project as approved. Please acknowledge and certify that you will adhere to the following if you are approved for funding:

FUNDS DISBURSEMENT

- Initial Disbursement: Initial grant disbursement will not exceed 50% of the official amount awarded.
- 10% Award Retention: Travel Oregon will retain 10% of the official amount awarded for all recipients. This final 10% of funds will only be disbursed after the Project is completed to Grantor's sole satisfaction.
- Final Installment: Balance of total grant award amounts will be sent to grant recipient within 30 days of project completion and acceptance by Travel Oregon. Project must be completed by April 14, 2025, unless special arrangements have been made with Travel Oregon.

PROJECT PROOF & RECOGNITION

- Projects that include any creative development (printed collateral, video production, website development, etc.) must be proofed by Travel Oregon prior to completion.

- Grant recipient shall visibly display on all finished grant projects (publications, websites and other significantly visible project activities) Travel Oregon's logo along with the acknowledgement: "This project has been funded in part by a grant from Travel Oregon." Travel Oregon will work with grant recipient to ensure proper usage and placement of the Travel Oregon logo.

REPORTS

- Mid-Project: Due by August 15, 2024
- Grant Accomplishment & Final Budget: Due by April 30, 2025

MODIFICATIONS & AMENDMENTS

You are required to keep an ongoing, updated scope of work, timeline and budget throughout the lifecycle of this grant.

- If your scope of work or timeline changes from the original scope included in your contract (Exhibit A), you will need to notify the Grantor and complete a Modification Request Follow Up Form in your Foundant grant management portal. Email grants@traveloregon.com to request the assignment of this form.
- If your budget line items need to change more than 10% from the original budget included in your contract (Exhibit B), you will need to complete a Modification Request, uploading a new budget for review by the grants team. Email grants@traveloregon.com to request the assignment of this form.

Acknowledgments and Certifications*

Choices

I certify and acknowledge that I will comply with the terms under 'Funds Disbursement'.

I certify and acknowledge that I will comply with the terms under 'Project Proof & Recognition'.

I certify and acknowledge that I will comply with the terms under 'Reports'.

I certify and acknowledge that I will comply with the terms under 'Modifications & Amendments'.

I certify and acknowledge that I will comply with the terms of the Grant Agreement.

eNewsletter Sign Up*

Would you like to sign up for the Travel Oregon Industry eNewsletter to stay informed of the latest news, grant opportunities, research reports, and training events?

Choices

Yes

No

Already signed up

BEFORE SUBMITTING YOUR APPLICATION, PLEASE TRIPLE-CHECK THAT YOU HAVE UPLOADED ALL OF THE REQUIRED DOCUMENTATION IN THE CORRECT FIELDS.