CENTRAL OREGON MATCHING GRANTS PROGRAM
2019-20 Grant Application

This document provides you with the questions that will be asked in the Central Oregon Matching Grants Program application in advance of the online application portal being open for submission. DO NOT use this document as your application. Final applications must be completed ONLINE.

Please direct questions to Kristine@VisitCentralOregon.com or call 541-389-8799 and find the current grant guidelines at Visit Central Oregon's industry site.

GRANT APPLICATION CHECK LIST

Before beginning the application, we encourage applicants to gather all information and/or documents required to submit the application:

- ✓ Proof of Federal Tax ID
- ✓ Entity's Federal W-9 Form
- ✓ Grant Project Budget
- ✓ Grant Project Timeline
- ✓ Grant Project Support Letters
- ✓ *Signage Project:* Evidence of approval from all parties involved
- ✓ *Marketing type projects:* If producing collateral, you must describe your distribution plan and associated budget costs
- ✓ *Infrastructure Development:* If your project involves construction you must include plan drawings and approval from permitting authorities if required locally

GRANT TIMELINE

Below is the timeline for the FY2019-20 cycle of the Central Oregon Matching Grants Program:

September 16, 2019 **– Announcement of FY19-20 COMGP Cycle Opening**

November 1, 2019 (5 PM) **– Online Application Closes**

December 2, 2019 – **Matching Grant Application Status Notification**

December 16, 2019 – **Matching Grant Signed Contract Due to COVA**

January 2, 2020 – **Initial Funds Released**

CENTRAL OREGON MATCHING GRANTS PROGRAM

2019-20 Grant Application

CENTRAL OREGON
BEND · SUNRIVER
ADVENTURE CALLS
visitcentraloregon.com

Project Title

Grant Amount Requested	Total Project Cost

Which of the Matching Grants Program's Key Initiatives does this project align with? (Select all that apply)
Maximize the economic return on public and private investments in Oregon Drive year-round destination-oriented travel from key domestic and international markets by aligning and optimizing local opportunities Develop destination-based products that are in concert with the region's natural environment and support the stewardship of the region's resources and rich history Provide strategic industry professional development and training opportunities

Entity Name

Entity Federal Tax ID#		Entity Phone Number	
Address	**City**	**State**	**Zip**

Entity Mailing Address

Grant Application Contact Name	Grant Application Contact Email	Grant Application Contact Phone Number
Grant Project Contact Name	**Grant Project Contact Email**	**Grant Project Contact Phone Number**

NARRATIVE QUESTIONS | Overview

PROJECT *There is a 250-word maximum for each question response.*

- ELIGIBILITY: Describe the project for which funding is requested (details should include the primary goals and objectives of your project). If your grant project is approved, this description will be used to highlight your grant, so be as specific as possible when describing the elements of your grant project.

- ALIGNMENT WITH KEY INITIATIVES: Describe the need for your project and demonstrate alignment with identified Key Initiative(s).

- FEASIBILITY: What is your long-term plan for your project?

- ROI / IMPACTS: How will you measure the success of your project, in the short-term and in the long-term? Be as specific as possible.

- What will change for the scope of this project if it does not receive matching grant funds?

- Describe how this project **complements and is consistent with** your community and/or region's current local objectives.

- Demonstrate how this project has the **support and involvement** of the community.
  - List any partners, sponsors, volunteers and their contributions and/or activities. (Support letters from these partners will also enhance your application.)

- In what ways does this project strive to promote diversity and inclusion (accessibility, minority populations or underserved visitor segments)?

REQUIRED SUPPORTING DOCUMENTS

(Note: all supporting documents must be combined into a single document to upload)

Proof of Federal Tax ID

Entity's Federal W-9 Form

Grant Budget: Use the grant budget template provided

Grant Timeline: Project timeline, including benchmark dates outlined in the Grants Guidelines and approximate grant project planning meeting dates, project benchmarks, etc.

Support Letters: Applications must include a letter of support from their local DMO or Chamber of Commerce and at least three related industry partners with their overall application.

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

Marketing type projects: If producing collateral, you must describe your distribution plan, including budgeted costs

If your grant project involves infrastructure development/construction you must include plan drawings and approval from permitting authorities if required locally

I have read the final COMGP Grant Guidelines posted on September 16, 2019

□ YES   □ NO

X

DATE