

**CITY OF PORT ORFORD**  
**City Beautification and Tourism Development Fund**  
***Grant Application Instructions for 2019-2020***

Grant projects are to be designed to 1) enhance and/or beautify the city; 2) promote the development of the city's tourism industry through promotion outside the city; or 3) support activities designed to attract tourists to the city. All projects must reflect the full diversity of Port Orford and benefit to the community.

**I - Applying for a Grant – Illegible Applications will not be accepted.**

1. Applicant must use current year's form for a grant to be considered. Any change in the form will disqualify an application.
2. Electronic applications are available by emailing a request to [trichards@portorford.org](mailto:trichards@portorford.org) or go to portorford.org, Government, Committees, TLT; click on the box at the right.
3. The application must be completed in full. Please be as detailed as possible.
4. Applicant must show they can match the amount of the grant. No grant shall exceed 50% of the total project cost. The 50% match may be in the form of volunteer hours, monies in the treasury, and/or monies expended for the grant project beyond the amount of the grant. Businesses require a full 50% cash match, only.
5. All applications are to be at City Hall on or before 4:00 p.m., February 13, 2019. City Hall is located at 555 W. 20<sup>th</sup> Street, P.O. Box 310, Port Orford, OR 97465. 541-332-3681 ext.240.
6. **Events funded by TLT grants should be advertised at least 100 miles from Port Orford, and at least 60 days before the event.** Tear sheets can be included in the final report. Also, all events should provide information regarding their event to the organizations on the Media List provided by the TLT Committee that offer free PR on their event calendars

**II - The Review Process**

1. All grant applicants will be notified of the time, date, and location of a meeting where the committee will review applications. It would be helpful to have a representative from your organization at that meeting to answer any questions if a follow up meeting is deemed necessary.
2. Applicants will be notified if their grant application is not accepted due to non-compliance.
3. The committee will submit the approved applications to the City Council for a vote at the February 21, 2019 Council meeting.
4. Grantees will be notified of the City Councils final approval.

**READ THIS: below are the instructions for receiving the funds, as well as reporting requirements; please keep these instructions until a financial report is submitted to the City upon project completion.**

**III - Drawing Funds**

1. **To receive the grant funds, your organization must submit a Check Request to City Hall** and mail it to City of Port Orford, P.O. Box 310, Port Orford, OR 97465 or hand deliver it to 555 West 20<sup>th</sup> Street

**IV - Required Reports – To Be Considered for Future TLT Grants, You Must:**

1. Within **sixty (60) days after the completion** of the funded project, provide a financial report, including copies of all invoices paid with grant funds as well as invoices or volunteer time for matching funds. Mail the report and substantiating materials to the City address.
2. If the project expenses are less than the grant money requested, those funds must be returned to the City by **June 15, 2020**, or the completion of your project.
3. If the project is not completed by **June 30, 2020**, a progress report must be sent to the City by that date, including reasons for extension of your grant period and estimated completion date.
4. We request two photos of your completed beautification project or event for the City's records.

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**2019-2020 GRANT APPLICATION FORM**

Grant project design requirements: 1) your project must enhance and/or beautify the city; 2) promote the development of the city's tourism industry through promotion outside the city; or 3) support projects designed to attract visitors to the city. All projects must reflect the full diversity of the Port Orford community.

1. Project Name: \_\_\_\_\_
2. Organization or Business Name: \_\_\_\_\_
3. Contact Name(s) and Title: \_\_\_\_\_
4. Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_
5. Is organization a non-profit? \_\_\_\_\_ Number: \_\_\_\_\_
6. Previous recipient of TLT Grant Funds? Yes \_\_\_ No \_\_\_ if yes, when and how were the funds used?  
\_\_\_\_\_  
\_\_\_\_\_
7. Grant Project Narrative: A detailed description of the proposed project or the activity and how it will help the City regarding Tourism and Beautification must be included with the application. (Limit to attached page)
8. Projected start date: \_\_\_\_\_ Projected completion date: \_\_\_\_\_
9. Amount requested in this application:    \$\_\_\_\_\_
10. Budget (use attached sheet) a 50% match is required. Businesses must match 50% in cash.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send or deliver application to: City of Port Orford, P.O. Box 310, 555 West 20<sup>th</sup> Street, Port Orford, OR 97465 or e-mail [trichards@portorford.org](mailto:trichards@portorford.org)



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**BUDGET:**

**Project/Program Expenses**

Line Item	Total Cost	TLT Funds	Other Revenue Source
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Other Revenue Sources: include source, amount, and status (i.e. planned, pending, secured)**

Source (Amount)	Status	Source (Amount)	Status

Is the project/program budget included in your organization's operating budget? \_\_\_\_\_

*You may change the number of rows in the tables above as needed. However, all information must be included and the project/program budget is limited to one single sided page*

As described in the TLT Ordinance;

No grant shall exceed fifty percent (50%) of the total project cost. No funds shall be disbursed until the grant recipient shows, to the satisfaction of the City, that it has the matching funds in cash or cash equivalent.