

**CITY OF PORT ORFORD**  
**City Beautification and Tourism Development Fund**  
***Grant Application Instructions for 2018-2019***

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., April 06, 2018. 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 April 19, 2018 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, 2019**, or the completion of your project.
3. If the project is not completed by **June 30, 2018**, 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.

**CITY OF PORT ORFORD**  
**City Beautification and Tourism Development Fund**  
2018-2019 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)



**CITY OF PORT ORFORD**  
**City Beautification and Tourism Development Fund**  
 2018-2019 GRANT APPLICATION FORM

**BUDGET:**

**Project/Program Expenses**

Line Item	Total Cost	TLT Funds	Other Revenue Source
Total	\$	\$	\$

**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.

**Check Request Form**

Date \_\_\_\_\_

Requested by: \_\_\_\_\_

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

Supervisor Approval: \_\_\_\_\_

---

**Amount of Check: \$** \_\_\_\_\_

**Check Payable to:** \_\_\_\_\_ **Vendor#** \_\_\_\_\_

Address \_\_\_\_\_

---

**Purpose of Check (attach invoice, registration form w/copy, other supporting paper):**

---

**Check Disbursement:**

- Mail Directly
- Return Signed check to: \_\_\_\_\_ for mailing

---

**Expense Coding:**

Account

Amount

**Check #** \_\_\_\_\_

**Date Paid** \_\_\_\_\_

**Contact sheet to promote Port Orford events to media  
May 2015**

Here is a list of Oregon media that accept entries in their ongoing Calendar of Events. In your event announcement, include a title of the event, dates, times, description, where, if it costs anything, and photos if possible. Include your name and contact info in case they have questions. To be effective in attracting local visitors for more than just a day trip, this needs to be at least 60 days before the event.

*Emails:*

For the Oregon Coast Visitor's Association, send an email to: [director@ThePeoplesCoast.com](mailto:director@ThePeoplesCoast.com) (The event must be the type to attract overnight guests. Local events aimed at residents do not qualify. List the name, type of event, brief description, dates, times, and if it's free or not.)

For Travel Oregon: Co-Operations Support <[support@co-operations.com](mailto:support@co-operations.com)> (the event must be the type to attract overnight guests. Local events aimed at residents do not qualify. List the name, type of event, brief description, dates, times, and if it's free or not.)

*Most calendars only accept events that you post online directly:*

Oregon Coast Magazine:

[http://www.oregoncoastmagazine.com/ocm\\_media\\_editorial.php](http://www.oregoncoastmagazine.com/ocm_media_editorial.php)

Coast Explorer Magazine: <http://coastexploremagazine.com/contact/submit.php>

OurOregonCoast.com: <http://ouroregoncoast.com/contact.html>

Portland Monthly Magazine: <http://www.portlandmonthllymag.com/site/suggest-event>

JPR: <http://www.publicbroadcasting.net/ksor/events.eventsmain?action=submitEvent>

*Misc:*

If you know about your event a long time in advance (they need events for Jan - June by Oct), go to the Festivals Directory NW : <http://festivalsdirectory.com/festivalfreeNew.html>

And, for The Oregonian, return the attached pdf to them. Guidelines are on the pdf.

# The Oregonian

ESTABLISHED 1850

1320 S.W. BROADWAY PORTLAND, OREGON 97201-3499

## Calendar submissions

Please follow deadlines mentioned in the calendar for which you are submitting this information. If no deadline is listed, this notice should be received by the Listings Desk of The Oregonian a minimum of **3 WEEKS PRIOR TO YOUR EVENT**. Please note that we reserve the right to edit your information. Listings are published in printed editions as space allows. Return this form to Listings Desk, Newsroom, The Oregonian, 1320 S.W. Broadway, Portland, OR 97201; e-mail information to [listings@oregonian.com](mailto:listings@oregonian.com); or send fax to 503-294-4097. To search for events, visit [www.oregonlive.com/events](http://www.oregonlive.com/events) and use the Search All Events Listings tool; the title field acts as a word search, and the only required field is the date range. Questions: 503-294-4050. Thank you.

### Required fields = \*

\*Event title:

\*Web site:

\*Date, day and time of event:

\*Location name:

\*Address:

\*City and Zip code:

\*Cost of the event:

\*Is registration required?

\*Number readers may call for information or reservations.

**Daytime:**

**Evening:**

\*A phone number The Oregonian's Listing Desk staff may call for additional information or questions (**this phone number will not be published**):

**Event description (feel free to submit additional information with this form):**

**Calendar in which you'd like to see your listing appear, if known:**