



Process for Submitting Funding Requests

for

Collaborative Tourism Promotion

Introductory Statement: Approved funding comes from Transient Lodging Tax (TLT) revenues as authorized under Finance Policy #F-12-11-002, Transient Lodging Tax Policy as currently adopted or as amended by the Albany City Council, to be used for an appropriate governmental purpose.

Collaborative Tourism Promotion (CTP): This fund is managed by the City's TLT Advisory Committee. Funding requests may come from or through any recipient organization or outside organization. Funding requests must be supported by a majority of the Committee. Grant funds are used for event start-up costs to outside agencies; new marketing campaigns or expanded advertising for a new element of an existing event; or travel expenses to submit proposals to host events, conferences, and trade shows. The funds shall **not** be used for wages or benefits.

Processes:

1) **Application**

a) **Funding request applications**

1. **cannot be more than five pages;** and
2. must be submitted to Sophie Dykast, Economic Development Coordinator, Albany City Hall, 333 Broadalbin Street SW, P.O. Box 490, Albany, OR 97321.

b) **Grant amount requested**

1. If less than \$10,000: attach at least one written vendor quotation.
2. \$10,000 or more: attach a minimum of **three** written vendor quotations.

c) The TLT Advisory Committee makes the final determination of whether or not funding requests are approved.

2) **Grant Payment**

Grant funds are provided on a reimbursement basis upon submittal of invoices and proofs of payment (canceled checks and/or receipts) for those expenditures outlined in the application to the City of Albany and approved by the TLT Advisory Committee.

3) **Event/Activity Written Report**

After the event/activity, a final written report must be submitted to the City. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity.

If you have questions about the application, process, etc., you can contact Sophie Dykast at 541-917-7654 or sophie.dykast@cityofalbany.net.



**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$

Organization Name:		
Address:		
Contact Person and Title:		
Telephone:	Fax:	E-mail:
Federal Tax Identification Number (if applicable):		

If more space is needed to answer the following questions, please attach no more than five additional pages.

1. Describe the event or activity proposed for which funding is being requested. Be specific.
2. How will this event or activity benefit tourism and the Albany community?
3. Has this event or activity occurred in previous years and/or in another location?
4. Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?
5. Please choose one that best describes your event or activity:

Onetime Ongoing Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No