

Community Partnership Program Guidelines

Applicants may submit multiple applications for consideration

Applicants may seek funding from multiple communities for individual projects.

Separate applications are required for every project that has a distinct scope of work/purpose.

Combined applications, those with more than one scope of work/purpose, will not be considered.

Eligibility:

CPP grants may be awarded to public, private, or non-profit organizations whose project(s) demonstrate an ability to benefit the greater public interests of tourism development and promotion.

Grants may not be awarded to faith based organizations or for projects that provide direct benefit for-profit entities.

Projects will be evaluated on the following qualities:

- alignment with CCTCA and the community's established tourism goals and plans;
- ability to generate overnight stays within Clackamas County;
- likelihood of attracting tourists/visitors from outside the community;
- inclusion of more than one community, lodging, or tourism partner;
- leverage of additional dollars and/or resources;
- are self-sustaining, have growth potential, or are capacity-building; and
- offer measurable or demonstrable ROI.

Acceptable Project Examples:

- Geocaching Challenges
- Maps, Brochures, and Flyers
- Responsive Websites
- On-line Marketing
- Co-op Advertising Buys
- Interpretive Panels & Signage
- Driving or Walking Tours
- Agritourism or Heritage Loops
- Festivals and Events
- Organized Rides/Runs

Ineligible Projects & Expenses:

- those providing profitability or benefit to a single lodging partner, business, or individual
- capital projects benefiting a private, for-profit enterprise or property owner
- compensation to applicant/awardee for executing their own projects (some other entity from within the community needs to want the project and submit an application.)
- "grant administration" or "project management" expenses from applicant/awardee for executing the project
- entertainment
- alcohol
- community beautification, streetscape, or banner projects
- normal operating costs or what could be considered a "normal cost of doing business"

Misc:

Events and activities that receive funding through this program need to be of potential interest and open to the general public; either free, through general admission ticketing or registration.

Capital improvement or infrastructure projects must have a preponderance of ability to increase or benefit out-of-area visitation. Example - playground equipment at a local park would not qualify as an eligible project. Amenities/features at a park along a designated cycle, water trail or hiking route or trail system that would make the site more attractive to out-of-area through travelers would.

Dates & Timelines

Feb. 6, 2020 - **Reports Due for 2019 Funded Projects** (those with outstanding reports from a prior year or with outstanding award refunds will not be eligible for 2020 consideration)

Feb. 20, 2020 at 5:00 pm - **Application Deadline for 2020 Grant Cycle** (incomplete and late submissions will not be considered)

Feb. 25, 2020 - Completed application packets emailed to local review committees for consideration

Mar. 24, 2020 - Funding recommendations from local review committees sent to OMHT for processing

April 7 - 21, 2020 - Award Agreements emailed to awardees. Funds will be issued upon remittance of signed agreements.

Dec. 31, 2020 - Completion Deadline for 2020 Funded Projects

Feb. 8, 2021 – Reports Due for 2020 Funded Projects

TERMS & CONDITIONS

1. **Applicants/awardees agree to use program forms and templates** as provided by Clackamas County Tourism & Cultural Affairs/Oregon's Mt. Hood Territory (OMHT).
2. **Applicants/awardees agree to adhere to program dates and timelines.**
3. **Applications and Yearend Reports are submitted on-line.**
4. **Projects selected for funding shall be tourism-related and fit within in the PROGRAM GUIDELINES and TERMS & CONDITIONS.**
5. Projects selected for funding shall **offer measurable/demonstrable returns on investment (ROI)**. Measurement of ROI may include creation of overnight stays; numbers of attendees/participates from outside the area; increased capacity or sustainability of existing events/activities, or a demonstrable ability to get visitors to shop, dine, visit local heritage or cultural attractions, participate in recreational opportunities, or otherwise entice them to "linger longer".
6. Applicants/awardees whose project(s) have been identified for funding through a local review process agree to **submit a signed FUNDS ACCEPTANCE AGREEMENT (AGREEMENT)** to OMHT before funds will be released.
7. Applicants/awardees agree to **remit an IRS W-9 (Taxpayer Identification Number & Certification) to the Clackamas County Finance Department**, if one is not already on file, before funds will be released. NOTE - This will result in an **IRS 1099 Income Statement being generated** and sent to the awardee at the end of the tax year.
8. In cases where there is not an IRS registered organization connected with a selected project, an OMHT approved **third-party may receive funds on behalf of an applicant/awardee** provided the third-party agrees to assume all applicant/awardee responsibilities as outlined in these Terms & Conditions and they remit a signed AGREEMENT. Such parties should ideally be identified in the grant application.
9. Applicants/awardees who receive grant funds **agree to submit Yearend Reports** that include an accounting of how funds were expended, as well as project performance and/or measurements. Copies of invoices and receipts are required.
10. **Failure to submit a Yearend Report** for a project that received an award precludes consideration for any future OMHT grant until the situation is corrected.
11. For **awards that create or enhance websites**, applicants/awardees agree to install analytic software, preferably Google Analytics, and share reports with OMHT showing traffic to the site.
12. For **awards for marketing or promotional materials, maps, brochures, websites, etc.**, applicants/awardees agree to include the Mt. Hood Territory logo and/or URL into

the final product. Electronic copies of logo art files are available at www.mthoodterritory.com/logos . All application of the Mt. Hood Territory logo shall be reviewed and approved by OMHT's Marketing Manager, [Jeannine Breshears](mailto:jeannine@mthoodterritory.com) – jeannine@mthoodterritory.com or 503-655-8419.

13. For **awards for events and/or activities where a sponsorship program exists**, applicants/awardees agree recognize OMHT as a sponsor commensurate with established sponsorship levels.
14. **Projects that receive CPP funding in 2020 shall be completed by December 31, 2020.**
15. **Extensions are possible for extenuating circumstances beyond the control of the applicant/awardee.** To request an extension, contact OMHT's Community Relations Coordinator, [Jim Austin](mailto:jim@mthoodterritory.com) – jim@mthoodterritory.com or 503-742-5901, by November 17, 2020. Extensions are generally granted for no more than 90 days.
16. **Applicants/awardees agree to return unexpended award funds** upon project completion, or at the end of the program year (December 31, 2020), unless an extension has been granted by OMHT.
17. **Failure to return unexpended award funds** from a prior grant cycle precludes applicants/awardees from being considered for any other OMHT grant until the situation has been corrected.
18. **Applicants/awardees agree to execute their project and use award funds as specified in their application and in keeping with any conditions** included in their AGREEMENT.
19. **OMHT retains the right to request that applicants/awardees return award funds**, in part or in whole, should it be determined that funds were used for purposes other than those specified in the application, not in keeping with conditions outlined in the AGREEMENT and/or the PROGRAM GUIDELINES, TERMS & CONDITIONS.
20. **Changes to an awarded project's scope of work (SOW)**, as specified in the application and authorized in the AGREEMENT, are possible. To request approval for a SOW change, contact OMHT's Community Relations Coordinator, [Jim Austin](mailto:jim@mthoodterritory.com) – jim@mthoodterritory.com or 503-742-5901, before initiating changes.
21. **Applicants/awardees are solely responsible for** paying: their own taxes (federal, state and local or any type or amount); consideration owed to their own contractors or agents; operational expenses; wages, salaries, benefits, withholdings, and assessments for employees; and damages or settlements for claims arising from the negligent, reckless, or intentional acts of its principals, employees or agents, all without contribution from Clackamas County, Clackamas County Tourism and Cultural Affairs Department, or Oregon's Mt Hood Territory.

22. Applicants/awardees will execute their project and provide the scope of work as described in their Application/Agreement as independent contractors. Nothing herein shall be interpreted as establishing the relationship of employer/employee, principal/agent, legal partnership, joint venture, association, or any other type of legal or business relationship between Clackamas County, Clackamas County Tourism and Cultural Affairs Department, or Oregon's Mt Hood Territory.

If questions please contact:

Jim Austin
CPP Grant Administrator
Clackamas County Tourism & Cultural Affairs Dept.
Jim@mthoodterritory.com
503-742-5901