



2017/18 Tourism Partnership Development Grant

Eligibility and Criteria

Important: Read through **all** Eligibility and Criteria for Development Grant Applications before submitting a pre or main application. Incomplete or incorrectly formatted applications will not be accepted.

ELIGIBILITY

- Attendance at a Development Grant Orientation Workshop is **required** prior to the submission of the *Development Grant Application*. This year's workshop dates are June 21 and 27, 2017. Contact Samara@mthoodterritory.com, if you cannot attend a scheduled workshop. (If your organizations grant writer attended a previous Development Grant workshop, attendance is encouraged but not required.)
- Open to public, private and nonprofit organizations whose project benefits the greater public interests of tourism development. This grant will not be awarded to a project that emphasizes private profitability and /or one where the investment could be considered a regular cost of doing business.
- To be considered an application should have confirmed funding for the balance of budget beyond CCTCA's allocation. If other funding is contingent on CCTCA's approval, grants will be approved but not paid out until all funding needed is in place to complete the project.
- Consideration will be given to projects that require phased work requesting funding over more than one year funding/grant cycle as well as one-time projects.
- Conditions of any previous Development Grants must be fulfilled in order to receive subsequent Development Grant funds. (Note: Phased projects are not guaranteed future funding.)

CRITERIA

[Project Pre-applications](#) will be evaluated by CCTCA staff. *Pre-applications* demonstrating sufficient baseline project strength will be invited to submit a *Tourism Development Grant Application packet*. The Development Grant Application packet will be reviewed by a Tourism Grant Advisory Committee. The Tourism Grant Advisory Committee will make their recommendations, using the following criteria, to TDC members.

- *Project clearly aligns with one or more of the stated goals of the Tourism & Cultural Affairs Department as outlined in the [2017-22 Strategic Priorities](#) and the areas noted under "Project Eligibility" in the Grant Application*
- *The number and quality of partnerships working together to meet project objectives*
- *Ability of project to leverage investment & ROI through matching of in-kind and/or financial contributions by other organizations*

- Ability of the project to clearly increase overnight stays in Clackamas County either in the near term or in the long term depending on project phase of development
- Demonstrated ability of the project to become financially self-sustaining after term of grant request is complete
- Readiness of project to commence in a timely manner with initial objectives as identified in the grant application upon receipt of CCTCA grant funding
- Ability of project to increase visitor's desire to 'linger longer' and spend more time/money in Clackamas County

SUBMITTAL

Submit applications through the online form.

Applications submitted by email **must be** formatted for printing. All requested materials must be emailed as **PDFs**, and one printed copy of all requested materials must be delivered to Clackamas County Tourism by due dates.

The grant application form (Word document) and the grant supporting documents (budget worksheet, project plan, proof of project's resources, milestone timeline) must be combined into a single PDF document to submit online. If the document is larger than 24 MB, email drop box link to samara@mthoodterritory.com

CCTCA INVOLVEMENT

As appropriate and agreed upon, CCTCA would require inclusion/input at key planning and execution points.

EVALUATION

A formal evaluation process will be outlined with brief milestone progress reports due quarterly and a formal summary due no more than 30 days after project completion. Successive payments on approved multi-year grants for the next fiscal year will be made only with the achievement of mutually agreed upon milestones.

* A second grant application cycle will occur if grant funds are not completely allocated with first-round applications.

Development Grant FY17-18 Timeline

June 21st and 27th – Orientation (required) Contact Samara to RSVP or if you are unable to attend on these dates.

August 3rd – Pre-Applications due to Tourism

October 12th – Full Application packets due

November 2017 – Grant Advisory Panel reviews application packets;

Recommendations made to Tourism Development Council at following month's TDC meeting.

This completed application packet must be emailed to samara@mthoodterritory.com by 5 p.m., October 12th, 2017.

Contact [Samara Phelps](mailto:samara@mthoodterritory.com) (503.742.5910) with any questions.