

TRANSIENT ROOM TAX COMMITTEE  
GRANT APPLICATION GUIDELINES  
Updated March, 2020

**CRITERIA**

The purpose of the Transient Room Tax is to promote tourism and economic development in Grant County

- Tourism – Economic activity resulting from tourists
- Tourist – a person who, for business, pleasure, recreation, or participation in events related to the arts, heritage, or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person’s community of residence, and that trip required the person to travel more than 50 miles from the community of residence or includes an overnight stay.
- Economic Development – the process in which an economy grows or changes and becomes more advanced, especially when both economic and social conditions are improved.

This includes promotion, acquisition, construction, operation and maintenance of recreational, cultural and tourist related services and the advertisement thereof to the traveling public. The revenue is to be used to draw tourists and/or visitors from outside the area and is not to be used to supplement organizational budgets.

- Project Budget – All costs - Expenses and Income related to project you are requesting grant funds for.
- The project/event must be open to the general public. Events that limit participation may be considered by the Transient Room Tax Committee if the purpose of the project/event is related to tourism, economic development, or the cultural/heritage of Grant County.

The committee will not consider applications after the fact. Applications from organizations for ongoing funding for a project will be limited to three (3) times. Exceptions to this rule will be made on a case-by-case basis. No one organization may receive more than \$3,000.00 per event or project/phase and no more than \$3,000.00 per year.

The committee will not consider applications from “for profit” entities.

Awards will be limited to events or capital projects/phase to be completed within 120 days from the award date. The committee may provide a letter of intent to make an award to the event or capital projects/phase.

For capital projects to be considered, the applicant must have written commitments to hold specific events within 180 days of the completion of the project. (*For example: The Frontier City Track project claims the track will enable them to hold District Track tournaments. The applicant must have a written commitment from “the board” that determines where and when to hold district track tournaments and a commitment that they will hold the tournament at Frontier City Track.*)

Organizations not completing the Event or Capital Project/Phase within 120 days of the award must return the funds to the Transient Room Tax Committee within 150 days from the award. RETURNING the funds, if required, does not preclude the applicant from reapplying for the same project within the same year. NOT RETURNING the funds, if required, will preclude the applicant from consideration of future funding.

Priority will be given to applications in order of anticipated economic impact, based on a. direct spending b. indirect spending c. induced spending d. infrastructure. Projects or events which will result in overnight stays will be given priority over one day events.

## **ELIGIBILITY**

Only recognized Grant County organizations shall be eligible to apply for funds from the Transient Room Tax fund.

## **MEETINGS**

The regular meeting of the committee is scheduled on the last Tuesday of each month.

## **APPLICATIONS**

Application forms are available at the Grant County Chamber of Commerce office, 301 West Main Street, John Day OR 97845.

Requests must be submitted by the 20<sup>th</sup> of the month to be considered at the monthly meeting. Any requests submitted after that date will be held until the following month for consideration. Completed applications must be submitted to the Grant County Chamber of Commerce office.

## **AN ORGANIZATIONAL BUDGET MUST BE INCLUDED WITH THE APPLICATION.**

The Office Manager of the Grant County Chamber of Commerce shall notify the applicant in writing within five (5) business days of the committees' decision.

## **FOLLOW-UP REPORT**

As a requirement for receipt of Transient Room Tax Funds you **must** submit the evaluation form of how the funds were disbursed, including receipts and what the impact was on the community or no future funding will be considered. The report must be filed with the Chamber of Commerce within thirty (30) days of the completion of the project for which funding was granted. Failure to provide the written evaluation form timely will preclude applicant from consideration for future funding.

## **APPEAL PROCESS**

Organizations whose grant applications are denied by the Committee have the right to request an appeal within thirty (30) days of the date of denial. All appeal requests must be submitted in writing to the Grant County Chamber of Commerce, Board of Directors, 301 W. Main St., John Day OR 97845. The Board of Directors will have thirty (30) days to make a final determination. The Executive Director will notify the applicant in writing, by mail, within five (5) business days of the committees' decision.