

**CITY OF PORT ORFORD**  
**City Beautification and Tourism Development Fund**  
**Grant Application Instructions for 2023-2024**

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 [jharrison@portorford.org](mailto:jharrison@portorford.org).
3. The application must be completed in full. Please be detailed.
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 cash match, only.
5. All applications are to be at City Hall on or before 4:30 p.m. February 20, 2024. City Hall is located at 555 W. 20<sup>th</sup> Street, P.O. Box 310, Port Orford, OR 97465. 541-332-3681 ext 260.
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 organization on the Media List provided by the TLT Committee that offer free PR on their event calendar.

**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.
4. Grantees will be notified of the City Councils final approval.

**READ THIS: Below are 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 get a Check Request Form from 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. Funds are disbursed quarterly based on the proportion of Transient Lodging Tax revenues received at that time.

**IV - Required Reports – To Be Considered for Future TLT Grants, You Must:**

2. Within **sixty (60) days after the completion** of the funded project, your organization must provide a financial report, including copies of all invoices which were paid with grant funds as well as invoices or volunteer time for matching funds. The report and substantiating materials are to be sent to The City address.
3. If the project expenses are less than the grant money requested, those funds must be returned to The City by **June 30 2024**, or the completion of your project.

4. If the project is not completed by **June 30, 2024**, a progress report must be sent to The City by that date, including reasons for extension of your grant period and estimated completion date.
5. We request two photos of your completed beautification project or event for The City's records.