



# TOURISM GRANT PROGRAM

## SPRING 2024

The City's Tourism Grant Program is funded through the Roseburg transient lodging tax collected within city limits.



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## APPLICATIONS DUE

July 5, 2024 by 5:00 p.m.

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# TOURISM GRANT PROGRAM

## PROCESS

1. Depending upon availability of funds, the Economic Development Commission considers applications for tourism related events or projects each spring and fall. Notice of grant availability is disseminated through the City's website and local news media.
2. Applications must be submitted by email (cdd@cityofroseburg.org), mail or in person to the Community Development Department located at City Hall, 900 SE Douglas, Roseburg, OR 97470 by 5:00 p.m. on the advertised submission closing date. Any application submitted after this date shall not be considered.
3. After the closing date, a review team shall evaluate all applications for compliance with the City's tourism goals.
4. The review team shall forward all applications and recommendations for funding to the City's Economic Development Commission for consideration at their regular spring and fall meeting.
5. Applicants shall be notified as to the status of their application. Those that successfully pass the initial screening are welcome to attend the Commission meeting. It is important that the application provide all necessary information to support the grant request. Applicants shall not be allowed to make a presentation to the Commission; however, if the Commission deems necessary, five minutes shall be allowed to respond to specific questions.
6. Upon completion of the Commission review, applicants shall be notified as to grant award or denial.
7. Successful applicants will be required to enter into a Personal Services Agreement with the City of Roseburg. In most circumstances, insurances that are required to comply with this agreement are listed below:
  - **Commercial General Liability.** Throughout the term of this Contract, CONTRACTOR shall maintain continuously in a broad commercial general liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, with an aggregate of \$4,000,000, for bodily injury, personal injury or property damage. The policy shall also contain an endorsement naming the CITY as an additional insured, on a form satisfactory to CITY, and expressly provide that the interest of the CITY shall not be affected by CONTRACTOR's breach of policy provisions. Such policy must be maintained in full force and effect for the duration of this Contract, failure to do so shall be cause for immediate termination of this Contract by CITY. Any additional insured requirements included in this Contract shall both provide completed operations coverage after job completion and coverage that is primary and non-contributory. Claims Made policies will not be accepted.
  - **Automobile Liability Insurance.** At all times during the term of this Contract, and at the sole expense of CONTRACTOR, CONTRACTOR shall maintain "Symbol 1" automobile liability coverage including coverage for all owned, hired and non-owned vehicles, equivalent to a combined single limit per occurrence on not less than \$1,000,000 for bodily injury or property damage.

- **Liquor Liability Insurance.** Should an event include the provision of alcohol, CITY shall be named as an insured for liquor liability in the amounts listed under Commercial General Liability. Proof of liquor liability insurance with the City as an insured must be provided prior to contract execution and release of grant funds.
8. Upon completion of the event or project for which a grant is awarded, the applicant shall submit a financial statement and report to the City. This written report shall include attendance information and statistics regarding out-of-town visitors attracted to Roseburg as a result of the grant.
  9. In the event that awarded funds are not completely used for the project/event intended, it is at the discretion of the City to request the funds be returned or allocated to be used for seed money for a subsequent year's project.

# HOTEL/MOTEL TOURISM GRANT PROGRAM

## *INSTRUCTIONS*

1. Applications will not be considered if the instructions or format are not followed or they are submitted after the published deadline.
2. Applications must be legible. All portions and requirements of the application must be completed, if only to note that it may not be applicable.
3. Applications must be complete with budget and signatures of the applicant representative and any co-sponsors. The applicant representative shall be responsible for executing the Personal Services Agreement with the City of Roseburg and providing the required insurance certification and taxpayer identification.
4. Applications shall only be considered from:
  - Registered businesses (Roseburg registration may be filed after grant award)
  - Registered 501(c)(3) organizations
  - Other 501(c) tax exempt organizations, or
  - Governmental entities
5. The following is a partial list of activities that are **not eligible** for grant consideration:
  - Funds to cover general administrative costs
  - Funds to cover operational expenses
6. Any grant of \$7,500 or more, approved by the Economic Development Commission must also receive approval from the Roseburg City Council.
7. Extra consideration shall be given to projects that will increase tourism during the off-season (Labor Day through Memorial Day) and long-term capital projects with a life expectancy of at least ten years.
8. The City reserves the right to reject any and all applications.

**TOURISM GRANT APPLICATION**  
**CITY OF ROSEBURG ECONOMIC DEVELOPMENT COMMISSION**  
900 SE Douglas, Roseburg, OR 97470  
(541) 492-6750

*Attach additional material as deemed necessary to provide  
full information regarding your project/event.*

Amount Requested \$

Project/Event Name:

Applicant Organization:

Governmental Entity

Non-Profit Organization

Business Enterprise

Address:

Phone:

E-Mail Address:

Responsible Party & Authorized Signer:

Co-Sponsors (if applicable):

**Description of Project/Event:**

**Describe how the project will fulfill the City's objectives to increase tourism by funding tourism promotion.** (Ex: Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists/Marketing special events and festivals designed to attract tourists) or tourism related facilities (Ex: Conference, convention or visitor information center or a capital project that has a substantial purpose of supporting tourism or accommodating tourist activities):

**Objectives of the Project:**

**Describe how this project/event may showcase the Roseburg area and provide other economic benefits to the community aside from tourism:**

**Target Market or Audience** - How and where will this be promoted?

**Project Strategy:**

**Have you previously applied for funding from the City?**

Yes	No	If so, when?	Amount granted \$
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*Upon completion of the project/event, the grantee will be required to provide a written report as to the success of the grant. Part of this report will include information on how many people visited Roseburg as a result of the project. Describe how the applicant intends to garner this information.*

Applicant Typed Name and Signature (This person shall be responsible for contract execution.)	Date
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Co-Sponsor Typed Name and Signature	Date
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Co-Sponsor Typed Name and Signature	Date
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# BUDGET PROPOSAL

Amount Requested:

Project/Event Name:

Date of Project/Event:

Do you charge for attendance?    Yes                      No                      If yes, how much?

Expected attendance:    Expected attendance revenue:

Other Revenues (Without City funds):

Type	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total Non-Tourism Funds	_____

Estimated Expenses:

Materials and Supplies	_____
Labor Costs	_____
Advertising	_____
Capital Outlay	_____

Total Expenditures \_\_\_\_\_

Net Income/Loss without City Participation \_\_\_\_\_

City Funding Request \_\_\_\_\_

Explanation for requested amount (specifically delineate the materials, supplies, labor, advertising and capital outlay expenses, if applicable). Budget information must include anticipated expenditures and revenues:

**MURAL BUDGET PROPOSAL (if applicable to application)**

***Any grant application for a mural must be accompanied by a rendering of the proposed mural***

Mural Location:

Property Owner:

Estimated date of completion:

Other Revenues (*Without Tourism Funds*)

<u>TYPE</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
Total Non-Tourism Funds	_____

Estimated Expenses:

Materials and Supplies

Labor Costs

Other

Total Expenditures

Net Income/Loss

Without Tourism Participation

Tourism Funding Request

Explanation for requested amount: