

OREGON WINE COUNTRY LICENSE PLATES MATCHING GRANTS 2021-2022 GUIDELINES



I. PROGRAM INTENT

TRAVEL OREGON'S MISSION AND GRANTS PROGRAM KEY INITIATIVES

The mission of Travel Oregon is to inspire travel that drives community enhancement and economic development, creating a better life for Oregonians through strong, sustainable local economies. With funding provided through sales of the Oregon Wine Country license plate, Travel Oregon has established a program to make grant awards available to “tourism promotion agencies” for projects that promote wine and culinary tourism.

Oregon Wine Country License Plates Matching Grant applicants may apply for grants of up to \$50,000 per project and may apply for no more than two projects in the same cycle. Each project requires its own application. Applicants must demonstrate a 1-to-1 match with at least 50% of matching funds being cash.

Oregon Wine Country License Plates Matching Grant projects must promote wine and/or culinary tourism.

INVOLVING YOUR REGIONAL DESTINATION MANAGEMENT ORGANIZATION (RDMO)

Travel Oregon has identified seven (7) regions within the state through the Regional Cooperative Tourism Program.¹

Applicants are strongly encouraged to contact their local Destination Management Organization (DMO)² and Regional Destination Management Organization (RDMO)³ about the grant project idea and request letters of support to enhance their overall application. *Please note: RDMOs will be unable to provide last-minute requests for letters of support and need to be provided with a minimum of seven days to respond.*

II. ELIGIBILITY

ENTITY ELIGIBILITY

Eligible applicants include those that are “Tourism Promotion Agencies” in Oregon. ORS 320.300 defines “Tourism Promotion Agency” as:

- An incorporated nonprofit organization or governmental unit **responsible for the tourism promotion of a destination on a year-round basis.**
- A nonprofit entity that **manages tourism-related economic development programs and projects.**
- A regional or statewide **association that represents entities that rely on tourism-related business for more than 50% of their total income.**

¹ Read more about the Regional Cooperative Tourism Program, including the marketing plans for each region, Industry.TravelOregon.com/RCTP

² For more information about DMOs, visit Industry.traveloregon.com/resources/tourism-in-oregon/destination-management-organizations/

³ For more information about RDMOs, visit Industry.TravelOregon.com/RDMO

ENTITY INELIGIBILITY

Ineligible applicants include those listed below:

- For-profit entities.
- Entities that have a bankruptcy or other financial corruption within the past five years.
- Entities that have failed to fulfill past grant award requirements within the past three years (includes: project completion, submission of required grant reporting, proper use of grant funds).

PROJECT ELIGIBILITY

Eligible projects or initiatives must provide for the improvement or expansion of the tourism economy in Oregon.

Projects must promote wine and/or culinary tourism.

“Tourism promotion” is defined as:

- Advertising, publicizing or distributing information for the purpose of attracting and welcoming visitors.
- Conducting strategic planning and research necessary to stimulate future tourism development.
- Operating tourism promotion agencies (specific to wine and culinary tourism efforts).
- Marketing special events and festivals designed to attract visitors.

Project is intended to increase the likelihood of visitation from 50 miles outside the local area. Though it is not a requirement, ideally, the project will lead to an increase of overnight stays in local lodging facilities. Partnerships with tourism entities and businesses, economic development and/or government entities are looked upon favorably and strengthen an application.

As recovery efforts from the COVID-19 pandemic continue, the following project types will be given preference in funding:

- Print/broadcast advertising.
- Bolstering marketing presence in target markets or maintaining a presence in existing markets.
- Familiarization tour support.
- Marketing of wine/culinary events.
- Strategic planning/research or feasibility studies to stimulate future tourism development.
- Planning or marketing initiatives that address seasonality and/or recovery or resiliency from wildfire/climate change issues.
- Operation of tourism promotion agency (specific to wine and culinary tourism efforts). **preference based on need*
- Projects that emphasize strengthening diversity, equity or inclusion.

INELIGIBLE PROJECTS AND ACTIVITIES

The following activities are **not** eligible for grants:

- Projects that are not directly related to promoting Oregon's wine or culinary industry.
- Mobile app development.
- Costs of staff or consultant salaries, mileage or associated fees that are not directly associated with wine and culinary tourism promotion.
- Projects that emphasize private profitability and/or investments that could be considered a regular cost of doing business.
- Deferred, regular or ongoing maintenance and upkeep.
- Cannabis or tobacco tourism-related projects.

III. DEVELOPING A STRONG APPLICATION

Applications should be clearly written and present a strong case for support. Preferences identified that will enhance a grant application's competitiveness include:

- Project type is one of the eight listed on page 3 under Project Eligibility.
- Project goals that align with regional and/or local objectives.
- Projects that address a need in the tourism industry and show potential to generate significant regional and/or local impact.
- Community support is evident both through local cash or in-kind match contributors and support letters.
- Applying entity has a track record of effective work, evident through strong support letters.
- Good planning is evident in the project timeline and budget.
- Plans for evaluating impact are clear, appropriate and achievable.

PROJECT BUDGET

The grant project budget must be submitted using the Excel template provided by Travel Oregon⁴. Grant recipients are required to keep the project budget updated throughout the lifetime of the grant, unless the project is for professional development training (see Section V. for more information on reporting requirements). A final budget, including documentation for expenses incurred, will be required to upload in the Grant Accomplishment Report.

⁴ [Download the Grants Project Budget](#)

MATCHING FUNDS

Grant applicants must provide a 1-to-1 match of the total amount awarded. Matching funds must include a minimum of 50% cash match of the total amount awarded. Additional match above the required 50% cash match may come as in-kind services.

[Regional Cooperative Tourism Program \(RCTP\)](#) funds are eligible for use as matching funds.

SIGNAGE

Grant projects that involve signage of any kind require approval letters from each organization or entity involved in permitting or approving signage installation. Evidence of approval must be on official letterhead and be included with any other support letters when submitting the application.

Applications will not be considered unless evidence of approval have been submitted.

IV. REVIEW OF APPLICATIONS; DECISION TO AWARD

The application process will open for a 35-day window. Applications will be reviewed and decisions to award will be made based on the following:

- Degree to which grant project furthers wine and culinary tourism promotion.
- Includes intended outcomes and return on investment for positive economic impact on community/region as a direct result of the project.
- Potential for project to stimulate and generate culinary tourism economic development.
- Demonstrates clear viability, integrity and long-term sustainability of the project.
- Demonstrates that applicant and project meet the eligibility requirements of Section II, and that the application is complete and contains all information required by these grant guidelines.
- Supports application enhancements as identified in the Preference section of these guidelines.

Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the Oregon Wine Country License Plates Grants Program, to award a different amount than is provided in a grant application, to make changes to the Grant Guidelines or to cancel the Oregon Wine Country License Plates Grants Program in its entirety.

V. GRANT CONTRACTS

Applicants who are awarded a grant will enter into a contract with Travel Oregon, which includes agreements to comply with all guideline requirements and to complete project as approved.

BUDGET MONITORING; TIMELINES

Projects will be monitored by Travel Oregon. Grant recipients shall maintain accurate records and will use provided report templates for submission of all required information. Grant recipient will be required to keep an ongoing, updated timeline and budget throughout the lifetime of the grant. Travel Oregon may request copies of the working budget throughout the lifetime of the grant. Travel Oregon will provide access to all reports and additional forms required.

NOTE: Grants for professional development (conference or training participation) do not need to maintain an ongoing budget and timeline. However, grant recipient will be required to submit an initial budget and timeline stating anticipated travel costs (on a [per diem schedule](#)) and registration costs. Detailed information on required reporting can be found in the Grant Reports section of these guidelines.

RECOGNITION

In many areas of Oregon, a regional style guide has been developed for use by tourism businesses and destination marketers. Grant recipients are encouraged to adopt these guidelines in order to better align with other communication efforts. Wine industry members are encouraged to utilize the newly created [Oregon Wine brand assets](#).

Grant recipient shall visibly display on all finished grant projects (publications, websites and other significantly visible project activities) the acknowledgement: *"This project has been funded in part by an Oregon Wine Country License Plates Matching Grant."*

Do not place recognition on wayfinding signage, unless authorized to do so by Travel Oregon. Grant recipient must submit signage designs to Travel Oregon for review prior to production and placement.

PROJECT DESIGN

Grant recipient shall allow at least two weeks for Travel Oregon to review the project design and provide feedback (timing will depend on the complexity of the project). Grant recipient must cease further grant project design work until feedback from Travel Oregon has been delivered. While grant recipient is not required to make all recommended changes Travel Oregon may provide, grant recipient must adhere to all grant program requirements. Required recognition could be different than what is listed above and will be included in grant recipient's contract or determined while working with grant recipient.

GRANT REPORTS

All required reports will be submitted through Travel Oregon's online grant management system.

Mid-Project Report

Mid-Project Report is only required for projects over \$10,000 in grant awards. The Mid-Project Report and a current project budget must be submitted to Travel Oregon six months after award notification.

NOTE: All grants that involve construction of any kind are required to complete a Mid-Project Report.

Grant Accomplishment Report and Final Budget

Project must be completed, and Grant Accomplishment Report submitted to Travel Oregon by Dec. 31, 2022. The final budget along with copies of detailed project expenses must be uploaded as part of the report. No further reimbursement will be provided after submission of this report.

GRANT FUNDS DISBURSEMENT

Any grant funds not used as approved shall be returned to Travel Oregon pursuant to the grant contract. Projects must be completed within the approved grant timeline. Following approval and execution of contract, an initial disbursement of up to \$10,000 will be sent to recipient. Recipients are eligible to receive up to 90% of the remaining awarded funds through a reimbursement system, upon invoice and with documentation of expenses. These funds may only be used for costs related to the project and clearly identified in the grant budget. Final disbursement of funds will be sent once the project is complete and the Grant Accomplishment Report and final budget have been submitted, reviewed and approved by Travel Oregon.

You may submit reports earlier than required dates if your project timeline allows. Failure to submit reports by their deadline may result in ineligibility for any future grant programs offered by Travel Oregon.

NOTE: Travel Oregon will not reimburse a grant recipient for any costs associated with a grant project that are incurred before a grant contract has been signed.

VI. QUESTIONS

View the [Frequently Asked Questions \(FAQ\) page](#) for commonly asked questions. [Submit](#) additional questions online. Please allow seven business days for Travel Oregon to respond.

GRANT TIMELINE

Below is the timeline for the Oregon Wine Country License Plates Matching Grants:

August 11, 2021 – **Online Application Opens**

September 15, 2021 (5 p.m.) – **Online Application Closes**

November 15, 2021 – **Oregon Wine Country Plates Grant Application Status Notification (work can officially begin)**

November 22, 2021 (5 p.m.) – **Oregon Wine Country Plates Grant Signed Contract Due to Travel Oregon**

December 31, 2022 – **Project Complete and Grant Accomplishment Report Submitted to Travel Oregon**

GRANT APPLICATION CHECK LIST

Access the 2021-2022 Oregon Wine Country Plates Grants Application ONLINE.

- [View the application questions before you begin](#)
- Refer to the [Frequently Asked Questions \(FAQ\) page](#) for troubleshooting

Before beginning the online application, we encourage applicants to gather all information and/or documents required to submit the application:

- ✓ Proof of Federal Tax ID (IRS tax exempt determination letter or governmental information letter). Look at the FAQ page for further questions or clarification on what is needed.
- ✓ Entity's [Federal W-9 Form](#)
- ✓ Project Budget ([must use the required form](#))
- ✓ Project Timeline ([sample](#))
- ✓ Project Support Letters (Highly recommended, not required)
- ✓ **Signage Project:** Evidence of approval from all parties involved
- ✓ **Distribution Plan:** If producing collateral you must describe your distribution plan and associated budget costs
- ✓ **Construction Permitting:** If your project involves construction you must include plan drawings and approval from permitting authorities if required locally

Please note: There will be an optional upload field at the end of the application that will allow applicants to provide supporting materials that they believe the review committee may find valuable when reviewing the application (examples include: quotes showing advertising costs; current target markets; year-over-year wine/culinary tourism promotion operational costs).

ONLINE APPLICATION

The Oregon Wine Country License Plates Matching Grants application will be available for completion and submission beginning at 8 a.m. PST on Aug. 11. All applications must be completed and submitted online by 5 p.m. PST on Sept. 15.

Access the online application (beginning Aug. 11) here: <https://www.grantinterface.com/Home/Logon?urlkey=otc>

Applicants who have previously applied for a previous Oregon Wine Country License Plates Matching Grant or Travel Oregon Competitive Grant may use their existing password to log on. Once logged into your applicant dashboard, you can access the application by selecting "Apply" in the top navigation. All other applicants will need to select "Create New Account" to begin.

All submissions are final. Be sure to triple-check your work prior to submitting the application.

OREGON'S SEVEN REGIONAL DESTINATION MANAGEMENT ORGANIZATIONS

RDMO: REGIONAL DESTINATION MANAGEMENT ORGANIZATION

The Oregon Tourism Commission has identified seven (7) regions within the state. Each region has one DMO to act as its Regional Destination Management Organization (RDMO). RDMO's submit regional plan proposals for use of state dollars for the Regional Cooperative Tourism Program (RCTP). By leveraging state dollars along with private and public resources, the RDMO's work with Travel Oregon to bolster Oregon's tourism economy. RDMO contact information is listed below.



CENTRAL OREGON

Visit Central Oregon
visitcentraloregon.com | 800.800.8334
Kristine McConnell,

kristine@visitcentraloregon.com

**Counties: Jefferson, Deschutes, Crook, South Wasco County*



MT. HOOD AND COLUMBIA RIVER GORGE

Mt. Hood and Columbia River Gorge Regional Tourism Alliance

hood-gorge.com | 971.378.4006

Lizzie Keenan, lizzie@hood-gorge.com

**Counties: Hood River, portions of Wasco, Multnomah and Clackamas*



EASTERN OREGON

Eastern Oregon Visitors Association
visiteasteroregon.com | 541.970.4551
Alana Garner Carollo,

execdirector@visiteasternoregon.com

**Counties: Sherman, Gilliam, Wheeler, Morrow, Union, Umatilla, Wallowa, Grant, Baker, Harney, Malheur*



OREGON COAST

Oregon Coast Visitors Association
visittheoregoncoast.com | 541.819.9240

Arica Sears, icom@thepeoplescoast.com

**Counties: Clatsop, Tillamook, Lincoln, Coos, Curry, portions of Lane and Douglas*



PORTLAND REGION

Travel Portland
travelportland.com | 503.568.5119
Amanda Lowthian, amanda@travelportland.com

**Counties: Washington, Columbia, portions of Multnomah and Clackamas*



SOUTHERN OREGON

Travel Southern Oregon
southernoregon.org | 541.326.2640
Bob Hackett, bob@southernoregon.org

**Counties: Klamath, Lake, Jackson, Josephine, portions of Douglas*

ACCESS AND DOWNLOAD REGIONAL
TOURISM PLANS
<https://industry.traveloregon.com/opportunities/programs-initiatives/regional-cooperative-tourism-program/>



WILLAMETTE VALLEY

Willamette Valley Visitors Association
willamettevalley.org | 503.881.4442

Tori Middelstadt, tori@oregonwinecountry.org

(until Aug. 13, 2021) tori@willamettevalley.org (starting Aug. 14, 2021) **Counties: Yamhill, Polk, Benton, Marion, Linn, portions of Lane and Clackamas*

Cover page image courtesy of Laura Arbo