

**UNION COUNTY  
TRANSIENT TAX ATTRACTION  
GRANT APPLICATION & GUIDELINES**

**Grant Summary**

Funds shall be used in support of attractions located within Union County that increase economic growth, and the impact of tourism in Union County. This program is administered by the Union County Administrative Office with funding recommendations by the Transient Tax Advisory Committee. Final approval of funding is made by the Board of Commissioners.

**Procedures**

The Review Committee requests a completed application with a short narrative describing the attraction along with a budget. The Committee will review the proposals and may invite applicants to make an oral presentation to discuss the event and the requested funds.

**Program Requirements**

**Proposals:**

Grant applications are to be complete, legible, provide a detailed narrative of the project and its impact on Union County tourism, and include a budget for the event.

**Reporting Requirements:**

A Completion Report must be submitted to the Union County Administrative Office within 60 days of completion of the project. Grant reports are to be complete, legible, provide a detailed narrative of grant usage and include a final budget.

*\*Applicants who do not complete reporting requirements will be disqualified from grant funds for three consecutive fiscal years*

**Criteria**

All proposals will be evaluated using the following criteria:

1. Annual Number of Visitors to Attraction
2. Out of Area Visitors
3. Multi-Day Events held at the Attraction that Encouraged Overnight Stays
4. Purpose of Funds
5. Volunteer/Community Involvement
6. Attraction must be located in Union County
7. Matching Funds (a broad base of funding)

**Miscellaneous**

1. Criteria will be reviewed periodically by the Transient Tax Advisory Committee.
2. Actual funding will be based on revenue generated.
3. Applications may be picked up and returned to the County Administrative Office at 1106 K Avenue, La Grande.



**Project Duration:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**PROPOSED PROJECT BUDGET:**

Revenues:

<u>Source:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>

Partnership Donations or In-Kind Match:

<u>Source:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

<u>Expenses:</u>	<u>Amount:</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**TOTAL TRANSIENT TAX ATTRACTION FUNDS REQUESTED: \$ \_\_\_\_\_**

Please attach a copy of your budget, and any partnership support letters you would like to include with your application.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

**\*\*Due within 60 days of conclusion of project\*\***

**EXPENSE REPORT TO THE UNION COUNTY  
TRANSIENT TAX ADVISORY COMMITTEE**

**PROJECT TITLE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

1. Title and description of your project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Date the event or project was completed: \_\_\_\_\_

3. Number of visitors to attraction: \_\_\_\_\_

4. Estimated percentage of visitors from outside of Union County:

\_\_\_\_\_  
\_\_\_\_\_

5. How were the requested funds used? Please attach documentation:

\_\_\_\_\_  
\_\_\_\_\_

6. How would you describe the success of your project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Provide a copy of your final budget that shows your projected/actual expenditures for each budget line.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date