

◇ **About the Event Grant Program**

This is a program sponsored by the Transient Lodging Tax Committee (TLTC) to promote tourism and economic vitality in Baker County. The TLTC will review applications on an ongoing basis. The TLT funding year begins July 1st of each year. Applications received during the second quarter ending June 30th will be awarded from new fiscal year funds. Funding is limited, therefore it is prudent to plan ahead and get applications in as early as possible. When funds are depleted, it will be the following year before additional grant funds will be available.

◇ **Eligibility**

The Event Grant program is open to all individuals, businesses, or organizations in Baker County. Applicants from outside of Baker County are not eligible to apply unless the project provides a direct benefit to tourism or economic vitality in Baker County.

◇ **Criteria**

1. The event should be a multiple day event with a proven track record for enhancing the food, retail and lodging revenues in Baker County for existing events.
2. The event should enhance all areas of Baker County.
3. The event should bring in both demographic and geographic diverse tourist to Baker County.
4. Will the event happen without an Event Grant or what enhancements will take place with an Event Grant?
5. Enhances Baker County economic vitality.

*Request for Direct Marketing of an event may be referred to Baker County Marketing Director—Timothy Bishop.

◇ **Application Process**

All applications will be accepted no earlier than 180 days and **no later than 60 days prior to the event date**. Grants awards will be funded within the 30 days prior to the event. A presentation including a financial profit and loss statement of the results of the event will need to be completed within 60 days following the event. Return your completed application to the following address:

Baker County Administrative Services

Attn: Shelly Christensen

1995 Third Street

Baker City, OR 97814



BAKER COUNTY TRANSIENT LODGING EVENT GRANT PROGRAM

EVENT GRANT APPLICATION FORM

Name of Event: _____ Federal ID #: _____

Business Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

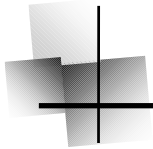
Contact Person: _____ Phone: _____ Email: _____

Additional Contact: _____ Phone: _____ Email: _____

Amount Requested: _____ **Date of Event:** _____

1. Provide a description of the event including the timing and logistics.

2. Describe the benefits the event would bring to the vitality of Baker County Tourism & Economy.



BAKER COUNTY TRANSIENT LODGING EVENT GRANT PROGRAM

EVENT GRANT APPLICATION FORM

3. Give a brief review of the leadership team, which supports this event.

4. Describe the means by which you will review the event upon completion and how you intend to report to TLTC the results you achieved.

5. Provide a narrative of what the TLTC Event Grant funds will be used for and their importance to this event.



BAKER COUNTY TRANSIENT LODGING EVENT GRANT PROGRAM

EVENT GRANT APPLICATION FORM

6. Include a detailed budget for the event and list all estimated sources of revenue and expenses. If a profit is anticipated, please list how the excess funds will be used. Also include any additional grant funding you expect to receive.