

Approved _____
Denied _____

**TRAVEL PENDLETON**  
**501 S. Main St. • Pendleton, OR 97801**  
**Event Grant Application**

**Cover Sheet**

I, the undersigned applicant, attest that the information provided in this application is true and accurate to the best of my knowledge. I further attest that I have the authority to represent the organization listed in all phases of this application process. If this application is accepted for funding, I attest that any grant funds awarded by Travel Pendleton will not be used for any sectarian purpose, which includes but is not limited to political campaigns and religious purposes.

All publications and promotions must include a statement that funding was made possible through a grant from Travel Pendleton.

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Signature	Date	Signature	Date
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**FOR INTERNAL USE ONLY**

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Chairperson, Travel Pendleton	Date
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Tourism Promotion Director, Travel Pendleton	Date
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Notes:

## **Travel Pendleton Event Grant Guidelines And Proposal Submission**

### **Travel Pendleton's Mission**

*The mission of Travel Pendleton is to grow the economic impact of tourism by increasing overnight visitors while enriching local experiences.*

### **Start-Up Grant Goal:**

The goal of Travel Pendleton's Event Grant Program is to stimulate the growth of tourism through new or growing events and festivals which entertain visitors and encourages them to extend their stay thus boosting the local economy. This program will enrich the experiences of visitors and Pendleton area residence while helping to make new events successful. Proposals of up to \$5,000 will be considered.

### **Eligibility:**

Travel Pendleton Event Grants are available for application to organizations that are bringing a new event to the community or building an existing event.

A "new event" is defined as one that is three or fewer years old. A festival or event is eligible for grant consideration during its first three production cycles. An Event/Organization must be in good standing with the community, its suppliers, and participants to be eligible for this grant.

An existing event or festival can apply for a grant to incorporate a new program and or marketing strategy into their event. This program must be significant, have a wide range of appeal, and cause noteworthy growth in attendance.

Travel Pendleton & the TPA Commission reserves the right to grant less than is requested, reject any grant request, or discontinue this program without prior notice.

### **Grant Questions:**

If you have questions feel free to contact Travel Pendleton by email [travelpendleton@pendletonchamber.com](mailto:travelpendleton@pendletonchamber.com) or phone 541-276-7411. Or if you have an event idea and would like to discuss it please contact Travel Pendleton to make an appointment with Yolanda Lennon the Tourism Promotion Director. The office is located at 501 S. Main Street, inside the Pendleton Chamber of Commerce and Visitors Center.

## **Application Submission:**

To be considered for a Travel Pendleton Event Grant, groups or organizations must fill out the Grant Request Form available online or at the Pendleton Chamber of Commerce office and return it filled out with a complete budget and other supportive documents a minimum of 3 months before event dates. Grants will be reviewed by Travel Pendleton – TPA Commission at their normal meeting the 2<sup>nd</sup> Tuesday of each month. Requesting organizations will be notified of the results by Friday of the same week. Organizations can request or may be granted either financial assistance and/or Travel Pendleton event production consulting services (per Travel Pendleton discretion).

Applications should be typed and will be accepted electronically via mail or in person with the exception of the signed cover sheet that must be submitted in person or by mail.

## **Selection Criteria:**

All Grant Requests must address the following criteria:

### **Economic Impact:**

- Who will benefit from your event? (be specific)
- How will the Travel Pendleton grant funds be used?

### **Project Description:**

- Include the name of the project
- Name of the organization
- Contact person
  - Phone numbers
  - Fax number
  - Address
- Amount of grant request
- Project timeline
- Event/project location
- Numbers that will be served and demographics
- Include a brief description of the service, project, or activity (include the purpose, timeframe, who is involved in the event or project, and the projected schedule of activities)
- Include documentation showing the group's intent to purchase event liability insurance indemnifying and holding harmless Travel Pendleton, The TPA Commission, the Pendleton Chamber of Commerce, its agents, officers, and employees. Upon purchase the insurance company should send a copy of the policy to Travel Pendleton.

**Feasibility:**

- Likelihood of success given the organizations resources
  - Staff
  - Volunteer base
  - Expertise of those involved in the project
  - Other funding sources

**Other Criteria:**

Additional consideration will be given to proposals that address the following optional criteria:

- **Leverage:**
  - A commitment of matching support by other external sources or with matching funds from the organization.
  
- **Collaboration:**
  - Plans for partnering with other organizations. Explain who and how you will partner.
  - Any sponsorship acknowledgement that Travel Pendleton would receive at this event.
  - Recipients of the grant must provide information to all lodging properties within the Pendleton City limits either by listing each property or by listing [www.pendletonchamber.com](http://www.pendletonchamber.com) for lodging information on website or other promotional pieces as agreed upon.

The grant committee expects that, to the degree possible, awardees will make provisions for the event to be accessible to individuals with disabilities.

**Project Deliverables:**

Two months after the event a wrap-up report is due back to Travel Pendleton or the event will not be considered for future grant requests. Travel Pendleton requires this report to measure the success of the grant and its effect on the community. This information will be useful to the event and maintained in its files. If there is a legitimate reason that a report cannot be filed within the 60 days following the event please notify the Travel Pendleton office to make the needed arrangements.

The completed report should contain the following information:

- Name of the event

- Contact Information
- Attendance with demographics
- Grant accomplishments (how Travel Pendleton dollars were spent)
- Final financial report including an actual balance sheet clearly showing where Travel Pendleton dollars were spent
- Marketing done for the event/project (include number of impressions)
- Proof of event insurance

**Grant Request Timeline:**

First Tuesday of each month	Grant Requests must be returned to the Travel Pendleton (Pendleton Chamber of Commerce) Office by close of business (5:00 pm Pacific Time)
Second Tuesday of each month	Grants Requests reviewed by Travel Pendleton – TPA Commission and decision made.
Second Friday of same month	Requesting Organization’s Contact Person will be notified of grant process results on or before this date
60 Days After Event	Post Event Wrap-Up report due back to Travel Pendleton

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**Event Grant Application**

Name of Project \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Web Site \_\_\_\_\_

Amount Requested \_\_\_\_\_

Project Timeline \_\_\_\_\_

Groups/Numbers to be served \_\_\_\_\_

Location of the Event \_\_\_\_\_

Has the group previously received a grant from Travel Pendleton? \_\_\_\_\_

How much \$ \_\_\_\_\_ Used for \_\_\_\_\_

1. Briefly describe the service, project or activity (include the purpose, timeframe, who is involved in the project and proposed activities)
2. Who will benefit from the activity?
3. List any other organizations working with you on this project
4. Proposed use of the grant funds
5. How will your project/event affect tourism in the area?

6. Event or project budget (please show both income, expense and sponsorship levels.)
7. How will Travel Pendleton be recognized for their grant?
8. Include a complete list of board and/or committee members.

### **Post Event Report**

Please provide a report within 60 days following your event or upon completion of your project. This report should include the following:

- Attendance with demographics
- How Travel Pendleton dollars were spent and what was accomplished with grant
- Final financial report
- Marketing done (include number of impressions)

### **Additional Information**

If you have questions about the grant program, please contact the Travel Pendleton email: [travelpendleton@pendletonchamber.com](mailto:travelpendleton@pendletonchamber.com) or 541-276-7411.