



TOURISM FACILITIES GRANT REVIEW TASK FORCE AGENDA

The Tourism Facilities Grant Review Task Force will meet at **10:00 A.M.**, on **Wednesday, April 30, 2014**, in the City Manager's Conference Room of the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. A copy of the meeting agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The Tourism Facilities Grant Review Task Force reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting.

TOURISM FACILITIES GRANT REVIEW TASK FORCE **AGENDA** **April 30, 2014** **City Manager's Conference Room** **Newport City Hall** **10:00 A.M.**

- I. Call to Order
- II. Review and Potentially Revise Application Materials
- III. Establish Schedule for Receipt of Applications and Review
- VI. Task Force Comments
- VII. Schedule Next Meeting and Develop Agenda (if necessary)
- VIII. Adjournment

TOURISM FACILITIES GRANT PROGRAM

Purpose

This policy is intended to guide the City of Newport in accepting applications and considering grant proposals for funding under the Tourism Facilities Grant Program established by the Newport City Council. The Tourism Facilities Grant Program is funded by local transient room tax revenues, so state law controls the types of projects to which grants may be provided. If a project cannot meet legal requirements, it will not be awarded a grant.

Title

The provisions adopted by this Resolution shall be known as the "Tourism Facilities Grant Program Rules."

Policy

It is the policy of the city to make grant funds available to qualified applicants without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or familial status.

Definitions

1. "Applicant" means any 501(c) organization or government entity may apply for a grant from the Tourism Grant Program.
2. "City" means the City of Newport.
3. "City Manager" means the City Manager of the City of Newport or the City Manager's designee.
4. "Council" means the City Council of the City of Newport.
5. "Grant Agreement" is the legally binding contract between the city and the grant recipient. The grant agreement consists of the conditions specified in these rules, special conditions enumerated in the agreement, if applicable, and the grant application approved by the City Council.
6. "Grant Funds" means the funds requested by an applicant and/or the funds delivered to a grantee through the Tourism Facilities Grant Program.
7. "Match" is any contribution to a project made up of funds other than grant funds. Match may include:

- a. Cash on hand or cash that is pledged to be on hand prior to commencement of the project;
 - b. Secured funding commitments from other sources; or
 - c. Pending or potential commitments of funding from other sources. In such instances, Tourism Grant Program funding will not be released prior to secured commitment of the other funds. Pending commitments of the funding must be secured within the time provided in the grant agreement.
8. "Tourism Facilities Grant Review Task Force" is a task force, consisting of seven members, appointed by the City Council in accordance with Resolution No. 3553.

Definitions for "Tourism-Related Facilities"

1. "Conference center" means a facility that:
 - a. Is owned or partially owned by a unit of local government, a governmental agency, or a nonprofit organization; and
 - b. Meets the current membership criteria of the International Association of Conference Centers.
2. "Convention center" means a new or improved facility that:
 - a. Is capable of attracting and accommodating conventions and trade shows from international, national and regional markets requiring exhibition space, ballroom space, meeting rooms and any other associated space, including but not limited to banquet facilities, loading areas, and lobby and registration areas;
 - b. Has a total meeting room and ballroom space between one-third and one-half of the total size of the center's exhibition space;
 - c. Generates a majority of its business income from tourists;
 - d. Has a room-block relationship with the local lodging industry; and
 - e. Is owned by a unit of local government, a governmental agency or a nonprofit organization.
3. "Tourism" means economic activity resulting from tourists.
4. "Tourism-related facility":
 - a. Means a conference center, convention center or visitor information center;

- b. Means other improved real property that has a useful life of ten or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.
5. “Tourist” means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person’s community of residence, and that trip:
- a. Requires the person to travel more than 50 miles from the community of residence; or
 - b. Includes an overnight stay.
6. “Visitor information center” means a building, or a portion of a building, the main purpose of which is to distribute or disseminate information to tourists.

Application Requirements

- 1. Applications that do not comply with the requirements in this section will not be considered.
- 2. Applications must be submitted on a form provided by the city.
- 3. Applications for the 2014 grant cycle are due in the City Manager’s office by 5:00 P.M. on Friday, May 30, 2014. Applicants must submit ten hard copies of the application and one electronic copy on a flash drive or memory stick. Applications submitted by e-mail or fax will not be considered.
- 4. All applicants shall supply the following information:
 - a. Name of applicant;
 - b. Name, physical and e-mail address, and fax and telephone numbers of the applicant’s contact person(s) and, if applicable, the applicant’s fiscal officer(s);
 - c. The name and a description of the proposed project;
 - d. Estimated line item budget for the project;
 - e. Identification of specific project elements for which grant funds will be used;
 - f. A list of any non-grant funds, services or materials available or secured for the project and any conditions which may affect the completion of the project;

3. All applicants who submit qualifying applications will be invited to make an oral presentation to the Tourism Facilities Task Force.
4. Based on the application materials submitted and the applicant's oral presentation, the Tourism Facilities Task Force will forward a recommendation to the City Council as to which applicants should be awarded grant funds, as well as the recommended amount of grant funds to be awarded to each applicant.
5. Applicants recommended to the City Council by the Tourism Facilities Task Force will be expected to make an oral presentation before the City Council.
6. The City Council is not bound by the Tourism Facilities Task Force recommendations.
7. The City Council will make its decision as to which applicants should be awarded grant funds, as well as the amount of grant funds to be awarded to each applicant based on the criteria and rating schedule attached as Exhibit A.
8. The city may require additional information from the applicant to aid in evaluating and considering a proposed project.
9. Applicants will be notified in writing of award of a grant or denial of an application. Written notifications will be sent by first class mail to the address provided in the application. Notifications will be deemed received by the applicant three calendar days after deposit by the city in the United States Mail.

Grant Agreement Conditions

1. If a grant application is approved, the City Manager, on behalf of the city, will enter into a grant agreement with the grantee.
2. If the grant agreement has not been fully executed by all the parties within one month of City Council approval, funding shall be terminated. The money allocated to the grant shall be available for reallocation by the city.
3. The terms of the grant agreement may be tailored to fit the project for which the grant funds are awarded. Grantees shall comply with all grant agreement conditions.
4. Obligations of the city under the grant agreement are contingent upon the availability of monies for use in the Tourism Facilities Grant Program.
5. The grantee shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under the agreement.
6. Grant funds may not be used to refinance existing debt.

7. The grantee is responsible for all the expenses of the operation and maintenance of the project, including but not limited to adequate insurance, and any taxes or special assessments applicable to the project.
8. The grantee shall comply with all prevailing wage laws if they are applicable to the project.
9. The applicant's total financial resources must be adequate to ensure completion of the project.
10. Upon notice to the grantee in writing, the City Manager may terminate funding for projects not in compliance with the terms of the grant agreement. The money allocated to the project but not used will be available for reallocation by the City Council.
11. The grantee will obtain all required permits and licenses from local, state, or federal government entities.
12. The city may place additional conditions in the grant agreement as necessary to carry out the purpose of the Tourism Facilities Grant Program, including any provisions that the City Manager considers necessary to ensure the expenditure of funds for the purposes set forth in the application.

Distribution of Funds

1. The city will not reimburse the grantee for any expenditures incurred prior to the signing of the grant agreement by all parties.
2. Prior to disbursement of grant funds, the grantee must provide proof that the dollar for dollar required match, based on the total grant funds awarded, has been secured.
3. Funds shall not be disbursed until the City Manager receives satisfactory evidence that necessary permits and licenses have been granted and documents required by the city have been submitted.
4. The city shall retain ten percent of the grant funds until the final project report, as required by the grant agreement, has been approved by the city. Final reports are due within 60 days of project completion. Any unexpended grant funds must be returned to the city with the final report. Upon receipt of the final report, the city shall have 90 days to approve the completed report or notify the grantee of any concerns that must be addressed or missing information that must be submitted before the report is considered complete and reviewed for approval. Once the final report has been approved the final payment shall be promptly provided to the grantee.

Appeals

1. If the Tourism Facilities Task Force or the City Council denies a grant application, the applicant may appeal the denial to the City Council by submitting a written notice of appeal to the City Manager's office within five business days of the receipt of the denial.
2. Within 20 calendar days of the city's receipt of the written appeal, the City Council will review the denial on the record of the application. No new information will be accepted for review.
3. The applicant is not entitled to an appeal hearing.
4. The City Council's decision on the appeal is final.
5. The City Council's decision regarding the appeal will be transmitted to the applicant at the address provided in the application, by first class mail.

**CITY OF NEWPORT
TOURISM FACILITIES GRANT INSTRUCTIONS**

**City of Newport
169 SW Coast Highway
Newport, Oregon 97365
541.574.0603**

Answer questions completely within the page limitations provided below. Applications will be considered based on project merits and according to the criteria approved by the City Council and attached to this application. Applicants may be contacted to provide more information. Hard copies of completed applications are due in the City Manager's Office by 5:00 P.M., on Friday, May 30, 2014 - NO EXCEPTIONS. E-mailed or faxed applications will NOT be accepted. Only one application per entity allowed.

Please Note:

1. These funds were created by transient room tax collections. There are legal restrictions on how the money may be spent, and if the project cannot meet the legal requirements, the project cannot be funded.
2. The Newport City Council has established policies governing the Tourism Facilities Grant Program. A copy of those policies is attached to this application.
3. Applicants will be selected for funding based on information included in the application materials and oral presentations.
4. At least a one-to-one funding match is required.
5. Applicants are defined as any 501(c) organization or government entity.

Currently, there is a contingency of \$100,000.00 in the Room Tax Fund of the City of Newport budget. Once these funds are distributed, the program will cease unless the City Council budgets monies for it to continue. The City Council and Tourism Facilities Grant Review Task Force have established a process for distributing those funds to promote economic development and generate an increase in the Room Tax Fund in future years.

Once a grant has been awarded, the City of Newport will enter into an agreement with the grantee that will spell out the terms of the grant and the time frame in which the grant funds will be released. Each agreement will be tailored to fit the grantee's proposed project. The grantee will be required to indemnify the City of Newport from financial liabilities incurred by the project. The grant funds will not be distributed until the matching dollars for a project have been raised or secured.

Each application will be considered on its own merits. Each application will be judged by the criteria attached to this the application form.

Submission of an application does not ensure funding. Funding decisions will be made based on the criteria attached to this application form. The City Council may elect to cancel the Tourism Facilities Grant Program and not fund any projects.

The Tourism Facilities Task Force will review and rate all applications. Applicants who submit qualifying applications will be invited to make an oral presentation to the Tourism Facilities Grant Review Task Force. Based on the application materials submitted and the applicant's oral presentation, the Tourism Facilities Grant Review Task Force will forward a recommendation to the City Council as to which applicants should be awarded grant funds, as well as the recommended amount of grant funds to be

awarded to each applicant. Applicants recommended to the City Council by the Tourism Facilities Grant Review Task Force will be expected to make an oral presentation before the City Council. The City Council will make the final decision regarding which applicants will be awarded grant funds, as well as the amount of grant funds to be awarded to each applicant.

The applicant should respond in 12-point, single-spaced text. Ten double-sided hard copies of the complete application and one electronic copy on a flash drive must be delivered to the **City Manager's Office by 5:00 P.M., on Friday, May 30, 2014.**

PREVAILING WAGE

Please note that use of city funds in a public works project may subject your project to prevailing wage laws. You may wish to consider whether acceptance of Tourism Facilities Grant Funds will subject your project to prevailing wage and review the project budget in light of that determination.

**CITY OF NEWPORT
TOURISM FACILITIES GRANT APPLICATION**

Name of Applicant/Organization : _____

Mailing Address & City: _____

Contact Person: _____

Contact Phone No.: _____ Contact Fax No.: _____

Contact E-Mail Address: _____

Name of Project: _____

Total Project Budget: \$ _____

Amount Requested: \$ _____

Authorization Signature: _____

Title: _____

General

Check the appropriate boxes below. If there is a question as to whether the proposed project meets these qualifications, the question may be submitted to the task force for preliminary review. A preliminary review only answers the questions of whether the project appears to qualify. It is not the final decision nor does it mean the project will be funded. Submit the questions by May 9, 2014, so the task force can reply by May 16, 2014. This will allow time to complete the application by May 30, 2014. The application deadline will not be extended by preliminary review requests.

Is the project proposed by a government agency? Yes No

OR

Is the project proposed by a non-profit organization? Yes No

(A non-profit agency is defined as a 501(c) organization)

Will the project encourage people to travel to Newport from more than 50 miles away? Yes No

Will the project encourage people to spend the night in Newport? Yes No

Is the reason the project encourages visitors due to one or more of the following? (Check all that apply):

Business

Pleasure

Recreation

Arts

Heritage

Culture

Are you requesting funding for improved real property with a useful life of at least ten years? Yes No

Project Description

In this section, describe the project and how it meets various qualifications. First review the heading and questions, then check all boxes that apply to the project or give short answers. Finally, provide a narrative explaining how the project addresses the questions. The length of the answer to any question is optional, however, the applicant should attempt to answer all questions. **The total narrative should not exceed ten pages including application (excluding attachments).**

Summary description of the project (summarize the project so that reviewers have a general sense of the project)

Business Plan and Budget: (25 points)

What is the total cost of the project?

What is the amount requested from the city?

What is the ratio of the request to the total cost?

What funds have already been raised for the project? (Include the source of funds, i.e., cash on hand, grants awarded, grants committed.)

What funds remain to be raised for the project?

How are the remaining funds to be raised? (Other grants, pledges, etc.)

Does the project provide a service that the city currently funds?

Yes No

Does the project require continued support from the city? If yes, explain.

Yes No

When do you anticipate completion of the project?

What is the plan for operations over a 3 - 5 year period?

How does the project demonstrate financial stability?

How does the project demonstrate a viable business plan?

Economic Impact: (20 points)

Are project funds to be spent locally on:

| | | |
|-----------------|------------------------------|-----------------------------|
| Planning | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Design | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Construction | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Post-Completion | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

How does the project create local jobs in all phases?

What is the projected economic impact?

Will the project create spin-off businesses?

Tourism Spending: (15 points)

How does the project encourage overnight stays?

How does the project encourage increased spending at local businesses?

How does the project increase the capacity for tourism?

Facility Usage: (Check all that apply) (10 points)

Is the project open year round: Yes No

If yes:

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project seasonal: Yes No

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project off-season: Yes No

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project monthly: Yes No

Daily _____

Weekdays _____

Weekends _____

Once a week _____

Is the project open on holidays: Yes No Only

Other: _____

Who is the targeted tourist? (Check all that apply)

Children _____
Families _____
Adults 21+ _____
Seniors _____
Groups _____
Business _____
Pleasure _____
Arts _____
Heritage _____
Cultural _____
Sports _____
Other _____

Will the project attract repeat visits:

| | | | | |
|-------------------------|-----|--------------------------|----|--------------------------|
| during a single stay? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| during a single season? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| over a single year? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| over multiple years? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

What is the potential for repeat business?

What is the regularity of usage?

Does the project allow for multiple activities or uses? State size and types of events.

Is there a particular new demographic that the project is intended to reach?

Who does the project attract?

Other: (5 points)

How does the location relate to the current tourism hubs?

How is the project energy efficient or environmentally friendly?

What is the effect of the project on local livability components?

Is there any additional information that you would like the committee to consider?

(Overall project 25 points)

In responding to questions, use additional sheets as necessary, but not to exceed the ten page limit.

Required Attachments

1. IRS determination letter for 501(c) - if applicable
2. Financial history of the project, if available: three years of year-end revenue/expense summaries, and current balance sheet; or feasibility study
3. Executive Summary of the business plan for the project, including a budget
4. Timeframe for fundraising
5. Timeframe for project construction/completion

Optional Attachments

1. Up to five pages of 8 ½ x 11 drawings of any facility and floor plan to be constructed or renovated with the requested funds