



# **BAKER COUNTY TRANSIENT LODGING TAX (TLT) FUND TOURISM-RELATED FACILITY (TRF) PROJECT APPLICATION & GUIDELINES**

## **Background**

Baker County imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to ORS 320.300 to ORS 320.365. In accordance with the tax and Oregon Revised Statutes and Baker County Ordinance 2019-01, a Transient Lodging Tax Committee (TLTC) has also been established. The committees' purpose is to advise and recommend to the Board of County Commissioners how taxes on lodging should be allocated to support tourism which in turn generates revenue.

## **Uses According to Law**

ORS 320.350 states the following: At least 70 percent of net revenue from a new or increased local transient lodging tax shall be used for the purposes described in subsection (5)(a)...of this section, which includes: ...(a) Fund tourism promotion or tourism-related facilities.

## **Definitions included in state law which should be considered in any application requesting funding include:**

1. **Tourism** means economic activity resulting from tourists.
2. **Tourism promotion** means any of the following activities: Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; conducting strategic planning and research necessary to stimulate future tourism development; operating tourism promotion agencies; marketing special events and festivals designed to attract tourists. Tourism promotion agency includes an incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis; a nonprofit entity that manages tourism-related economic development plans, programs and projects; a regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income.
3. **Tourism-related facility** means a conference center, convention center or visitor information center; and other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

## **Project Summary**

Funds shall be used in support of tourism-related facilities (public or non-profit only) located within Baker County to increase economic growth and/or the impact of tourism in Baker County. This program is administered by the Baker County Administrative Services Office with funding recommendations by the Transient Lodging Tax Committee (TLTC). Final approval of funding is made by the Baker County Board of Commissioners.

## **Eligibility**

Project funds are available only to public sector or non-profit entities.

## **Procedures**

The TLTC requests a completed application with a short narrative describing the TRF project 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 Baker County tourism, and include a budget for the project.

### **Matching Funds Requirement:**

All non-county owned projects require matching funds of at least 10% of total projects costs. Matching funds may be in the form of cash or verifiable in-kind contributions. At the time of funding considerations, applicants will be required to provide proof of matching secured and other funds. Funds received from other county-funded resources may affect matching fund contribution.

**Examples include:** *A 501-(c)(3) museum association wanting to replace the façade of their museum or a town wanting to build a welcome arch at the primary entrance to their community.*

County-owned projects which are located within incorporated municipalities or are located on publicly-owned property which is owned by an entity other than Baker County shall also be subject to the same 10% matching funds requirements as described above.

**Example:** *The County decides to update the signage in front of one its own museums located within the incorporated boundaries of Baker City.*

County-owned projects which are located in unincorporated lands and which are not located on land which is publicly-owned by an entity other than Baker County are not subject to any matching requirements.

**Example:** *The County wanted to build an interpretive sign about cattle ranching at Hereford.*

### **Reporting Requirements:**

A Completion Report must be submitted to the Baker County Administrative Services Office within 60 days of completion of the project. Completion 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 Baker County
7. Matching Funds (a broad base of funding)

## **Miscellaneous**

1. Actual funding will be based on revenue generated by the TLT Fund.
2. Applications may be picked up at Baker County Administrative Services office, 1995 Third Street, Baker City, contacting the office at 541-523-8209, or downloading the packet at [www.bakercountyor.gov](http://www.bakercountyor.gov). Return completed applications to Baker County Administrative Services office or email to [schristensen@bakercountyor.gov](mailto:schristensen@bakercountyor.gov).



**BAKER COUNTY  
TRANSIENT LODGING TAX (TLT) FUND  
TOURISM-RELATED FACILITY (TRF) PROJECT  
APPLICATION**

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

**TYPE OF ORGANIZATION:** Public Sector \_\_\_\_ Non-Profit \_\_\_\_ Federal Tax ID Number \_\_\_\_\_  
(Note: Non-Profit entities must attach a copy of IRS determination letter)

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

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

**NAME OF CONTACT PERSON:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DAYTIME TELEPHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

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

**ORGANIZATION BACKGROUND & PROJECT NARRATIVE:**

Please attach a brief narrative of the scope of activity for which grant funds are requested. What do you want to do; why is it important; how are you going to do it; what are the economic benefits? Include your proposed method of evaluating the success of your activity.

**TITLE, DESCRIPTION AND LOCATION OF YOUR ATTRACTION (attach document, if needed):**



# **BAKER COUNTY TRANSIENT LODGING TAX (TLT) FUND TOURISM-RELATED FACILITY (TRF) PROJECT BUDGET GUIDELINES**

All applicants must supply a detailed and complete project budget utilizing the following basic format:

## **Funding Sources Lodging Tax Funds Request**

### **\*Other Support Funds**

List by Source (indicate if secured or applied)

### **\*Other Local Government Funds**

List by Source (may include in-kind)

### **\*Private Funds**

List by Source (may include in-kind)

## **Total Available Funding**

## **Project Expenses**

### **Capital Asset Cost**

### **Construction Cost or “Hard” Cost**

Include an itemized list of general costs (For example: asset type and cost, site prep, building foundation and structure, mechanical work, finish work, site restoration, electrical work, technology, etc.)

### **Soft Cost**

Include an itemized list of soft costs (For example: feasibility analysis, design fees, construction management fees, survey costs, engineering fees, permitting costs, special inspections, cultural resource surveys, etc.)

## **Total Project Costs**

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

**PROPOSED PROJECT BUDGET:**

Revenues:

Source: Amount:

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL</b>	\$	

Partnership Donations or In-Kind Match:

Source: Amount:

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL</b>	\$	

Expenses: Amount:

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL</b>	\$	

**TOTAL TRF PROJECT 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 BAKER COUNTY  
TRANSIENT LODGING TAX COMMITTEE (TLTC)**

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

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

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

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

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

1. Title and description of your project:

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

3. Annual number of visitors to attraction: \_\_\_\_\_

4. Estimated percentage of visitors from outside of Baker County: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date