



**VISITORS AND CONVENTION BOARD**

C/O Ontario Area Chamber of Commerce

251 SW 9<sup>th</sup> St.

Ontario, OR 97914

541-889-8012 (Voice) 541-889-8331 (Fax)

[info@ontariochamber.com](mailto:info@ontariochamber.com)

**PROMOTION AND EVENT FUND APPLICATION**

**GENERAL INFORMATION:**

Name of Applicant Organization: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Contact \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Event and Date and Time Event Will Be Held: \_\_\_\_\_

**Has organization applied for a V&C Grant Before:** \_\_\_\_\_ Yes \_\_\_\_\_ No

*\*If yes was the V&C grant request approved and for what amount:*

\_\_\_\_\_ Yes \_\_\_\_\_ No / \$ \_\_\_\_\_

*\*If grant request was approved did the organization give their 90 day follow-up report*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Description of Promotion or Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NATURE OF PROMOTION/EVENT:** \_\_\_\_\_

\_\_\_\_\_ Tourism based capital project

\_\_\_\_\_ Multi-night local lodging event

\_\_\_\_\_ Special media promotion

\_\_\_\_\_ Education and/or training project

Amount of Funding Support Requested: \$ \_\_\_\_\_

Total Promotion/Event Budget: \$ \_\_\_\_\_

What specific expenditures will the granted funds be used for?\*: \_\_\_\_\_

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List promotion/event supporters or partners\*\*: \_\_\_\_\_

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**PROJECTED PROMOTION/EVENT IMPACT:**

Describe how the promotion/event will impact the Ontario economy (e.g., room nights, number of visitors/attendees, restaurant sales, retail sales, etc.): \_\_\_\_\_

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**FINANCIAL REPORTING REQUIREMENTS:**

For established groups, please provide two years of P & L Statements, a current Balance Sheet, and a proposed budget for this year's promotion/event. For newly formed groups, please provide a proposed budget of revenues and expenditures in a form similar to the one below:

PROPOSED REVENUES

Source #1 _____	Amount \$ _____
Source #2 _____	Amount \$ _____
Source #3 _____	Amount \$ _____
Source #4 _____	Amount \$ _____
Source #5 _____	Amount \$ _____

TOTAL REVENUES \$ \_\_\_\_\_

PROPOSED EXPENDITURES

Use #1 _____	Amount \$ _____
Use #2 _____	Amount \$ _____
Use #3 _____	Amount \$ _____
Use #4 _____	Amount \$ _____
Use #5 _____	Amount \$ _____
Use #6 _____	Amount \$ _____
Use #7 _____	Amount \$ _____
Use #8 _____	Amount \$ _____
Use #9 _____	Amount \$ _____
Use #10 _____	Amount \$ _____

TOTAL EXPENDITURES \$ \_\_\_\_\_

REVENUES MINUS EXPENDITURES \$ \_\_\_\_\_

As a final condition to accepting granted funds, the applicant agrees to provide the Ontario Visitors and Conventions Board with a final report summarizing results of the promotion/event (e.g., attendance, local and regional publicity, hotel/motel occupancy, closing revenue and expenditure report, etc.) within 90 days of the event/promotion.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Name of Applicant

Date Received: \_\_\_\_\_ Ontario Area Chamber President/CEO: \_\_\_\_\_



## QUALIFYING CRITERIA FOR V&C FUNDS REQUESTS

- 1) The project is a tourism-based capital project such as, but not limited to, beautification. Examples of such potential projects might include coordinated refuse bins in shopping areas or enhancements to the highway arterial entrances to the City of Ontario such as shrubs, lighting or signage.
- 2) Multi-night events that would attract attendees from out of the area. Such events should be of a nature that would necessitate overnight lodging in the Ontario area rather than merely being events that would bring local persons into Ontario only to return to their homes the same day.
- 3) Projects consisting of special area media promotions. These could include, among others, special brochures or videos or advertising co-op projects designed to extol the virtues of Ontario as a tourism, convention, cultural, or recreational destination.
- 4) Projects related to the education and/or training of the Visitors and Convention Director or Board members.



## INSTRUCTIONS AND PROCEDURES

### FOR

## V&C FUND REQUEST APPLICATION

- 1) Fill out the prepared application for request for funds. The forms can be obtained from the Ontario Area Chamber of Commerce office or on the Ontario Area Chamber website [www.ontariochamber.com](http://www.ontariochamber.com). The application and instructions can also be e-mailed or sent regular mail at applicant's request. Do not use any other form for your request.
- 2) Applications for the request for funds from the V&C Board are due Wednesday during the week preceding the week of the Board Meeting. The V&C Board meets the first Thursday of every month; therefore applications are due to the President/CEO of the Ontario Area Chamber of Commerce a week prior. From time to time, the Board will schedule a special meeting, so please check with the President/CEO of the Chamber of Commerce.
- 3) Applications will be reviewed by the Chamber of President/CEO prior to placement in the V&C Board packets. Applicants may need to meet with the President/CEO to discuss requests.
- 4) It is imperative that the applicant, or applicant's representative, attend the Board meeting to ensure any questions that the Board may have can be answered. . If no representative is present for the meeting, the application will be tabled with no action being taken or denied.
- 5) It is important to include a phone, email address and fax number, if available, on applications. The Principal Contact person will be contacted to notify them of their placement on the agenda, and the date and time of the meeting.
- 6) Applicants will be notified by the Chamber President/CEO of funds awarded and will be requested to pick up their check at the Ontario Chamber of Commerce office. Further instruction may be stipulated by with the granted funds.
- 7) Applications submitted **after** an event is held will be rejected.
- 8) Applicants are required to provide the V&C Board with a final report summarizing results of the promotion/event within 90 days after the event (e.g., attendance, local and regional publicity, hotel/motel overnight occupancy, closing revenue and expenditure report, etc.)
- 9) If there are any questions regarding the application procedure, deadlines, or comments or questions in general, please contact the President/CEO, Ontario Area Chamber of Commerce at 541-889-8012.