



## Application for Tourism Development Funding

**Lebanon Municipal Code 3.12.220 Disposition and use of transient room tax (TRT) funds:** All revenues received from the tax shall be deposited into a special fund known as the City of Lebanon Transient Room Tax Fund. The tax administrator's office shall be allocated not more than 10% of the revenue collected for the administration of the revenue collected for the administration of the chapter for one year after the effective date of the ordinance codified in this chapter. Thereafter such allocation shall be limited to the actual costs incurred. The remaining revenue shall be spent for the promotion, acquisition, construction, operation and maintenance of recreational, cultural and tourism related services. It is the intent that the revenue of the tax shall be used to promote Lebanon Oregon.

Name of Organization: \_\_\_\_\_ Project Name: \_\_\_\_\_

Tax ID# \_\_\_\_\_ Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Funds Raised To Date: \$ \_\_\_\_\_ (attach documentation; see below)

Project Timeline: \_\_\_\_\_ Event/Project Location: \_\_\_\_\_

**Please answer the following items to assist in determining the allocation of tourism funding for this project:**

1. Describe the event/project for which you are seeking tourism funding. How will it promote and/or enrich tourism in our area?
2. Who will benefit from this event/project and what geographical areas will it serve?
3. How many years has this event/project taken place? Has it been funded through Lebanon Tourism Funds in the past?
4. List additional resources supporting this event/project (businesses, organizations, individuals, ect.)
5. Who is involved in this event/project to help insure its success?

**Attach a copy of the event/project budget and documentation of funds raised to date to your application and mail or deliver to:** The Lebanon Area Chamber of Commerce 1040 Park St., Lebanon, OR 97355 or email to [mary@lebanon-chamber.org](mailto:mary@lebanon-chamber.org) If you have any questions, please call the Lebanon Chamber at 541-258-7164.

**For office use only**

Funding for this event/project has been approved for the amount of \$ \_\_\_\_\_

Your request has been denied for the following reason(s) \_\_\_\_\_

Note: A new application may be submitted after funding requirements have been met. See application guidelines.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_