

City of Hermiston  
**Parks and Recreation Department**  
415 S HWY 395, Hermiston, OR 97838  
(541)667-5018  
bartz@hermiston.or.us



*Where Life is Sweet*

July 12, 2023

**Subject: Request for Project Proposals - Transient Room Tax**

The City of Hermiston is currently accepting project proposals for Transient Room Tax (TRT) dedicated for recreation for the 2023-2024 fiscal year. The grant program represents 15% of 5/8ths of the Transient Room Tax collected in the prior year, mandated to be spent on Recreation Programs and Projects. The grant program is competitive and limited to recreation related programs and projects taking place within the Hermiston City Limits.

Submit applications no later than **Friday - June 2, 2023 - before 4:00pm.**  
2nd Round Applications: **Friday - June 28, 2023 - before 4:00pm.**

**Mail:** Brandon Artz, 415 S HWY 395, Hermiston, OR 97838  
**Hand Deliver:** Hermiston Community Center, 415 S HWY 395  
**Email:** [bartz@hermiston.or.us](mailto:bartz@hermiston.or.us)

TRT Funding Criteria and Eligibility:

- Total project fund allocation for 2023 is approximately \$65,000.
- Projects must be within the City of Hermiston.
- Applicants must have a non-profit tax status.
- Projects that benefit Hermiston through enhanced tourism, promotion, marketing, and lodging will be given highest consideration.
- Projects that benefit the greatest number of participants will be given greater consideration.
- Projects that represent a broad base of other support shall be given greater consideration.
- Funded projects are required to submit a breakdown of expenditures on how the funds were spent including receipts prior to reimbursement.

You may be invited to make a 10-minute presentation regarding your proposal on a date to be determined. Bring pictures and illustrations to aid in your presentation.

If you have questions, please feel free to call me at 541-667-5018.

Cordially,

Brandon Artz, Director  
Hermiston Parks & Recreation



*Where Life is Sweet*

# TRT GRANT APPLICATION

---

## TRT FUNDING CRITERIA

- Projects must be within the City of Hermiston.
- Applicants must have a 501(C)(3) non-profit tax status.
- Projects that benefit Hermiston through enhanced tourism, promotion, marketing, and lodging will be given highest consideration.
- Projects that benefit the greatest number of participants will be given greater consideration.
- Projects that represent a broad base of other support shall be given greater consideration.
- Funded projects are required to submit a breakdown of expenditures on how the funds were spent including receipts for reimbursement.



Where Life is Sweet

# TRT GRANT APPLICATION

## PROPOSAL FOR RECREATION PROJECT FUNDING

~~~~~  
Fiscal Year 2023 - 2024

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

|                                 |                                                                                                                                                          |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ORGANIZATION INFORMATION</b> | Organization: _____<br>Contact Person: _____<br>Address: _____<br>Email: _____ Phone: _____                                                              |
| <b>PROJECT INFORMATION</b>      | Funding Request: \$ _____<br>How many people will benefit from this project? _____<br><b>Project Description:</b> (attach additional pages if necessary) |

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

