

March 15, 2022

Wilsonville Tourism Promotion Committee Members –

Attached are the materials for the Tourism Grant Review meeting Tuesday, April 5 at 6pm.

Attached you will find the 2022 Community Tourism Grant Packet (contains 2 applications), the Tourism Grant Guidelines and the history and log of awards.

How the review process will work:

- Committee members should read the grant applications and the grant guidelines prior to the meeting.
- Once the meeting begins, the applicant will be given 3 minutes to tell the Committee about their project.
- After the 3 minutes, the Committee will have the opportunity to ask any clarifying questions they may have. As a Committee, please limit this Q & A to 5-10 minutes per applicant (if you don't have any questions, that's ok too).
- Following the Q & A, the Committee will have an opportunity to discuss and share their thoughts/comments.
- Once all comments are shared the Committee will need to decide if they want to award the available funds and how much. A total of \$25,000 is available.
- The funding allocation has typically been done with one Committee member making a suggestion for funding (including \$ amount), with others then having an opportunity to comment or suggest an adjustment.
- At a point when the Committee appears to be on the same page a motion to award grant funds will be needed. A second of that motion will also be needed. At that time an opportunity for discussion is allowed before taking a vote on the motion. If the vote passes, the process is complete. If the vote does not pass, another motion will be needed and the above process repeated until a passing vote is accomplished.

As you review the grants you should be thinking about:

- Does the application meet the criteria of the Community Tourism Grant as outlined in the Grant Guidelines document?
- Does the budget provided describe how the funds will be spent?
- Does the application and project have a reasonable timeline for completion?

Please feel free to reach out to me if you would like to discuss things further, have questions about the applications or the review process itself. For new members who have not been through the grant process before, I am happy to take some time to walk through how this will look.

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