

2017 COMMUNITY PARTNERSHIP PROGRAM

Terms & Conditions



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1. Administrators, applicants and awardees agree to adhere to program dates and timeframes.
2. Administrators, applicants and awardees agree to use forms and templates provided by CCTCA.
3. Review and select of project proposals shall be done by via a transparent, public process utilizing standardized review materials and criteria. The review committee should include local tourism and heritage partners, and/or those with an interest in tourism, business, and economic development of the area. At a minimum, this committee must include a representative from local government, a chamber/or business association, an owner/manager of tourism related business/lodging facility or designee.
4. Projects selected for funding will be tourism-related and fit within in the Program OVERVIEW, OBJECTIVES, ELIGIBILITIES, SCOPE of WORK, DATES, and fit within these TERMS & CONDITIONS.
5. Projects selected for funding will need to offer measurable or demonstrable returns on investment (ROI). Measurement of ROI may include creation of overnight stays; numbers of attendees/participates from outside the area; increased capacity or sustainability of existing events/activities, or a demonstrable ability to get visitors to shop, dine, visit local heritage or cultural attractions, participate in recreational opportunities, or otherwise entice them to "linger longer".
6. Applicants whose projects have been selected for funding will be required to submit a signed Funds Acceptance Agreement to CCTCA before funds will be released.
7. Funds will not be issued to private parties, religious organizations, or be used for for-profit business gain.
8. An IRS W-9 (Taxpayer Identification Number and Certification) for will need to be submitted before funds will be issued for selected projects. NOTE - This will result in an IRS 1099 (Mics. Income Statement) being generated by the County at the end of the tax year.
9. In cases where there is not an IRS resisted organization attached to a project, another CCTCA approved partner will need to assume financial responsibility for the award by signing on as signatory to the Fund Acceptance Agreement. Such partners should be called out in the grant application.
10. Applicants who receive funds are required to provide a Year-End Report which will include an accounting of how funds were expended as well as project performance and/or measurements. Copies of invoices and receipts will be required. A link to a year-end on-line report form will be provided towards the end of the program year.

- 11.** Mt. Hood Territory's current logo and/or URL shall be incorporated into any marketing/promotional materials, maps, brochures, websites, etc. that are created with CPP funds. If CPP funds are used to create assets such as signs, kiosks, interpretive panels, or bike racks, CCTCA shall be accordingly recognized. Electronic copies of logo art work are available on CCTCA's website under the Partners Section. All usage of the Mt. Hood Territory logo and/or URL will need to be reviewed and approved by CCTCA's Marketing Manager.
- 12.** CCTCA/Oregon's Mt. Hood Territory shall be appropriately/proportionally listed as event or activity sponsor where a sponsorship program exists, and when CPP funds have been accepted.
- 13.** CCTCA may request the return of any or all funds awarded should it be deemed they were used for purposes other than those specified in the grant application. Changes in scope of work may be granted on a case by case basis. Contact CCTCA's CPP Coordinator before using funds any other purpose/scope of work.
- 14.** All projects that receive an award in the 2017 grant cycle shall be completed by December 31, 2017.
- 15.** Extensions are possible for unanticipated delays or for extenuating circumstances beyond the control of the Applicant. Advanced approval is required. If an extension is needed, contact CCTCA's Community Relations Coordinator by November 30, 2017. Extensions are generally granted for no more than 90 days.
- 16.** Extensions will not be granted to "carry-over" any unexpended funds that remain at the end of the program year, in part or in whole, for reasons other than unanticipated delays or for extenuating circumstances beyond the control of the Applicant.
- 17.** Any awarded funds that remain unexpended at the year-end, December 31, 2017, shall be returned to CCTCA.
- 18.** Administrators and Applicants will provide the scope of work/project described in their agreement and/or execute the projects supported by the CPP as independent contractors. Nothing herein shall be interpreted as establishing the relationship of employer/employee, principal/agent, legal partnership, joint venture, association, or any other type of legal or business relationship between the CCTCA or Clackamas County. Each party shall be solely responsible for paying: its own taxes (federal, state and local or any type or amount); consideration owed to its own contractors or agents; operational expenses; wages, salaries, benefits, withholdings, and assessments for employees; and damages or settlements for claims arising from the negligent, reckless, or intentional acts of its principals, employees or agents, all without contribution from CCTCA or Clackamas County.
- 19.** Failure to comply with and meet the Terms & Conditions of this program will result in an inability to receive any CPP Grant funds in the future or being required to return funds to CCTCA.
- 20.** Because this program is funded with public dollars, grants cannot be awarded that benefit religious organizations or private for-profit businesses.