



EXPLORE LINCOLN CITY COMMUNITY PARTNERSHIP FUND July 2025-June 2026 Grant Cycle

Lincoln City embodies the quirky, salty, unapologetic identity of the Oregon Coast. The Community Partnership Fund highlights that identity by funding tourism products (visitor experiences and attractions) that align with the following mission and goals set by Explore Lincoln City.

- *Strengthen Lincoln City's economic health by inspiring travel, encouraging overnight stays and stewarding brand identity and our irreplaceable natural spaces.*
- *Demonstrate the Lincoln City brand promise: Lincoln City is about the unexpected, uniquely full of surprises big and small.*

Funding is available to assist non-profit and for-profit organizations to enhance Lincoln City tourism products which address some or all of the following strategic priorities.

Eligible projects will:

- Create unique, quality tourism products (visitor experiences and attractions) that can be marketed to entice guests from 51+ miles away.
- Create products which contribute to increases in: overnight stays from September through May and/or Sunday through Thursday; visitor length of stay; the average daily rate lodging properties can command.
- Contribute to the development and improvement of the local economy.
- Support diversity, equity, inclusion, accessibility, and/or stewardship efforts.

ELIGIBILITY & PROJECT DEFINITIONS

Eligible Organizations:

Non-profit or for-profit organizations operating in Lincoln City, Oregon.

ELC is funded by a portion of the City of Lincoln City Transient Lodging Tax, which requires specific use of funds for tourism promotion. All applicants must clearly demonstrate that their proposed projects are primarily visitor focused in order to receive funding support.

The City of Lincoln City reserves the right to approve all, or a portion of, any request, or deny a request altogether regardless of availability of funds. ELC reserves the right to evaluate responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all respondents submitting responses; should it be deemed in ELC's best interest; or cancel the entire process.

ELC reserves the right to reject any and all proposals not in compliance with public bidding procedures and requirements and may reject for good cause any and all proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest.

Ineligible Projects:

- Projects that are not tourism-related
- Existing operational expenses
- Investments considered to be a regular cost of doing business
- Ongoing maintenance and upkeep
- Cannabis or tobacco tourism-related products
- In-house marketing programs and advertising campaigns

FUNDING CRITERIA

Projects will be evaluated on a case-by-case basis at the discretion of ELC and based on funding availability. Applicants are encouraged to discuss projects with ELC staff prior to submitting applications.

Funding is limited and varies from year-to-year. ELC's annual budget allocation, as approved by City Council, determines the amount available for tourism experience and attraction support. Applications will only be considered once the annual funding budget is committed.

ELC emphasizes to potential applicants that funding should not be considered as long-term commitments. ELC encourages independent viability with resources available to support new initiatives. There is no guarantee that an award will be repeated and ELC reserves the right to reject identical proposals.

A request for ELC Community Partnership Funding must be submitted at least 60 days prior to the proposed project implementation. Applicants will be notified of award status, or any changes requested within 30 days of submission.

ELC will deliver funding approximately 30 days prior to a project start date. Ninety percent of approved project funding is provided initially. Ten percent of the

approved project funding will be withheld until a final report has been submitted to ELC. The report must contain a final project budget, proof of usage of funds, invoice for remainder of funds, and a written account of both how funding was used as well as the impact funding dollars had on the project.

DELIVERABLES

Upon approval applicant will complete a contract with the City of Lincoln City.

ELC will require approval letters from state and/or local permitting authorities for projects that require permits.

ELC should be noted as a sponsor via name or logo on recipient's promotional materials and/or attraction, or represented another way, as reasonable, depending on the specific project. ELC staff must review and approve materials where the ELC name and/or logo is featured.

Approved applicant must provide receipts of purchase showing how award was spent within 30 days after approved experience/attraction is complete.

Approved applicant must return any funds not used on the project immediately to the City upon project completion.

At project conclusion, approved applicant must provide ELC with a report including a final project budget, proof of usage of funds, invoice for remainder of funds, and a written account of both how funding was used as well as the impact funding dollars had on the project. Preferred deliverables also include attendance data (when applicable) to the attraction/experience demonstrating that a significant number visited from 51+ miles away.

Please provide the following information:

Organization Name:

Mailing Address:

Phone Number:

Website Address:

Email Address:

Contact Person:

Contact Mobile Phone:

Project Title:

Project Description:

Requested Amount:

Funding Purpose: Describe how your organization would use these community partnership funds.

Expected Impact: Describe how your project strengthens the community as a tourism destination.

Breakdown of Project Funding: Provide a project budget and breakdown of how funding dollars would be spent.

Project Date and/or Timeline:

Supporting Documents, if applicable:

- Lincoln City Occupation Tax Permit
- W-9
- Proof of Non-profit Status
- Proof of Commercial Liability Insurance (\$1,000,000 per occurrence and \$2,000,000 aggregate)
- Registration with the Oregon Secretary of State
- Approval notification or letters from permitting authorities

SUBMISSION

Completed Community Partnership Fund applications and all supporting documents may be submitted electronically to Stephanie Hull, (541) 996-21119, shull@lincolncity.org or Tyrel Trainor, (541) 996-1272, ttrainor@lincolncity.org.