



City of Astoria

Funding for the Promotion, Development, and Services Supporting Tourism

For Fiscal Year Beginning July 1, 2025

The City of Astoria established the tourism promotion and development program to provide funding to organizations in Astoria that will increase tourism in the City. Funding is provided through the Promote Astoria Fund which receives its funding from Transient Lodging taxes. **The actual amount of funding will depend on resources available, and will be finalized during the annual budget process. Awards will not be final until the 2025-2026 Fiscal Year Budget is adopted by the City Council in June 2025.**

Applications must be received by February 28, 2025 at 5:00 pm.

ORGANIZATION

<i>Organization Name</i>	<i>Contact Person and Title</i>

<i>Mailing Address</i>

<i>Contact Phone Number</i>	<i>Contact Email Address</i>

List of Board Members

Brief Background History of Organization (max of 200 words):

APPLICATION

Amount Requested:

Identify how the requested funds will be used:

- Tourism promotion
- Conducting strategic planning and research.
- Visitor Support/ Information Center.
- Tourism related facility.
- Operating tourism promotion agencies.

Provide an estimate of the number of tourists, visitors or travelers who your organization interacts with in the prior year and are expected to this upcoming year.

Prior Year Visitors: _____

Expected Visitors: _____

SCOPE OF WORK

Describe how the funds will be used (*max of 500 words*)

[Empty text box for describing fund usage]

How will the activities described in your scope of work promote or enhance tourism in Astoria? (*max of 200 words*)

[Empty text box for describing tourism promotion]

How will the activities described in your scope of work impact local businesses, restaurants and hotels? *(max of 200 words)*

How will you measure the success of your activities described in your scope of work? *(max of 200 words)*

BUDGET

What is the total budget of the activity that you are seeking City funds for?

What percentage of your organization's budget originates from lodging tax funding?

List how requested funds will be allocated:

What other sources of funding have you applied for or secured for these operations?

Have you received city funds in the past? Yes No

If you are requesting more funds than you have in the past, what is the reason for the increase? (*max of 200 words*)

CERTIFICATION & ATTACHMENTS

I hereby state on behalf of _____ (Organization) that:

- This is an application for funding from the City of Astoria. If funding is awarded, my organization intends to sign an Agreement with the City of Astoria.
- I am authorized to apply for these funds on behalf of the organization.
- Funds must be used as described in this application and the Agreement. Any unused funds must be returned to the City prior to June 30, 2026.
- If funding is requested for an event or activity, the organization has, or will obtain general liability insurance in an amount commensurate with the exposure of the event.

Signature

Date

APPLICATION DEADLINE: FEBRUARY 28, 2025 AT 5:00 PM

REQUIRED DOCUMENTS:

1. Signed Application
2. Proof of 501-c3 status
3. Prior Year Financial Statement
4. Projected Annual Budget
5. Brochure or Letter of Support (Optional)

SUBMIT TO:

City of Astoria

Attn: Ryan Quigley 1095 Duane Street Astoria, OR 97103

Or via email at: rquigley@astoria.gov

All applications must be submitted by February 28, 2025, for consideration. Organizations making applications are not required to be present for budget committee review. Notification of award will be made upon budget adoption by the City Council in late June.