



# City of Astoria Arts & Culture Grant Application

For Fiscal Year Beginning July 1, 2024

The City of Astoria established the Arts and Cultural Program to provide funding to art and cultural events that will increase tourism in the City. Grant funding is provided through the Promote Astoria Fund which receives its funding from Transient Lodging taxes. The City will make available an amount not to exceed \$100,000 for distribution in the fiscal year beginning on July 1, 2024. **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 2024-2025 Fiscal Year Budget is adopted by the City Council in June 2024.**

**Applications must be received by February 28, 2024 at 5:00 pm.**

## ORGANIZATION

*Organization Name*

*Contact Person and Title*

*Mailing Address*

*Contact Phone Number*

*Contact Email Address*

*List of Board Members*

Tourism Promotion Activity \_\_\_\_\_

Event/Project

*Name of Event*

*Location*

*Date*

*Amount Requested: \$* \_\_\_\_\_

*Brief Background History of Organization*

# EVENT OR PROJECT

*Proposed Event, Activity or Project*

*Provide an estimate of number of participants who will attend the event, activity, or project in each of the following categories. If this is a reoccurring event, please fill out the "prior year" numbers as well:*

*This is a                      New Event                      Reoccurring Event                      One Time Project*

*Local Attendees expected \_\_\_\_\_                      Local Attendees (prior) \_\_\_\_\_*

*Surrounding Area Attendees expected \_\_\_\_\_                      Surrounding Area Attendees (prior) \_\_\_\_\_*

*Out of Area Attendees expected \_\_\_\_\_                      Out of Area Attendees (prior) \_\_\_\_\_*

*How will your event, activity, or project promote or enhance tourism for Astoria?*

*What is the target age groups of your event, activity, or project? \_\_\_\_\_*

*How will your event, activity, or project promote or enhance tourism for Astoria?*

*How will you promote or market the event or project outside Astoria to attract out of area attendees?*

*How will the event, activity, or project impact local businesses, restaurants, and hotels?*

*Describe the community appeal and/or support of your event, activity or project:*

How will you measure the success of your event, activity, or project?

## BUDGET

Amount Requested: \$ \_\_\_\_\_

What is the total budget for your event, activity, or project? \_\_\_\_\_

What percentage of your budget originates from lodging tax funding? \_\_\_\_\_

What other Astoria TLT funding have you applied for to fund this event, activity, or project?

List how funds will be used:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

What other sources of funding have you applied for or secured for this event, activity, or project?

	\$ _____
	\$ _____
	\$ _____

If this is an ongoing or reoccurring event or activity, do you intend to become self funded? \_\_\_\_\_

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?

# 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 a Grant 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 Grant Agreement. Any unused funds must be returned to the City prior to June 31, 2025.*

*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.*

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Signature

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Date

**APPLICATION DEADLINE: FEBRUARY 28, 2024 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. Profit & Loss Statement
6. Brochure or Letter of Support (Optional)

**SUBMIT TO:**

City of Astoria  
Attn: Ryan Quigley 1095  
Duane Street Astoria, OR  
97103

**QUESTIONS:**

Ryan Quigley  
503-298-2401  
rquigley@astoria.or.us

As a pdf attachment to:

[rquigley@astoria.or.us](mailto:rquigley@astoria.or.us)

Or by the "SUBMIT"  
button below

All applications must be submitted by February 28, 2024 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.