



TOURISM ADVISORY COMMITTEE AGENDA

Thursday, January 16, 2025
3:30 p.m.

This meeting includes in-person and virtual participation.

Willamette Room, City Hall-333 Broadalbin Street SW

Or join the meeting here:

<https://www.albanyoregon.gov/council/groups/tra/zoom>

Phone: 1 (253) 215-8782 (long distance charges may apply)

Meeting ID: 862-5898-2524 Passcode: 480841

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

3:30 p.m. Call to order (Chair)

3:30 p.m. Roll call (Staff)

3:35 p.m. Election of Chair and Vice Chair (Chair)

3:40 p.m. Approval of minutes: (Chair)

- September 26, 2024 [Pages 3-5]

3:45 p.m. Business from the public: (Chair)

Persons wanting to provide comments may:

- 1- *Email written comments to jennifer.wehr@albanyoregon.gov, including your name before noon on the day of the meeting.*
- 2- *To comment virtually during the meeting, register by emailing jennifer.wehr@albanyoregon.gov before noon on the day of the meeting, with your name. The chair will call upon those who have registered to speak.*
- 3- *Appear in person at the meeting and register to speak.*

4:00 p.m. Scheduled business: (Verbal)

- Collaborative Tourism and Promotion (CTP) Grant Evaluation and Awards (6) [Pages 6-48]
- CTP Grant Post-Event Reports (1) [Pages 49-51]
- Tourism Agency Reports (1) [Pages 52-68]

5:00 p.m. Business from staff (Verbal)

- Review Application and Process for updates [Pages 69-72]

5:15 p.m. Business from the committee (Verbal)

5:25 p.m. Next Meeting Date: To be determined

5:30 p.m. Adjournment

(Chair)

This meeting is accessible to the public via video connection. In-person attendance is available. For arrangements, please contact city staff at: jennifer.wehr@albanyoregon.gov. or call 541-791-0180 at least 24 hours in advance of the meeting. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting.

Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City's website.



TOURISM ADVISORY COMMITTEE

MINUTES

September 26, 2024

3:30 p.m.

Hybrid

Approved: DRAFT

Call to Order

Chair Pam Silbernagel called the meeting to order at 3:30 p.m.

Roll Call

Members present: Sharon Konopa, Pam Silbernagel, Peggy Burris (joined 3:32), Bob Moore, Nick Andrews, Jonni Hudgens, Oscar Hult

Members absent: None

Election of Vice Chair

Motion: Member Konopa nominated Bob Moore as Vice-Chair. He accepted the nomination. No one else was nominated. Member Hult seconded the motion. All voted in favor 7-0.

Approval of Minutes

3:34 p.m.

Motion: Member Moore moved to approve the minutes from January 18, 2024, noting a name correction with the Albany Downtown Association on page 4. Member Hudgens seconded the motion with correction. Motion passed 6-0 with Member Hult abstaining stating he was not on the committee for the meeting.

Business from the Public

None.

Business from Staff

3:36 p.m.

Economic Development Program Coordinator Jennifer Wehr addressed the Short-Term Rental Transient Lodging Taxes (TLT), reporting that the City had secured a contract with a company to collect taxes that includes Airbnb's and other short-term rentals. She included that they will be able to track those receipts separately from hotel/motel collections to see the impact.

Wehr provided a spreadsheet of current TLT revenues. Last year performed above the budget projected and Chair Silbernagel hoped those revenues would help build the Reserve fund amounts and requested the final numbers for the fiscal year.

Scheduled Business

3:15 p.m.

- Tourism Agency Reports

Albany Visitors Association (AVA), Executive Director, Rebecca Bond, provided members with the FY 23/24 Annual Report. She reported that they opened their new location in January.

Albany Downtown Association, Executive Director, Lise Grato shared that they are having upcoming awards of deserving downtown businesses. She provides monthly updates to the City Council and provided an overview of their monthly activities and volunteer recognitions. Chair Silbernagel wanted to state for the minutes that she was really impressed by the program and the strong volunteer efforts.

Monteith Historical Society was not represented but sent in their Bi-Annual Report of activities.

- Collaborative Tourism and Promotion (CTP) Grant Evaluation and Awards **3:23 p.m.**

Chair Silbernagel began with the application from A-Town Pizza Fest. The applicant stated that the application link wasn't working and exceeded the application deadline of September 1st. Member Moore was concerned about granting leniency to the deadline requirements. Chair Silbernagel wanted the record to show that it didn't meet the application deadline and was missing some of the information required.

Motion: Member Moore motioned that if there are funds available in January, they may reconsider accepting the application at that point. Member Andrews seconded the motion. All voted in favor 7-0.

Rebecca Bond spoke for the Albany Visitors Association (AVA) application The Extended Digital Marketing Program requesting \$9,900.00 For producing 30 second promotional videos.

The AVA had a second application for AVA Marketing Video Tour production. Their current contract ends this calendar year. They have a proposal through walk through virtual tours that they would then own and not have to contract annually. Their ask is also \$9,900.00 for this application.

Cap and Stem NW application was presented by Deidre Lafferty, Executive Director. They are sponsors of the first Albany Mushroom Festival at Timber Linn Park. They were applying retroactively to reimburse funds for the event. The applicant misunderstood how the grant process worked. Chair Silbernagel asked about considering it in January for the coming year. All members agreed.

Linn Benton Hispanic Advisory Committee (LBHAC) applied for the grant to support their Annual Festival Latino. Millie Wilson and Ana Ojeda Duffy presented their application. Members struggled with the budget figures, but they acknowledged the volunteer effort and donations. Their ask would help with their marketing effort. The Chair suggested that they return in January with a better description of the budget.

Gallery Calapooia Extended Marketing, Linda Herd presented and provided a summary of how arts and culture and impact to economic development. Their ask is for a marketing package to promote the gallery and the downtown business district.

West Albany Youth Baseball Tourney, Brittany Paulson represented the ask. There was some confusion over receipt of the application, but staff confirmed it was received by the deadline. They are anticipating expanding to 6 field locations and including South Albany. They work with local hotels to reserve room blocks for out-of-town teams. She reviewed their expenses and planned upgrade to an electronic registration process, with links to local businesses. Members had questions about their budget figures and ask.

Chair Silbernagel began the discussion of grant awards. She reiterated that A-Town Pizza Fest, Cap and Stem NW and the Linn Benton Hispanic Advisory Committee, were asked to come back.

Motion: Member Konopa moved to fully fund both AVA applications at \$9,900 each, and award partial funding for Gallery Calapooia for \$3,800 and West Albany Youth Baseball for \$2,000. The grant awards totaled \$25,600. Member Andrews seconded the motion, which passed 7-0.

Chair Silbernagel noted that they have more than enough interest to use up the funds provided if they can open it up again.

- CTP Grant Post-Event Reports

West Albany Baseball provided a brief recap on the success and great feedback on the 2024 tournament.

Rebecca Bond with the AVA had come prepared to show some of the videos they had produced, but the members had limited time remaining in the meeting.

Others were encouraged to provide reports at the next meeting.

Chair Silbernagel shared that they should open the application process mid-October with a deadline of mid-December.

Next Meeting Date

The next meeting is on Thursday, January 16, 2025.

Adjournment

Hearing no further business, Chair Silbernagel adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Reviewed by,

Susan Muniz
Recorder

Jennifer Wehr
Economics Development Coordinator

**Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cityclerk@albanyoregon.gov.*



MEMO

TO: Tourism Advisory Committee

FROM: Jennifer Wehr, Economic Development Program Coordinator

DATE: January 9, 2025, for the January 16, 2025, Tourism Advisory Committee (TAC) Meeting

SUBJECT: Collaborative Tourism Promotion (CTP) Grant Evaluation and Awards

Action Requested:

Review CTP requests and by motion, approve awards.

Discussion:

The CTP grant program typically follows an annual cycle, with \$50,000 awarded in September of each year of the city’s biennium. At the September meeting, \$25,600 was awarded, leaving \$24,400 remaining. The committee voted to reopen the application process for awarding the remaining funds. Six applications were received by the deadline. The total amount requested well exceeds the \$24,400 available, so the TAC may consider partial awards and/or invite applicants to apply again in the upcoming cycle.

Here is an overview of the applications in alphabetical order:

Albany Carousel	Translation Headsets	\$10,000
Albany Civic Theater	Replace Marquee Board	\$4,500
Albany HUTS	Transitional Housing	\$20,000
Cap and Stem Northwest	New Community Program	\$12,084
Giving A Hoot	Supplies for City CleanUp	\$2,000
Linn Benton Hispanic Advisory Committee	Festival Latino Project-Marketing	\$4,390
	Total	\$52,974

As a reminder, CTP grants are for event start-up costs; new marketing campaigns or expanded advertising for a new element of an existing event; or travel expenses to submit proposals to host events, conferences, and trade shows. Grants are provided on a reimbursement basis.

JW:SA:km
Attachments: 6





**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$ 10,000

Organization Name: Albany Historic Carousel & Museum		
Address: 503 1st Ave. SW		
Contact Person and Title: Nicki Marazzani- Executive Director		
Telephone: 925-698-0359	Fax:	E-mail: edcarousel@gmail.com
Federal Tax Identification Number (if applicable): 93-1102746		

If more space is needed to answer the following questions, please attach no more than five additional pages.

1. Describe the event or activity proposed for which funding is being requested. Be specific.
We are hoping to receive a grant to expand our reach to include more of our Spanish speaking community and visitors. We would like to purchase head sets that translate tours from English to Spanish, disposable headphones, marketing, and new signage.

2. How will this event or activity benefit tourism and the Albany community?
At least 14% of our community is Spanish speaking and as we are surrounded by small communities with, the number of Spanish speakers is approximately 10%. This not only means they might be missing out on our community members, but also visitors.

3. Has this event or activity occurred in previous years and/or in another location?
This will be new for our museum

4. Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?
Budget will be \$10,000 the first year and approx \$\$400 annually.

5. Please choose one that best describes your event or activity:
 Onetime Ongoing Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No



U.S. Translation Company
 320 W 200 S, Third Floor
 Salt Lake City, UT 84101

Albany Historic Carousel and Museum Albany, OR
 Nicki Marazzani

Date 11/07/2024 **Event Date** 11/07/2024 to 11/07/2024

Tour Guide Equipment and Language Solution_110724
 Quote No. Q-12963-02

Thank you for your inquiry on 11/07/2024. Please review the below quote.

Item	Quantity	Unit / Service	Unit Price	Price in USD
1.AI Software: Real-Time AI Generated Language Translation				
	30	Hour(s) AI Live Interpretation <i>25% discount - Nonprofit - 1:1 Language Combination</i>	100.00	3000.00
Subtotal				3000.00
	-35	% Discount Equipment		-1050.00
2.Tour Guide Interpretation and Assistive Listening Equipment				
	1	Fluent 900MHz Language Interpretation/Tour Guide (20 Listeners) <i>(1) 900 MHz Compact Transmitter, (20) 900 MHz Compact Receivers,(20) Earphones, (1) Headset Mic, (1) Soft Carry Case, (1) 24 Slot Drop-in Charger</i>	3900.00	3900.00
Subtotal				5850.00
	-10	% Discount Equipment		-585.00
Total				\$5265.00



**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$ \$4,500

Organization Name: Albany Civic Theater		
Address: 111 First Avenue West (P.O. Box 82)		
Contact Person and Title: Kathie O'Brien		
Telephone: 208-661-6092	Fax:	E-mail: treasurer@albanycivic.org
Federal Tax Identification Number (if applicable): 93-6032137		

If more space is needed to answer the following questions, please attach no more than five additional pages.

1. Describe the event or activity proposed for which funding is being requested. Be specific.
We are proposing to replace our marquee letter board in the front of our historic building. See attached sheet for additional information.

2. How will this event or activity benefit tourism and the Albany community?
See attached sheet for complete information.

3. Has this event or activity occurred in previous years and/or in another location?
The last time the marquee was updated was nearly 20 years ago in 2005.

4. Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?
See attached sheet for complete information.

5. Please choose one that best describes your event or activity:
 Onetime Ongoing Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No

Application for Funding Request: Collaborative Tourism Promotion

From: Albany Civic Theater

Date: December 12, 2024

Page 1

- **Question 1: Describe the event or activity proposed for which funding is being requested. Be specific.**

We are proposing to replace our marquee letter board in the front of our historic building. Albany Civic Theater (ACT) has been a cultural beacon for decades. In fact, ACT will be celebrating its 75th year of productions in the 2025-2026 season. The 120-year-old ACT building is a contributing landmark to the Historic District of downtown with period architecture from the late 1800s and early 1900s. The original Italianate Horsky Building (Rialto Theater) was constructed 1904. The building is next to the site of one of the first log cabins built in Albany in 1847, which is now a memorial park known as Burkhart Square. Additionally, this site is home to the first poured concrete building in Oregon, constructed around 1923, known as the Burggraf building.

Twenty years of exposure to the elements has caused ACT's marquee letter board to significantly deteriorate. The marquee faces First Avenue and is visible to a heavily trafficked area of downtown Albany. It displays current and upcoming activities in our wonderful, historic building on First Avenue between the bridges. It has been an iconic symbol for our theater, drawing attention from passersby and inviting the community to engage with the arts. However, due to age and weather, it is now in disrepair. By updating and restoring this essential feature, we will enhance the aesthetic integrity of our historic building in addition to its functionality and visual appeal.

The new marquee will preserve the historic character of our theater while providing a modern, durable solution that will continue to serve as a focal point for ACT. This update is part of ACT's commitment to keeping downtown Albany a vital cultural area and celebrate its past and future.

- **Question 2. How will this event or activity benefit tourism and the Albany community?**

ACT is an all-volunteer, non-profit community theater that entertains and enriches audiences enhancing the cultural life of our community. ACT will celebrate its 75th season in 2025-2026 making it Oregon's longest running community theater. The theater produces and delivers a year-round season of entertainment in an intimate theater setting in Historic Downtown Albany.

Our vision is to provide quality entertainment as an outlet for artistic achievement and an educational resource for the Albany, Oregon, community and the greater midWillamette Valley. ACT offers a range of challenging creative opportunities that inspire people of all backgrounds and ages to participate in theater. ACT cultivates an appreciation of the performing arts in our community, educates through experience, and cooperates with other arts groups. ACT offers a wide

Application for Funding Request: Collaborative Tourism Promotion

From: Albany Civic Theater

Date: December 12, 2024

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range of opportunities and experiences from children's camps and programming to large scale musicals to serious drama to outrageous comedy.

A new marquee and letterboard will significantly benefit Albany tourism and the community in several ways:

- The marquee highlights productions, special events, auditions, and other activities at the theater and downtown Albany.
- Patrons of ACT support other local businesses. Performances attract thousands of visitors each year from the surrounding area, other cities, and other states. Those visitors dine at nearby restaurants, shop downtown, sip at local establishments, and frequent small businesses.
- Our volunteer tracking system shows over 30,000 volunteer hours contributed by show volunteers, board members, managers, and technical people involved in shows during the last fiscal year (September 1, 2023 through August 31, 2024). There is rarely a day that volunteers aren't at the theater preparing for a show, participating in programming, cleaning up after a show, and participating in the myriad of tasks that are required to make a community theater viable.
- Because of ACT, over 300 volunteers and thousands of theater-goers come downtown and take advantage of eating at local restaurants and shopping at local businesses. Maintaining a quality space and programming is crucial to attracting volunteers and patrons.
- A well-designed marquee acts as a landmark to the area, drawing in tourists.
- An updated marquee makes an interesting backdrop for photos, encouraging social media sharing and drawing more visitors to downtown.
- A new marquee letter board will enhance the aesthetic of our beautiful historic building making it more attractive to visitors and displaying a sense of pride in the community and an investment in the cultural activities of the area.
- A clear, prominent display of events encourages more community members to attend and participate in theater activities and ensures that more community members are aware of activities.
- ACT inspires the next generation of artists. Thanks to ACT, performing artists can find inspiration in their own backyard. When they see the community supporting a venue like ACT, it sends the message that their neighbors and friends also support them.

Application for Funding Request: Collaborative Tourism Promotion

From: Albany Civic Theater

Date: December 12, 2024

Page 3

- **Question 3. Has this event or activity occurred in previous years and/or in another location?**

- The last time the marquee was updated was nearly 20 years ago in 2005.

Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?

Project Item	Funding Source	Total
Marquee Letter Board	CTP Grant	\$4,500*
Replace three awnings under the marquee on the front of the building	ACT Funds	\$36,500
Total Project		\$41,000

*The marquee is a part of a larger project to update the front of the theater. ACT is committed to funding the replacement of three awnings which are below the marquee and in desperate need of replacing. The budget above shows costs of the entire project.

- **Please choose one that best describes your event or activity:**
 - Onetime
- If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?
 - Yes
- Have you included the required bids/quotes or other paperwork supporting your request for grant funding? (**One quote is required for requests under \$10,000.** Three quotes are required for requests over \$10,000.)
 - Yes. The bid we are submitting is from January 2023. If the price has increased, ACT will cover any additional costs. We are requesting CTP funds of \$4,500.



Foress Sign & Manufacturing, LLC

CCB # 144386

30255 Hwy 34

Albany, OR 97321

Proposal

P.O. No.	Customer Email	Proposal #
	dhambley@gmail.com	77
Phone #	Proposal Date	Rep
541-928-5858	1/26/2023	HF

Project Name/ Billing Information	
Douglas Hambley	
Customer Phone	541-990-3635

Ship To/ Site Location
Albany Civic Theater 111 West 1st Avenue Albany, OR 97321

NOTE: This Proposal may be withdrawn by Foress Sign & Mfg., L.L.C. if not accepted within 15 days. We hereby submit specifications for the following:

Description	Qty	Cost ...	Total Cost
Remove existing four lines of plastic panels with track and dispose. Wall repair, painting or renovation after removal by others.	1	4,316.00	4,316.00
Manufacture and install 2 panels aluminum/pvc white backer panels each with two lines of track for manually changeable letters. 4 rows of track total for removable letters, . Top track is for clients 12" tall letters and bottom three track for clients 8 1/2" letters.			

Foress IS NOT RESPONSIBLE FOR THE BRANCH CIRCUIT. The electrical branch circuit is required to be installed and/or connected by Others. Permits & Engineering, if required, will be acquired by Foress Sign and billed to the customer separately.

Price includes two revisions not to exceed 4 hours. All allotted hours in excess will be billed at \$75/hour. All service to the signs will be billed at Time & Materials (T&M). Late fees will be 2% of the total price of project compounded monthly. NOTE: Standard soil excavation: encountering rock and/or other obstructions will be billed at T&M. The location of private utility lines i.e. water, electric, or sewage on customer's property is the responsibility of the property owner. If encountered during excavation, Foress assumes no Liability for the cost to repair.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to the standard practices. Any alteration or deviation from the above contract involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. All signs and products will remain property of Foress Sign & Mfg LLC until final payment is received.

Our workers are fully covered by Workman's Compensation Insurance. A construction lien may be claimed for all labor or furnishings of materials to purchase pursuant to Oregon Lien Law. The above referenced products will remain the sole property of Foress Sign & Mfg., LLC until all payments are received in full. Any digital media or photo taken of a sign during it's design, manufacture, or installation are the sole property of Foress Sign & MFG LLC and may be used in any publication, including web-based publications, without payment or other considerations to the purchaser of the sign.

Work will not commence until Down Payment is received. Down Payments are Non-Refundable. _____ (Please Initial)

Business Name:	Phone:	
Accepted By:	Total Project	\$4,316.00
Date Accepted Proposal:		
Title:	Downpayment	\$2,158.00
Email:	Due on Completion	\$2,158.00



**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$ 20,000

Organization Name: Albany HUTS		
Address: 4720 Knox Butte Rd E, Albany, OR 97322		
Contact Person and Title: MykeEdwards, Preesident		
Telephone: 541-730-3382	Fax:	E-mail: myke@mykeyweb.com
Federal Tax Identification Number (if applicable): 99-4776043		

If more space is needed to answer the following questions, please attach no more than five additional pages.

- Describe the event or activity proposed for which funding is being requested. Be specific.
Albany HUTS transitional shelters will offer a short term transitional safe place for homeless people that are re-entering society. The shelters will be conestoga style off-grid units for single individuals in transition.
- How will this event or activity benefit tourism and the Albany community?
This will help the Albany community by offering unsheltered individuals a safe and secure place to stay as they are re-stabilizing their lives after incarceration.
- Has this event or activity occurred in previous years and/or in another location?
Yes, the Community Supported Shelters has a very successful program in Eugene that keeps hundreds of unsheltered people off their streets.
- Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?
Please find the proposed budget expenditures at <https://albanyhuts.org/#news> and <https://albanyhuts.org/wp-content/uploads/Albany-HUTS-Conestoga-Proposal-8-2024.pdf>
- Please choose one that best describes your event or activity:
 Onetime Ongoing Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No

From: [Myke Edwards](#)
To: [Wehr, Jennifer](#)
Subject: Funding Request Form
Date: Monday, November 18, 2024 3:01:05 PM

[**WARNING!** This email came from outside our organization. Do **NOT** click unknown attachments or links in email.]

Hi Jennifer :)

It was nice meeting you at the Kiwanis lunch last week.

I have started a non-profit called Albany HUTS. It was initially created as a transitional homeless shelter, but I am gearing it mainly towards justice-involved people re-entering society and needing a safe place to sleep.

I'm currently preparing to fill out the Application Form for Funding Request Collaborative Tourism Promotion, but I wanted to make sure the Albany HUTS fits into the criteria before filling the form out.

Would you be able to take a look at the albanyhuts.org website to see if it is a proper fit?

I appreciate your involvement and assistance.

Thank you for your input.

--

Myke Edwards
www.MyKeyWeb.com
& AlbanyHUTS.org
541.730.3382

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**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$ 12,084

Organization Name: Cap and Stem Northwest		
Address: 1215 Walnut St SW Albany OR 97321		
Contact Person and Title: Patrick Winczewski, Board President		
Telephone: 503-724-5748	Fax:	E-mail: winczewskip@gmail.com
Federal Tax Identification Number (if applicable): 99-0786440		

If more space is needed to answer the following questions, please attach no more than five additional pages.

- Describe the event or activity proposed for which funding is being requested. Be specific.
See attached
- How will this event or activity benefit tourism and the Albany community?
See attached
- Has this event or activity occurred in previous years and/or in another location?
Yes, the 2024 Albany Mushroom Festival
- Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?
In 2024 we received resourceful sponsorships and income from vendor fees. Our goal in 2025 is to utilize the CTP funds for needed improvements, allowing for better fundraising success. Any proceeds will go to the next festival. See attached
- Please choose one that best describes your event or activity:
 Onetime Ongoing Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

This is our second attempt at the first grant request. We initially applied for the grant in the first round (September), immediately following the event. However, we were advised by the committee to return and apply during this second round (December) with a more refined scope for our request.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No

Question 1: Describe the event or activity proposed for which funding is being requested. Be specific.

We are requesting funds to support the 2025 Albany Mushroom Festival. In 2024, we hosted the first annual Albany Mushroom Festival, which was a wonderful success, bringing in over 7,000 individuals to Albany. This is a free community event focused on art, education, and health. The event will host over 100 artisanal vendors, several local food trucks, educators, and entertainers from all over the Northwest. Accessibility of this event is enhanced by free admission, free educational content, free entertainment, and free activities for guests of all ages to enjoy. Albany is uniquely positioned to host an annual iconic mushroom celebration in the heart of the Willamette Valley. Albany's mushroom festival is like no other festival in the state, region or nation.

Our goal is to repeat the success of our first event and use this momentum of continuous improvement to gain support and secure more financial support and sponsorships to make this an annual event. Challenges faced in Summer 2024 were primarily a direct result of great attendance and high demand. The crowds stretched park resources including restrooms, parking and security. This funding request will help us address these challenges while allowing more capacity and maintaining accessibility of the festival to allow the event to grow to its full potential.

Specifically, we are asking for funds to help support the growth and success of the 2025 event. We are requesting funds for increased security to ensure the safety of the numerous guests and additional fencing to enhance the security of the alcohol garden. We are seeking funding for portable toilets and handwashing stations to improve comfort and accessibility. Additionally, funds are requested for a portable stage to showcase our musical performers and expand the footprint of the festival, as well as to pay for the performers themselves.

We are also looking for funds to rent a large tent to provide shade and weather-resistant areas for workshops and activities. Funding for a photographer would help us capture the many wonderful moments at the festival, creating a strong visual archive to promote future events. Finally, we are asking for funds to expand our marketing efforts, including fliers, posters, and social media advertising, to help spread the word about this exciting event and maximize attendance.

Question 2: How will this event or activity benefit tourism and the Albany community? Following the success of the 2024 festival, the 2025 Albany Mushroom Festival will draw thousands of visitors from across the Northwest and beyond to Albany, celebrating art, education, and all things mushrooms. This event has strong cultural significance and has already generated enthusiastic requests for its continuation in 2025 and for years to come.

The 2024 festival demonstrated the festival's positive impact on Albany's economy and community engagement. Attendees were seen exploring downtown shops, dining at local restaurants, and even riding the Albany Carousel in mushroom costumes. The event enhances Albany's reputation as a hub for unique and inclusive events that encourage regional tourism.

In addition to the festival, our second annual "Mushroom Week" will further benefit the local economy by encouraging participation from businesses across Albany. This week-long celebration invites restaurants, bookstores, tattoo shops, coffee shops, and other businesses to

decorate their spaces and feature mushroom-themed products and services. Mushroom Week successfully created a buzz in 2024, providing businesses with increased foot traffic and visibility, and we aim to grow this collaboration even further in 2025.

Receiving these funds will allow our organization to focus on creating and promoting fundraising opportunities, such as sponsorships, vendor fees, donations, and merchandise sales. These efforts will not only support the 2025 event but also ensure the long-term growth and success of the Albany Mushroom Festival for years to come, establishing it as a signature event for the city.

2025 Albany Mushroom Festival Budget

INCOME						
	2025 budget		2024 Actual		Notes	
	Cash	In Kind	Cash	In-Kind		
Sponsorships	\$3,500.00	\$3,000.00	\$2,500.00	\$2,924.00	In-kind donation for raffle only	
Volunteers (\$33.49 per hour)		\$42,000.00		\$36,905.98	1,102 volunteers hours were recorded from June 19th to September 22nd 2024	
Vendor Fees	\$7,200.00		\$4,959.00			
Merchandise sales	\$2,400.00		\$1,030.00			
INCOME SUBTOTAL	\$13,100.00	\$45,000.00	\$8,489.00	\$39,829.98		
EXPENSES						
	2025 Budget		2024 Actual			
	Cash	In Kind	Cash	In-Kind		
SITE						
Security	\$2,000.00		\$1,254.00	\$0.00	Quote provided	
Tent rental	\$1,524.00		\$0.00	\$0.00	Quote provided	
Portable toilets and handwashing	\$1,400.00		\$0.00	\$0.00	Quote provided	
Beer garden fencing	\$160.00		\$0.00	\$60.00	4x100' safety fencing home depot	
Photographer	\$1,200.00		\$0.00	\$0.00	\$200 per hour	
City Park reservation fee	\$510.00		\$510.00	\$0.00		
Small canopies	\$0.00	\$400.00	\$0.00	\$400.00		
Table and Chair Rental	\$200.00		\$139.50	\$0.00		
Liability Insurance	\$1,500.00		\$430.00	\$0.00		
Garbage	\$800.00		\$280.00	\$200.00	Volunteer hours included	
City permits	\$200.00		\$200.00			
MARKETING						
Paper printing (posters, postcards)	\$400.00		\$358.00		Estimations from 2024 budget	
Social Media Boosting	\$400.00		\$250.00		Estimations from 2024 budget	
Billboard		\$700.00	\$0.00	\$700.00		
Banners	\$300.00		\$186.00			
Radio Advertisement	\$800.00		\$100.00			
Yard Signs	\$250.00		\$216.00			
PROGRAM						
Musician compensation	\$2,000.00		\$0.00		Estimations from 2024 performances	
Stage Rental (mobile) w/ sound	\$3,000.00	\$500.00	\$0.00	\$0.00	Quote provided	
Sound equipment rental	\$0.00		\$450.00		Included with stage 2025 rental	
Map and Schedules	\$100.00		\$98.00			
Merchandise	\$1,500.00		\$274.00			
Props, set, decorations	\$2,000.00	\$2,000.00	\$1,955.00	\$2,000.00	Paint, wood, stands,etc	
MISC						
Volunteer hours (\$33.49 per hour)		\$42,000.00		\$36,905.98	1,102 volunteers hours were recorded from June 19th to September 22nd 2024	
Expense Subtotal	\$20,244.00	\$45,600.00	\$6,700.50	\$40,265.98		
CTP Funds Requested, relevant expenses highlighted above	\$12,084.00					



Proudly serving the Willamette Valley & Central Coast since 1977



P.O. BOX 444
Albany, OR 97321

www.bestpots.com
bestpotsevents@gmail.com

MUSHROOM FESTIVAL 2025

Account name:
MUSHROOM FESTIVAL 2025

<u>Contact Name:</u>	<u>Phone #</u>	<u>Email</u>
PATRICK WINCZEWSKI	503-724-5748	ALBANYMUSHROOMFESTIVAL@GMAIL.COM

<u>Secondary Contact:</u>	<u>Phone #</u>
0	0

Billing Address: ???
Site Address: 900 PRICE RD SE ALBANY - TIMBER LINN PARK

Equipment Rented:
 10 SPECIAL EVENT UNITS
 3 DOUBLE SINK STATIONS

Delivery date & time:
 9/21/2025 MORNING

Service date & time:
 N/A
 N/A

Removal date & time:
 9/21/2025 EVENING

Contract Acceptance:
 Estimate covers delivery, removal, initial placement, scheduled services ect. Additional charges will apply if changes are made after the initial delivery of equipment. Estimate is based off of current fuel prices. Fuel adjustment may be applicable.

Grand total for equipment & service listed above:
 \$ 1,400.00 QUOTE IS GOOD FOR 30 DAYS

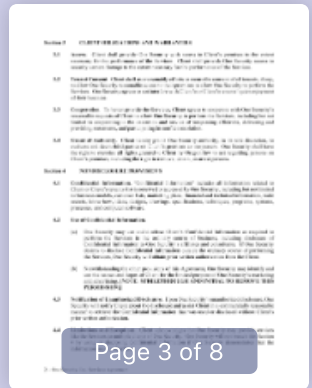
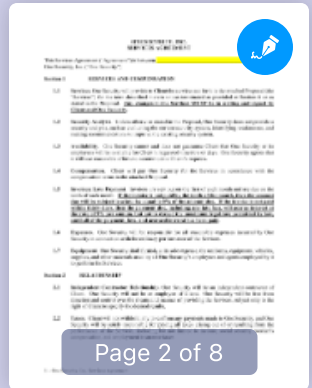
X *ONCE THIS QUOTE IS APPROVED - WE WILL SEND OVER FOR SIGNATURE

Authorized Agent for order signature:	
X Kayla Stark	11/11/2024
Accepted for Best Pots, Inc.	Date:



Pricing & Contract - 2025 Albany Mushroom Fest (Amended)

START SIGNING



+
125%
-

ONESECURITY

ONE SECURITY, INC. PROPOSAL FOR SERVICES

Service Description	Notes	Location
Sunday 9/21/2025 from 11am-6pm	2025 Albany Mushroom Festival 7 assets (includes beer garden alcohol monitoring)	Timber Linn Park, Albany OR

Overview

Cap & Stem Northwest (Albany Mushroom Festival) has requested crowd management services to be provided for the duration of their event. One Security will provide experienced and uniformed assets.

One Security pricing for event assets is delineated below.

Event Assets	Pricing
7 assets	\$2,000.00

Client:

Company *

One Security, Inc.:

Signature

Spencer Peck

By:

First Name *

Last Name *

By: Spencer Peck



Patrick Winczewski <albanymushroomfestival@gmail.com>

Albany Mushroom Festival

1 message

rayjackmanrepair@comcast.net <rayjackmanrepair@comcast.net>
To: ALBANYMUSHROOMFESTIVAL@gmail.com

Mon, Nov 11, 2024 at 9:53 AM

Hi Patrick,

My name is Jamie, and I help Ray with the stage. I apologize for the delay getting this information to you!

I have attached an inventory sheet of everything that is included with the rental of the stage. The cost for your event will be \$3500.00, however, we can provide a \$500.00 donation towards your event, bringing the total to \$3000.00. Ray, and our sound technician, Mike, would be happy to assist you with your event and will be on site throughout the duration of the event for any issues that may arise.

If this sounds like something you would like to move forward with, we require 25% down to save the date and the remainder of payment is due upon arrival of event.

Please let me know if you have any questions, or how you would like to proceed.

Thanks so much,

Jamie

Ray Jackman Repair

30771 Spring St.

Lebanon, OR, 97355

541-258-3044

 **STAGE INVENTORY 2024.docx**
36K



Quote #: q156819

4314 SW Research Way
Corvallis, OR 97333
specialrentals.com
541-752-7255 Phone

Customer #: 17637

Status: Quote

Winczewski, Patrick

Phone 503-724-5748

Event Date:

Fri 9/19/2025 8:00AM

1215 Walnut St SW
Albany, OR 97321

Job Descr: The Albany Mushroom Festival

Sales Rep: Debbie Lleras

Delivery Fri 9/19/2025 7:00AM - 7:00PM

Pickup Mon 9/22/2025 7:00AM - 7:00PM

Winczewski,Patrick 503-724-5748
Timber Linn Park
900 Price Rd SE
Albany, OR 97321

Winczewski,Patrick 503-724-5748
Timber Linn Park
900 Price Rd SE
Albany, OR 97321

DELIVERY DETAILS TO BE CONFIRMED UPON RESERVATION

Contact Phone: 5037245748

Email: albanymushroomfestival@gmail.com

Qty	Items Rented	Each	Price
1	<p>***CONTRACT INFO***</p> <p>ANY REDUCTIONS OR CANCELLATIONS ARE SUBJECT TO CANCELLATION FEES. LINEN AND DISH ITEMS ARE NOT CHECKED IN AT THE TIME OF RETURN. YOU WILL BE NOTIFIED OF ANY DISCREPANCIES AS SOON AS THE ITEMS ARE WASHED AND CHECKED.</p> <p>Special Occasions is not responsible for ensuring compliance with Local, State, or National guidelines pertaining to the use of our equipment or your event. Please ensure you are aware of the ever changing regulations that might affect your event and the usage of equipment rented from Special Occasions.</p>	\$0.00	\$0.00
1	<p>30' x 30' White Tent</p> <p>*What is the surface we are installing on: ?</p> <p>*Sidewalls requested: ?</p> <p>*Lighting needs: ?</p>	\$900.00	\$900.00
8	Concrete Ballast, 700lb Block and Roll	\$41.00	\$328.00
8	Block Cover, White Vinyl 700# Block	\$15.00	\$120.00
1	<p>Delivery-97321 Hwy 34 South</p> <p>Standard delivery and pickup operations have routes occurring between 7 AM and 7 PM depending on the day and season.</p> <p>Smaller time windows or time specific needs must be requested a minimum of two weeks in advance and will incur additional charges.</p> <p>Delivery / Pickup is within 35 feet of the back of the truck and does not include setup, takedown, stairs, elevators or other additional labor. Please arrange for these conditions in advance.</p> <p>All items must be repacked and stacked and ready for pickup in the same location and manner that they were delivered.</p>	\$65.00	\$65.00
1	<p>Pickup-97321 Hwy 34 South</p> <p>Standard delivery and pickup operations have routes occurring between 7 AM and 7 PM depending on the day and season.</p> <p>Smaller time windows or time specific needs must be requested a minimum of two weeks in advance and will incur additional charges.</p> <p>Delivery / Pickup is within 35 feet of the back of the truck and does not include setup, takedown, stairs, elevators or other additional labor. Please arrange for these conditions in advance.</p> <p>All items must be repacked and stacked and ready for pickup in the same location and manner that they were delivered.</p>	\$65.00	\$65.00

*****This is a quote only. Pricing is valid for 10 days from quote date. Availability is first come, first serve and subject to change at any time until a quote is converted to a reservation. All Reservation Fees are NON-Refundable.*****

Quote

This is a QUOTE only. Equipment cannot be guaranteed until a reservation is made and required NON-REFUNDABLE Reservation Fees are received. For account customers in good standing a signed contract is required to secure the order.

Quote is based on information provided by client to Special Occasions. Change in conditions, site specific information or scope of work will result in changes to the quote or contract.

A Non-Refundable Reservation fee equal to 50% of the contract value is required at time of reservation. The remaining balance is due in full no later than 14 days prior to beginning contract date. Account customers will be invoiced any cancellation fees incurred.

Quantity reductions greater than 10% will incur cancellation fees on those items cancelled.

Rental:	\$1,348.00
Damage Waiver:	\$36.98
Delivery Charge:	\$130.00
Subtotal:	\$1,514.98
OR CAT Recovery:	\$8.64
Total:	\$1,523.62
Paid:	\$0.00
Amount Due:	\$1,523.62

Signature:

Winczewski, Patrick



**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$ 2,000.00

Organization Name: Giving A Hoot		
Address: 1638 NW Springhill Dr., Albany, OR 97321		
Contact Person and Title: Bobby Williams Herrera, Co-Founder		
Telephone: 541-974-7393	Fax:	E-mail: givingahoot2@gmail.com
Federal Tax Identification Number (if applicable): 92-3601168		

If more space is needed to answer the following questions, please attach no more than five additional pages.

1. Describe the event or activity proposed for which funding is being requested. Be specific.

See Attached

2. How will this event or activity benefit tourism and the Albany community?

See Attached

3. Has this event or activity occurred in previous years and/or in another location?

See Attached

4. Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?

Up to \$1,200 will go towards supplies and safety equipment.

Up to \$500 will go towards additional safety vests.

Up to \$300 will go towards signs.

5. Please choose one that best describes your event or activity:

Onetime

Ongoing

Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

In 2024 our request was not approved. We applied for funding for plants, supplies and safety equipment.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No

1. Describe the event or activity proposed for which funding is being requested. Be specific.

Giving A Hoot (GAH) is a volunteer based nonprofit organization co-founded in March 2022 by Kristal Dufour and Bobby Williams Herrera. Coordinating cleanup projects which include trash pickup, sidewalk/street/gutter weed removal, trimming and landscaping maintenance. GAH equipment and supplies has been primarily funded by the co-founders and a few community donations. We are requesting funding to purchase needed or replacement equipment for our cleanup events including handheld garbage pickers, rakes, shovels, equipment carts, weed wacker and leaf blower. The safety of our volunteers is our priority, and we have an ongoing need for safety supplies such as gloves, safety glasses, sharps containers and additional safety vests. We are also in need of replacement GAH signs, which are placed out on barricades during each cleaning event and kept in place for a few days following. We are requesting up to a total of \$2,000 with the priority of funding being for additional cleaning and safety equipment.

2. How will this event or activity benefit tourism and the Albany community?

The sole purpose and mission of Giving A Hoot is to improve the appearance of the city of Albany, Oregon. It is our belief that a beautiful city improves its livability and thus increases its economic viability. Giving A Hoot supports multiple areas in Albany primarily through the adopt-a-highway program with ODOT and partnerships with the City of Albany and Albany Parks and Recreation. Our current areas of focus include the Knox Butte & I5 interchange, the Train Station interchange, and the Springhill & HWY20 intersection which expands over both bridges to include Lyons & Ellsworth streets. We consider these areas as “gateways” into our city and our volunteers work tirelessly to help our city partners close the gap on available services.

3. Has this event or activity occurred in previous years and/or in another location?

Yes. Since September 2022, the cleaning projects are done one Saturday a month, rotating to one of our three areas each month except December. Our supplies and safety equipment are needed and used for an average of 12 - 18 volunteers per cleanup. A few times a year we have groups of 25 - 30 volunteers for special or multiple area cleanups.

In October 2023 we completed part 1 of 3 of the planting projects at the Train Station area. Currently, we are working on an irrigation solution to help the plants get established during their first full year. Once we have that in place, we will continue the Train Station planting project.

Wehr, Jennifer

From: Dufour Williams <givingahoot2@gmail.com>
Sent: Saturday, December 14, 2024 9:18 AM
To: Wehr, Jennifer
Subject: Re: Albany CTP Grant Opportunity
Attachments: ctp-application_for_tlt_funding_request.pdf; CTP Attachment.pdf; Giving A Hoot-14755--quote.pdf; Garbage Pickers.png; Giving A Hoot 2025 Calendar.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

[WARNING! This email came from outside our organization. Do NOT click unknown attachments or links in email.]

Hi Jennifer,

Great seeing you at greeters and thanks for chatting with me. The application wouldn't let me include all the characters I needed to type so I included the information on a separate sheet. The invoice for the safety vests is an older quote but Xtreme will match their pricing for us if we have the funds to purchase. I included a snip example of the garbage pickers we have been using as a visual for quantity and cost. I have the meeting for January 16, 2025 at 3:30p on my calendar and I will be able to attend. I also included our 2025 cleanup schedule for the committee and anyone you'd like to share it with 😊. Please let me know if you have any questions or need additional information.

Thanks again!!

Bobby



On Tue, Dec 3, 2024 at 10:49 AM Wehr, Jennifer <Jennifer.Wehr@albanyoregon.gov> wrote:

Hello Bobby and Kristal,

I wanted to check in with you related to a \$2000 Collaborative Tourism Promotion (CTP) grant you applied for in December 2023 with the Tourism Advisory Committee (TAC). At that time, the committee denied the grant and offered a motion to have your project covered from the Public Works Street Fund. After the TAC's September 2024 meeting, the committee asked for confirmation that occurred, and in following up with Public Works, I was informed that they really don't have a fund in which to

provide those type of monetary funds but has sometimes been able to provide barricades or pick up bags after for your organization.

I wanted to circle back around with you to see if you were still interested in obtaining funds, that the grant process is currently open with applications due by 12/15. I know this is a short turn time, but wanted to make sure you were aware that the process was once again available. As you know, it is up to the committee themselves to approve/grant funding requests, and this in no way guarantees that funds will be provided, just sharing with you that the application process is currently open if you wanted to reapply.

Applications can be found at [Collaborative Tourism Promotion Grant Funding \(albanyoregon.gov\)](http://albanyoregon.gov) and are due **no later than 12/15** for consideration at the Thursday January 16, 2025 committee meeting at 3:30 in the Willamette Room at City Hall. Completed applications can be provided to me electronically via email. Please Note that all funds must be spent and submitted for reimbursement by June 30, 2025 to complete the fiscal year cycle.

Please advise if there are any questions or comments.



Jennifer Wehr

Economic Development Program Coordinator
541-791-0180

Community Development

City of Albany, Oregon

333 Broadalbin St SW, Albany, Oregon 97321

www.albanyoregon.gov

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Xtreme GrafX, LLC
 505 Main SE, Albany, OR, 97321
 info@xtremegrafX.com
 (541) 926-9727

www.xtremegrafX.com



Quote 14755 #1

Safety Vests

SALES REP INFO
 Chrystal L. Hart
 Owner
 chrystal@xtremegrafXdesign.com

QUOTE DATE
 12/08/2022
 QUOTE EXPIRY DATE
 12/18/2022
 TERMS
 60/50

ORDERED BY
 Giving A Hoot

CONTACT INFO
 Bobby Williams
 robertw@samhealth.org
 +1 541-974-7393

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE				
1	Apparel - SCREEN PRINTING Screen printed graphics printed directly on garments. Locations: 1 CornerStone - ANSI 107 Class 2 Safety Vest. CSV400 Color: Safety Orange <table border="1"> <tr> <th>2/3XL/XL</th> <th>S/M</th> </tr> <tr> <td>2</td> <td>7</td> </tr> </table> Screen Printing - VARIANTS Colors : 4 Colors Location : Full Back	2/3XL/XL	S/M	2	7	15	Each	\$32.86	\$492.95	N
2/3XL/XL	S/M									
2	7									
2	Apparel - SCREEN PRINTING Screen printed graphics printed directly on garments. Locations: 1 CornerStone - ANSI 107 Class 2 Safety Vest. CSV400 Color: Safety Orange <table border="1"> <tr> <th>2/3XL/XL</th> <th>S/M</th> </tr> <tr> <td>2</td> <td>7</td> </tr> </table> Screen Printing - VARIANTS Colors : 1 Color Location : Full Back	2/3XL/XL	S/M	2	7	15	Each	\$30.86	\$462.95	N
2/3XL/XL	S/M									
2	7									
3	Apparel - SCREEN PRINTING Screen printed graphics printed directly on garments. Locations: 1 CornerStone ANSI 107 Class 2 Economy Mesh Zippered Vest. CSV101 Color: SftyOrg <table border="1"> <tr> <th>2/3XL/XL</th> <th>S/M</th> </tr> <tr> <td>5</td> <td>14</td> </tr> </table> Screen Printing - VARIANTS Colors : 4 Colors Location : Full Back	2/3XL/XL	S/M	5	14	29	Each	\$16.91	\$490.53	N
2/3XL/XL	S/M									
5	14									
4	Apparel - SCREEN PRINTING Screen printed graphics printed directly on garments. Locations: 1 CornerStone ANSI 107 Class 2 Economy Mesh Zippered Vest. CSV101 Color: SftyOrg <table border="1"> <tr> <th>2/3XL/XL</th> <th>S/M</th> </tr> </table>	2/3XL/XL	S/M	29	Each	\$14.91	\$432.53	N		
2/3XL/XL	S/M									

ITEM

QTY UOM U.PRICE TOTAL (EXCL. TAX) TAXABLE

5	14	10
---	----	----

Screen Printing - VARIANTS
 Colors : 1 Color
 Location : Full Back

Setup:	\$0
Shipping:	\$0
Misc. Charges:	\$0
Subtotal:	\$1,878.96
Sales Tax (0%):	\$0
Total:	\$1,878.96

Downpayment (50.0 %)

\$939.48

SIGNATURE:

DATE:



2-Pack 34 Inch Extra Long Grabber Reacher with Rotating Jaw - Mobility Aid Reaching Assist Tool (Yellow)

[Visit the RMS Store](#)

4.8 ★★★★★ 25.9K | [Search this page](#)

Giving a Hoot

Amazon's Choice

5K+ bought in past month

-8% **\$32.99** (\$16.50 / Count)

List Price: ~~\$35.99~~

✓prime Two-Day

FREE Returns

Color: **Yellow**



- **WHAT IS INCLUDED:** 2 Packs of 34" grabber reacher with rotating jaw.
- **34" LONG:** Increases your reach by 34 inches so that you can pick up items from floor, top shelf, outdoor lawn, trash can, behind furniture, or other hard to reach places.
- **ROTATING JAW:** The jaw rotates and locks at 90 degrees for vertical or horizontal use. It is made from soft rubber to allow picking up the smallest items with ease.
- **DURABILITY:** The shaft is made from rust-proof lightweight aluminum and the internal wire is made from steel cable for durability and easy of use.



6 VIDEOS



Keeping
Albany
Beautiful!!

Kristal Dufour & Bobby Williams Herrera

Email: givingahoot2@gmail.com



Giving A Hoot



[givingahootalbany](https://www.instagram.com/givingahootalbany)

2025 Event Calendar

Volunteers grab your gloves, weed whacker and leaf blower, if you have them, and join us for our cleanup events on the second Saturday of each month. Safety is our first priority and for most areas all volunteers must be *18 or older. Please email Kristal and Bobby with questions and to schedule your group.

Knox Butte & I5

- 8-10:30 am **January 11**
- 8-10:30 am **April 12**
- 8-10:30 am **June 14**
- 8-10:30 am **September 13**

Springhill & HWY20 (including downtown on Ellsworth and Lyons)

***(This location is open to youth volunteers 10+ accompanied by an adult.)**

- 8-10:30 am **February 8**
- 8-10:30 am **May 10 (combined area event)**
- 8-10:30 am **July 12**
- 8-10:30 am **October 11**

Train Station

- 8-10:30 am **March 8**
- 8-10:30 am **May 10 (combined area event)**
- 8-10:30 am **August 9**
- 8-10:30 am **November 8**



**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$ 4390.00

Organization Name: Linn-Benton Hispanic Advisory Committee		
Address: PO Box 2630 c/o Cascade Pacific RC&D Corvallis, OR 97339		
Contact Person and Title: Cristhian Galvez Committee Co-chair		
Telephone: 541-745-4488	Fax:	E-mail: cg.nuclear@gmail.com
Federal Tax Identification Number (if applicable): 93-0722979		

If more space is needed to answer the following questions, please attach no more than five additional pages.

- Describe the event or activity proposed for which funding is being requested. Be specific.
Annual Festival Latino provides cultural awareness in the form of entertainment, food, crafts, community resources available to all. Entertainment includes dance troupes, Mariachi music performances, and other music performances in the Latin genre.
- How will this event or activity benefit tourism and the Albany community?
Festival Latino is a well known festival in the Hispanic community as a result of its history dating back to 1997. Our goal is to make Festival Latino well known in all other communities in Linn-Benton counties.
- Has this event or activity occurred in previous years and/or in another location?
Festival Latino has taken place in Albany almost every year since 1997 (did not occur in 2021-2023 due to the pandemic).
- Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?
Please see attached. Requested funding will be spent on a marketing campaign to promote the festival across the Mid-Willamette Valley. Intent of grant is to cover costs of marketing services on newspaper, radio, magazines, social media, and posters.
- Please choose one that best describes your event or activity:
 Onetime Ongoing Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

Yes

No

If yes, please explain.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes

No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? *(One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)*

Yes

No

Additional responses:

1. Annual Latino Festival also includes entertainment options for children, and curated selection of food vendors representing the wide variety of Latin cuisine options. This coming year we plan on adding a few other interactive activities not seen in other festivals in the area, such as Latin cuisine workshop, Latin art gallery, Cesar Chavez history exhibit, and other ideas to be materialized.
2. The greatest benefit to Albany tourism is the influx of visitors, particularly from the Hispanic communities in surrounding areas that are likely to visit given the uniqueness and long history of our festival. Additionally, our festival is design to cater all ages so we anticipate the engagement of all communities in general. Additionally, our festival highlights and promotes food vendors, artists from local communities. This is likely to introduce these vendors to new audiences that hopefully return to Albany after the festival looking for those special flavors and unique artistic craft. All these effects combined promote Albany as a city that celebrates multiculturalism, promotes novel and diverse entertainment options and welcomes all communities.
3. Festival Latino has almost always taken place at Montieth Park, except 2024 edition which took place at Timber Lynn park.

**Proposed Marketing Campaign
Latino Festival 2025**

Vendor 1:

Name: La Campeona Radio KWIP (Dallas, OR)
Services: Radio advertisement in Spanish Radio (880 AM, 103.9 FM)
Package: 100 commercials in one month, 60-second each radio spot
Cost: \$1500.00

Vendor 2:

Name: Mid-Valley Media Group (Albany, OR)
Services: Printed Advertisement in Albany Herald and Gazette Times and newspaper websites
Package: 3 column x 4.9" full-color print ads in both the Albany Democrat-Herald and Corvallis Gazette Times – 4 x's either on Tuesdays, Thursdays, or Saturdays
12,453 high Impact reveal ads on both newsroom websites
Cost: \$1000.00

Vendor 3:

Name: MOM Magazine
Services: Printed Advertisement in MOM Magazine
Package: Half-page ad 7.875" x 4.875" in two separate issues (June and August) in edition distributed in Mid-Willamette Valley
Cost: \$990.00

Vendor 4:

Name: Office Depot
Services: Printing Services
Package: 150 High quality poster 11" x 17" glossy 80 lb paper
Cost: \$300.00

Vendor 5:

Name: Meta Platforms Inc.
Services: Social Media Paid Advertising
Package: Estimated 4700 social media impressions daily
Cost: \$600.00

Total Cost:

\$1500.00 + \$1000.00 + \$990.00 + \$300.00 + \$600.00 = \$4390.00



Cristhian Galvez <cg.nuclear@gmail.com>

Jose Alfaro radio La Campeona 103.9fm 880am

1 message

Jose Alfaro <alfarokwip@yahoo.com>
To: "cg.nuclear@gmail.com" <cg.nuclear@gmail.com>

Thu, Nov 21, 2024 at 10:14 AM

Hello good morning greetings Jose Alfaro from La Campeona radio and here is the information you requested' Package of 100 commercials per month each spot 60-second, with a cost of 1,500 dollars per month If we do two months it would be 3,000 dollars, this also includes 100 live mentions with the announcer, put them on our social networks and our radio application.

Jose Alfaro
503-551-8791





risthian alv <cg.nuclear@gmail.com>

Albany Democrat-Herald and Corvallis Gazette Times

1 message

Darlene Schaecher <Darlene.Schaecher@lee.net>
To: "cg.nuclear@gmail.com" <cg.nuclear@gmail.com>

Tue, Nov 19, 2024 at 12:48 PM

Hi Christian –

Here are the options we discussed:

2 column x 4.9”t full-color print ads in both the Albany Democrat-Herald and Corvallis Gazette Times – 4 x’s either on Tuesdays, Thursdays, or Saturdays

17,826 High Impact Reveal ads on both newsroom websites or just one newsroom website

\$ 1,000 total

3 column x 4.9” full-color print ads in both the Albany Democrat-Herald and Corvallis Gazette Times – 4 x’s either on Tuesdays, Thursdays, or Saturdays

12,453 High Impact Reveal ads on both newsroom websites or just one newsroom website

\$ 1,000 total

2 column x 7.45” full-color print ads in both the Albany Democrat-Herald and Corvallis Gazette Times -4 x’s either on Tuesdays, Thursdays, or Saturdays

12,235 High Impact Reveal ads on both newsroom websites or just one newsroom website

\$ 1,000 total

Let me know if you have any additional questions.

Darlene Schaecher

Marketing Consultant | PACIFIC NW REGION

Mid-Valley Media Group | Oregon

P. 541-812-6083 C. 971-237-1041 W. <https://amplifieddigitalagency.com/>



CLIENT INFORMATION

Date _____ Name & Title _____
 Billing Address _____ Company _____
 _____ Phone _____
City State Zip
 Client Rep _____ Contact Email _____

ADVERTISING SPACE - select all that apply

Ad space	Rate	Feb/Mar Year _____	Apr/May Year _____	June/July Year _____	Aug/Sept Year _____	Oct/Nov Year _____	Dec/Jan Year _____
Insert	\$2,350						
Back Cover	\$2,300						
Spread	\$2,300						
Front Inside Cover	\$1,890						
Back Inside Cover	\$1,890						
TOC - Facing Page	\$1,575						
TOC 1/3 Page	\$780						
Full Page	\$1,180						
2/3 Page	\$700						
1/2 Page	\$550						
1/3 Page	\$390						
1/4 Page	\$315						
Notes _____							Total _____

MOM EXPERT/SPONSORED EDITORIAL

Package Title _____ Per Issue \$ _____ Annual \$ _____
 Description _____

DISCOUNT OPTIONS - select all that apply

Total annual marketing before discounts _____	Total after discounts _____
10% discount for annual contract _____	Invoice \$ _____ annually
5% discount for two locations _____	Invoice \$ _____ per issue
10% discount for three locations _____	Invoice \$ _____ per month
Other _____	Start date _____ End date _____
Total Discounts _____	Payment Options If you wish to pay with credit card or ACH, please contact Active Media at 503-570-3404.

.....
 _____ Initial. I agree notice of new artwork or cancellation must be sent and arrive prior to artwork deadline of the 10th of the month prior to publication date.
 _____ Previous ad will run otherwise.

Authorized Company Representative _____ Date _____

I authorize Active Media Inc. to insert an advertisement on our behalf in MOM Magazine under the above agreement and under all terms below. Note: Past-due payments to Active Media Inc. will incur a 10% late fee. Accounts more than 60 days delinquent will have ad placement delayed until account is current. Outstanding invoices more than 90 days delinquent will be sent to collections. Terms: A canceled agreement is not refundable. All approved design and production fees incurred are due and payable even if this agreement is canceled. Advertiser or its agent, hereinafter referred to as "advertiser," agrees that if ad materials, which it has agreed to furnish, do not arrive prior to the closing date, then Active Media Inc., hereinafter referred to as Active Media, may insert an appropriate copy of its choosing into the space reserved for the advertiser, constituting fulfillment of this contract. Active Media is not responsible for errors and/or omissions, which may be present in advertising copy. If advertiser fails to complete a multiple insertion commitment, advertiser agrees to pay the realized ad rate or short rate. This agreement is bound by the terms and conditions as found in Active Media's current ad specifications and advertising rates. Advertiser herein makes application to Active Media for credit and/or to update and reconfirm its existent accounts and balances with Active Media. Advertiser agrees to provide Active Media with a current financial statement if requested. If credit is granted, advertiser promises to pay all bills when rendered. In the event payment is not made and the account is referred for collection, advertiser promises to pay cost of collection equal to a minimum amount of twenty-five (25%) of the principal amount owed. Also, advertiser understands interest on any unpaid balance will be charged at the maximum allowed by law. If suit or action by an attorney is instituted, advertiser promises to pay all attorney fees in said suit or action. It is specifically understood that billing, accounts receivable, and credit functions are processed through Active Media headquarters in Aurora, Marion County, Oregon. Consequently, it is understood that in the event of a suit or action, same will take place in Aurora, Marion County, Oregon. Advertiser understands that they are waiving their right to litigate outside of Aurora, Marion County, Oregon. Advertiser gives its permission to Active Media and/or its agents to verify and/or supplement the information stated herein. The undersigned agrees to unconditional guarantee payment of all sums owed pursuant to the agreement and further agrees to its terms regarding venue. This is intended to be and is continuing guarantee and shall not be revoked except by written notice to the creditor.

Print & Copy
Job Quote



Copies and Flyers



Quote Date: 12/03/2024

Price: \$312.0

Note: Price subject to change without notice

Print Details

Print Info

Product Type	Copies And Flyers
Quantity	150
Total Impressions	150
Impression Type	Color Single Sided
Originals/Pages	1
Paper	Gloss Text Premium Whites 80lb
Paper Size	Ledger
Paper Color	White
Orientation	Portrait
Original Size	0.0 X 0.0
Final Size	17.0 X 11.0

Finishing Options

Staples	None
Cutting	None
Folding	None
Hole Punching	None
Wafer Seals	None
Wafer Color	None
Perforation	None
Lamination	None
shrinkwrap	None

Customize specifics pages and Slipsheets
N/A

Index Tabs
N/A

Special Instructions
N/A



reate new ad

Goal

What results would you like from this ad?

Automatic

Let Facebook select the most relevant goal based on the button label and other settings you choose.

Change

Ad creative

How do you want your ad to look?

Use a post

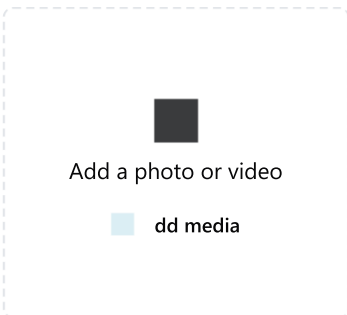
Description

Linn Benton Hispanic Advisory Committee

Media 1/5 · Select multiple images or videos to create a carousel.

Select media

Edit



Add a photo or video

Add media

Headline

Linn-Benton Hispanic Advisory Committee

39 / 25 characters

Button label

Send message

Advantage+ creative

Leverage Facebook's data to automatically deliver different ad creative variations to people when likely to improve performance.

Messaging

Message template

How do you want to welcome people who tap on your ad? Select a template.

Introducing saved message templates

You can now create, save, edit, duplicate, delete and reuse your message templates across multiple ads.

Default welcome message template

Create new

Greeting

Hi Linn-Benton! Please let us know how we can help you.

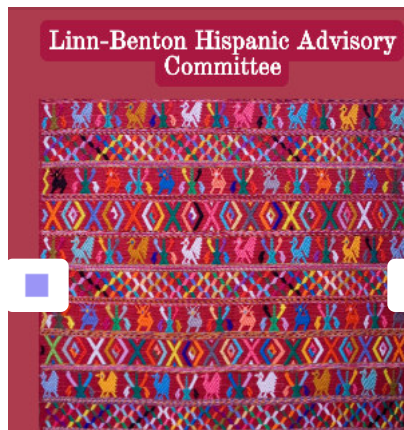
Questions

Ad preview



Linn-Benton Hispanic Advisory Committee
Sponsored ·

Linn Benton Hispanic Advisory Committee



MESSENGER

Linn-Benton
Hispanic Advisory

Send message

Like

Comment

Example 2 of 4

See all previews

Estimated daily results

Accounts Center accounts reached

4.7K - 13.5K

Replies

0 - 9

Payment summary

Your ad will run for 30 days.

Total budget

\$600.00 USD

20.00 a day x 30 days.

Total amount

\$600.00 USD

We use data about you and your ad account to provide you with ads billing and spending options.
[Learn more](#)



Get more calls from people

Include a call invitation in your greeting message so that people are more likely to call you but it's free.

[Learn more](#)

Apps

Where do you want people to message you?

Messenger

Instagram Connect

Connect your Instagram account for better performance

Optimize your ad campaigns by connecting your professional account to create ads that click to Instagram, Messenger or WhatsApp.

[Connect account](#)

WhatsApp Connect
Connect account to use WhatsApp

Special Ad Category

Is this ad about employment?

[What we consider an employment ad](#)



Based on your page category, we recommend selecting Employment as the Special Ad Category to help prevent an ad rejection.

Audience

Who should see your ad?

Advantage+ audience

Let our ad technology automatically find your audience and adjust over time to reach more people who are likely to respond to your ad. [Learn more](#)

Audience details

Location: United States
Minimum age: 18
Advantage+ audience: On

People you choose through targeting

People who like your Page

People who like your Page and people similar to them

Portland

[Create new](#)

Duration

Run this ad continuously

Your ad will continue to run on a daily budget unless you pause it, which you can do at any time.

Choose when this ad will end

Days: 30

End date: Jan 11, 2025



20

20.00

\$1.00

\$500.00

Placements



Recommended



Advantage+ placements

Let us maximize your budget across Facebook, Messenger, Instagram and Meta Audience Network to help show your ad to more people.



Meta Pixel

No pixel



Payment method

Visa • 4065



You may get more than one bill for this ad.

[Learn more](#)



Visa • 4065

Change



MEMO

TO: Tourism Advisory Committee

FROM: Jennifer Wehr, Economic Development Program Coordinator

DATE: January 9, 2025, for the January 16, 2025, Tourism Advisory Committee (TAC) Meeting

SUBJECT: Collaborative Tourism Promotion Post Event Reports

Action Requested:

None; information only.

Discussion:

Following the conclusion of Collaborative Tourism Promotion (CTP) projects or events, recipients are asked to provide a “post-event” written report to the Tourism Advisory Committee describing how the CTP grant monies were of benefit to the project. The final written report should include any relevant financial reporting, attendance figures, attendee comments or questionnaire responses, description of the impact on local business (if determinable), examples of media features and exposure, etc.

Attached is the report staff received from the last completed cycle. Representatives may be present at the meeting to provide a report in person.

JW:sa:km

Attachments: 1

Wehr, Jennifer

From: Dana Wheeler <danawheeler84@yahoo.com>
Sent: Saturday, September 28, 2024 8:50 PM
To: Wehr, Jennifer
Subject: 2024 coin Challenge Report

Follow Up Flag: Follow up
Flag Status: Flagged

[WARNING! This email came from outside our organization. Do NOT click unknown attachments or links in email.]

Hello Jennifer

I was copied on the email that Linda sent you informing you of her resignation from our committee.

I appreciate your patience on receiving this report. The extra time gave us time to go through the passports and gather a picture of the impact our group had on their vist(s) to Albany.

1. Our team of 4 individuals spent approximately 140 hours in making this coin challenge happen. This was spent on planning the event (meetings) researching geocache hides, coin design and fine tuning, interfacing with various entities and crafting things for our 2 events. It also includes all 4 of us being present at our two events to assist and answer questions.
2. We spent just over \$1900 on this event besides donating some supplies for crafts ect. The bulk of this (over \$1700) was spent on the actual coin manufacture. It was quite nice and got a lot of positive feedback and I feel like the word is out and we are getting a steady continuing flow of people coming to Albany to complete the challenge and get the coin. The other expenses were for door prizes.
3. On the original day of the event, there were 114 “passports” completed and coins given out. Of those people, 8 were from Washington, 1 from Massachusetts, and 1 from Idaho. The rest were from Oregon, but I know that included coos bay, central point, junction city, Portland and Salem as well as Corvallis. Many of these Oregon people don’t stay, but eat and enjoy Albany. There are locals as well, but these events do draw many “out of town” people. We continue to give out coins through the comfort inn and many of those people come here from out of town. As far as interfacing, we asked for a money spent tally as well as whether they stayed.

We tallied 22 motel nights

3 air Bnb nights

6 RV park nights

3 family/friends stays

Total dollars estimated by participants was \$9991 as of sept 19.

4. The main avenue for getting people here is to get the word out through the geocaching channels. These are Facebook groups, word of mouth at other events and just have the event posted on [geocaching.com](https://www.geocaching.com). Geocachers know our event occurs in late august, and so many are looking and asking for info early on. We also used radio and the democrat herald free add.

Our breakdown was
-geocaching app-64
-word of mouth at other events-24
-friends told them-61
-Facebook (geocaching groups) 30
-radio 1
-newspaper 2

We had 29 first timer event goers, some who had never geocached before.

5. As far as sponsors, I plan to start seeking one or more in October. I have been in contact with the carousel during this year and plan to continue communication with them, but I think they are looking for non monetary collaboration. I plan to approach the downtown association first as we now have 21 points downtown secondary to the coin challenges of the last 2 years, and I will also check with the AVA who has been a great sponsor for us in the past. Then we will go from there.

I was not involved in the process applying for the grant we received, is that something I should be considering pursuing with the city again? If so what is the timeline?

Thank you all so much for your grant this year. Your help made this one of the best coin events ever. We got so much positive feedback on Albany and the “tour” we provided as well as the awesome coin. I meant offer a coin to you guys, but let me know if that would be desired before they are all gone.

Thank You Again

Let me know if you need more breakdown on the passport information or any other detail.

Sincerely

Dana Wheeler
Albany Coin Challenge

[Sent from Yahoo Mail for iPhone](#)

DISCLAIMER: This email may be considered a public record of the City of Albany and subject to the State of Oregon Retention Schedule. This email also may be subject to public disclosure under the Oregon Public Records Law. This email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this communication in error, please notify the sender immediately and destroy all copies of the original message.



MEMO

TO: Tourism Advisory Committee

FROM: Jennifer Wehr, Economic Development Program Coordinator

DATE: January 9, 2025 for the January 16, 2025, Tourism Advisory Committee (TAC) Meeting

SUBJECT: Tourism Agency Report Review

Action Requested:

None; information only.

Discussion:

The City contracts with the Albany Visitors Association, Albany Downtown Association, and Monteith Historical Society to market, promote, and support the tourism industry in Albany. Per the contracts with each organization, they provide semi-annual reports outlining their activities and results over each reporting period. One function of the TAC is to “review and oversee tourism programs,” which includes the activities of these organizations. The most recent report from the Albany Downtown Association (ADA) (January-June 2024) is attached for the TAC’s review and comments. Reports are shared with the TAC via email as they are submitted, but a periodic review at a TAC meeting is helpful in providing feedback to these agencies.

JW:sa:km
Attachments: 1





ALBANY DOWNTOWN ASSOCIATION

Albany Downtown Association Bi-Annual Report:

January 1 – June 30, 2024

If it's happening in Downtown Albany, the Albany Downtown Association is likely a part of it! ADA was formed in 1982. We are now in our 42nd year! Our Main Street footprint includes 35 blocks of historic Downtown (Water to 5th and Calapooia to Jackson). The goal of ADA is to help make Historic Downtown Albany a great place to eat, shop, play, live and visit!

ADA receives much of its funding through the City of Albany. In September 2023, ADA was awarded a contract to furnish Main Street Services to the City of Albany for three 2-year terms for a total of six years of service. The contract agreement for the 2023-25 biennium is \$189,400. This report will focus on the areas supported by TLT funds.

ADA also receives additional revenue through an ADA Membership program, a voluntary Economic Improvement District (EID) and administration of the ParkWise program.

- The ADA Membership program includes 187 area businesses and individuals called Friends of Downtown. Many members volunteer to help support our revitalization efforts.
- Through a strong effort by ADA and excellent administrative support from the City of Albany, the EID was renewed in June 2022 for another three years, July 2023-June 2026.
- The ParkWise program provides funding by managing leased parking spaces, parking permits and citations.

Our mission:

“To encourage the economic growth and vitality of Historic Downtown Albany by promoting it as the social, commercial, and cultural hub of the community.”

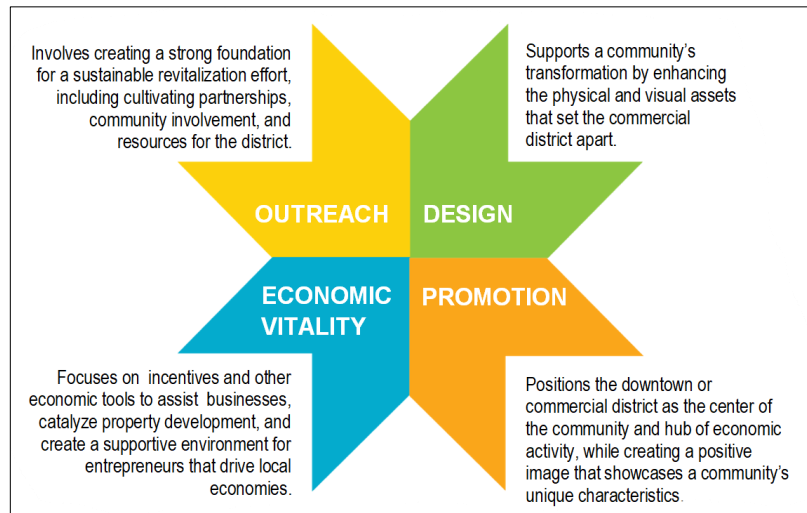
How does the Albany Downtown Association accomplish our mission?

Following the proven track record of the four-point Main Street Approach, ADA staff and countless volunteers work together in the following areas:

4-Point Main Street Approach

DESIGN:

The Design Committee works throughout the year to make Downtown Albany a favorite destination for locals and visitors. Some ways they accomplish this in winter and spring are our annual Downtown Spring Clean-up Day, adding flowers to our Downtown Parklets, and our annual hanging basket program. Visitors regularly utilize the pedestrian and motorist Wayfinding Signage. Design also partners with the Landmarks Advisory Commission and Albany Visitors Association on activities for National Historic Preservation Month.



ECONOMIC VITALITY:

The Economic Vitality Committee hosts Downtown Connections educational sessions, plans our Building and Business Owner Mixers and develops welcome packets for new Downtown businesses. This committee works with building owners to find tenants, helps companies to relocate and partners with the City of Albany's Economic Development and Community Development departments on location pre-planning and other business support. They work with Oregon Main Street on grant opportunities for Downtown buildings. Partnering with other committees, they champion our Excellence in Downtown Albany Awards program.

OUTREACH:

The Outreach Committee (formerly Organization) develops volunteers, plans fundraisers and oversees the ADA budget and communications. This committee, along with the Economic Vitality Committee, works to show property owners the value of ADA and positions us for thriving Economic Improvement District (EID) renewals. They also oversee management aspects of the organization along with the Executive Board and Board of Directors.

PROMOTION:

The ADA spends much time planning and promoting events and activities that draw local residents and visitors from outside the area. Their ultimate goal is to get people to come Downtown to spend time and money in our locally-owned restaurants, retail shops and service businesses. Another important goal that the ADA works toward is to bring the Downtown community together to help cross-promote and work together as a whole with a common goal.



ALBANY DOWNTOWN ASSOCIATION

Main Street Contract Expenditures

In 2023, The Albany Downtown Association was again certified as an Accredited Main Street Program by both Oregon Main Street and Main Street America. Albany is one of just six Performing Main Street programs out of 42 Main Street communities/districts and 66 Connected Communities in Oregon.

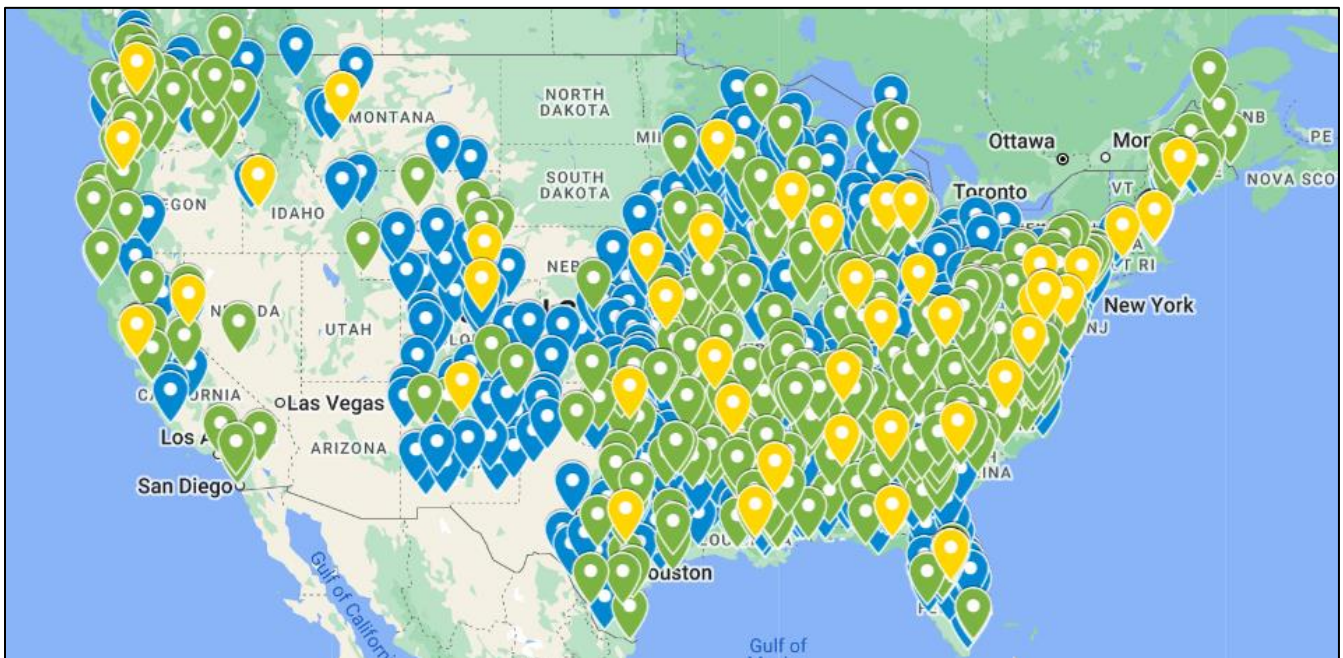


The Accredited Main Street level “recognizes exemplary achievement by a local Main Street organization and the impact they are having through collaborative partnerships on preserving and enhancing their historic downtown or traditional commercial neighborhood.”

ADA is among 1,200 Main Street America communities in 44 states across the country that follow the proven Main Street 4 Point Approach.

The Main Street Approach is a time-tested framework for community-driven, comprehensive revitalization. Under the direction of Oregon Main Street, we have the guidance and support needed to keep improving our Downtown.

Local Main Street America programs are helping to improve local economies and enhance the quality of life across the country.



What sets Main Street America™ apart is the powerful network: the unique combination of grassroots dedication to comprehensively improving quality of life at the local level, integral support and expertise provided by Coordinating Programs at the city, county, and state levels, and leadership and direction from the National Main Street Center (NMSC).

Main Street America is a special mark of distinction. It is a seal recognizing that participating programs, organizations and communities are part of a national movement with a proven track record for celebrating community character, preserving local history and generating impressive economic returns.

Main Street America has been helping revitalize older and historic commercial districts for more than 40 years. Today, it is a network of more than 1,200 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the non-profit National Main Street Center, Inc., a subsidiary of the National Trust for Historic Preservation.



Downtowns Matter

“Downtown is important because it’s the heart and soul of any community. If you don’t have a healthy downtown, you simply don’t have a healthy town.”

- Ed McMahon

Chair Emeritus, National Main Street Center Board of Directors

Our Q1 & Q2 Programs & Projects

Without our City of Albany Main Street contract, the following events and programming could not continue. Here is a snapshot of some of the great things we do with this funding for our Historic Downtown Albany.

From January to June, we planned, executed and partnered on a lot of activities.

DESIGN COMMITTEE



DOWNTOWN STREET TREE LIGHTS: For many years, the Design Committee has added Downtown Street Tree Lights on First Avenue to highlight the charm of Downtown. In 2019, we expanded the program to include 2nd Avenue and sections of Lyon and Ellsworth Streets. We were able to do this through the implementation of a new Adopt a Block program. Downtown businesses “adopt” a block or two and install the lights yearly.

With power to tree wells through the Streetscape, we are positioned to expand along Lyon, Ellsworth, Broadalbin and 3rd Avenue. While COVID rules and pandemic-level funding limited this progression, we were able to extend a few blocks in Fall 2023.

The tree lights add a festive atmosphere throughout the winter and spring months. The lights bring a significant positive impact for drivers and pedestrians heading

Downtown in the evening and make a dark time of the year feel more alive.

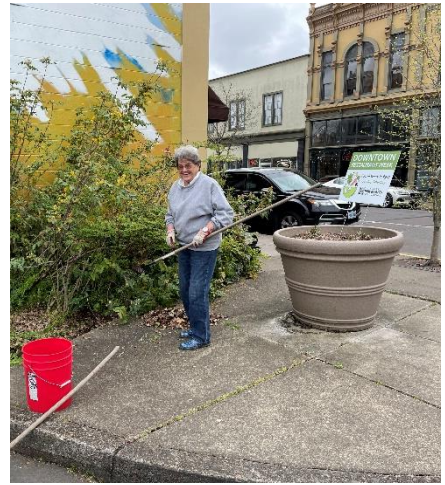
DOWNTOWN AMERICAN FLAG PROGRAM: In 2024, we continued our partnership with the local Scout troops to have American flags displayed along our Downtown streets on ten holidays.

The display reaches along the length of Lyon and Ellsworth and on First and Second Avenues in the heart of Downtown. While the Streetscape allows flags on Third Avenue, funding has limited the number of flags.

On school days when the Scouts are unavailable, community volunteers sign up to help install the flags.



DOWNTOWN CLEAN-UP: Each April, ADA volunteers, the Design Committee and community members join forces for our Annual Downtown Spring Clean-up. Their efforts make the Downtown welcoming to visitors and locals.



MOTHER'S DAY FLOWER SIGNS: The Design Committee's 5th annual Mother's Day Flower Signs fundraiser was held this spring. The signs featured the name of the honored mom or grandmother along with the names of the loved ones who sponsored the sign. This year, \$3300 was raised.



FLOWER BASKET PROGRAM: The Design Committee continued our annual hanging flower basket program in 2024. Due to a special sponsor, we were able to add additional baskets this year and ordered 130 hanging baskets from our supplier, Bauman's Farm & Garden, a 4th generation family farm in Gervais. Our baskets are large and full, like the remarkable baskets last year. Our team receives compliments daily.

The baskets arrived as big and heavy as ever. We are appreciative of the group of volunteers who made short work of this big project.



Our EarthPlanter self-watering hanging planters allow us to water every 2-3 days. The planters save time, water, and fertilizer and avoid watering bikes parked under planters. Also, they allow us to maintain our normal once-a-day watering plan, even on hot days. Without these planters, we would not have been able to keep our staff safe and the flowers alive through the summer's high temperatures.



We have three watering attendants, Robert Brown, Lynn Jamsgard and Bill Ingram, who share the responsibility of watering daily and fertilizing the baskets weekly. They also water the 18 baskets that the City purchased to hang at Albany's City Hall. Our team spends approximately 3-4 hours daily watering the baskets from May to September.

The hanging baskets and merchants' doorway potted plants and flowers bring a lot of joy to residents and are all the talk with visitors. The small pickup truck ADA purchased in June 2018, with the help of M&M Auto Sales, continues to serve us well.

DOWNTOWN PARKLETS: Since Fall 2018, the ADA’s Design Committee has kept the two Downtown Parklets out year-round. Throughout the winter and spring, the Parklets were enjoyed by many people who liked playing a game of checkers. We see families and individuals eating their lunch, musicians playing and others using the space.



The Broadalbin Parklet is located between 1st and 2nd Avenues. It features tables, additional seating, checkerboards and plants. The First Avenue Parklet is located in front of the “Old Wells Fargo” parking lot. [In Summer 2021, volunteers from Civil West Engineering refinished the Broadalbin Parklet.](#) [Windermere Real Estate volunteers partially refinished the First Avenue Parklet this spring.](#)

[ECONOMIC VITALITY COMMITTEE](#)

DOWNTOWN MIXERS AND CONNECTIONS:

The Economic Vitality Committee hosts multiple events each year to benefit building and business owners through education and creating opportunities to build connections.



On February 5, the Committee held a Downtown Building and Business Owners Mixer. Property owners, business leaders and community partners were invited to Camille’s Bistro for informal networking. There were 59 in attendance, including Mayor Alex Johnson II, City Manager Peter Troedsson and City Councilor Jackie Montague, Marilyn Smith and Matilda Novak.

Continuing our Downtown Connections series, Economic Vitality set a digital training session for for June 3. The training, titled Grow Your Social Media Marketing, was scheduled with presenter Hannah Johnson, a content marketing strategist. Hannah had a death in the family, so the session was canceled. We hope to reschedule as soon as she is available.

DOWNTOWN ALBANY WINDOW MAKEOVER CONTEST: The 2023 Downtown Connections event featuring Linda Cahan also incorporated a Downtown Albany Window Makeover Contest. ADA’s

Economic Vitality Committee selected three businesses to receive a \$1000 window makeover incorporating professional design ideas from Linda Cahan. The winning companies were Boda Furniture, Calapooia Brewing and No D-Lay Shoe Shop. Boda’s windows were completed in June 2023. Calapooia’s project was completed in Fall 2023. The No D-Lay project was completed in June 2024.



This contest was made possible through funding provided by an Oregon Main Street Technical Grant for \$1500 and our Economic Vitality Committee, plus volunteer time and in-kind donations.

OUTREACH COMMITTEE

OREGON MAIN STREET GRANT: In January 2022, the ADA announced that we would apply for the 2022 Oregon Main Street Revitalization Grant (OMSRG). With support from the community, the City and our committees, we applied for a grant to revitalize the Oregon Electric Railway Station in partnership with Sybaris Bistro. In March 2023, our Economic Vitality Committee applied for the OMSRG, submitting two projects with partners, The Briggs Building and Greyhound Tavern.

The OMSRG is a competitive grant offered by the State Historic Preservation Office (SHPO) for up to \$200,000 in matching funds for downtown revitalization efforts in communities participating in the Oregon Main Street Network, such as Historic Downtown Albany. We applied for a \$200,000 OMSRG for each of the three projects. All three were awarded to ADA! This success means ADA has brought home \$600,000 in grants to Albany building owners in the past two years.



The revitalization of the Oregon Electric Railway Station is well underway. The coffered ceilings have been restored to their original grandeur, as were the green glass tiles that grace the station lobby walls. The grand-funded portion of the project will be completed in early 2025.

The Briggs Building project, home to Brick Circuit LEGO and Toy Store, is to save the only surviving commercial wooden building Downtown accessible by the public. It is leaning and in danger of being lost. The project solves the

structural and systems issues and adds two apartments. The leaning issue has been resolved with a new foundation, and other pieces of the project are in progress. The grant portion of the project is set to be completed by Spring 2026.

The original Greyhound Tavern burned, but the location housed multiple popular restaurants and night spots over the years with lots of history, including a visit by JFK on February 9, 1960. This project was to reactivate the property as a family-friendly destination offering wood-fired pizza and a music venue, filling a key Downtown Albany need. The grant portion of the project was completed in June 2024.

None of this would have happened without the strong leadership of Stephanie Gutierrez, ADA VP and 2022-23 Economic Vitality Committee Chair; Taylor Rossa, ADA Board Member and 2023-24 Economic Vitality Committee Chair; the ADA Grant committee; the dedicated building owners and ADA staff spending countless hours researching and preparing the grant applications. We believe that the tremendous community and partner support is what made the difference in all three of our projects being selected. Read more at www.albanydowntown.com/news



2023-25 STRATEGIC PLAN: We continue to work through our 2023- 25 Strategic Plan, announced in February 2023. The plan included a new mission and vision statement, overall strategies and first-year direction for each of our four committees.

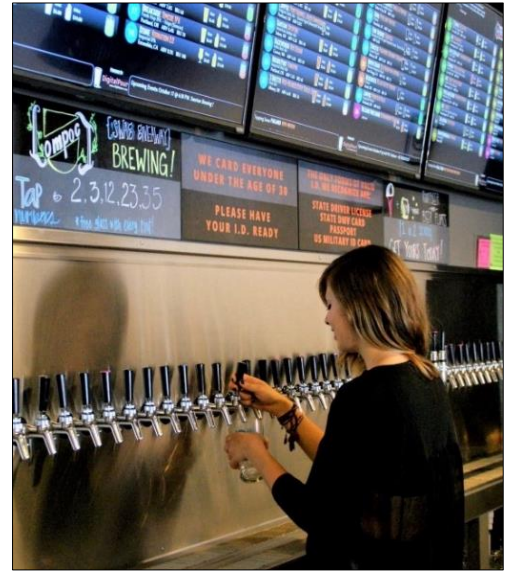


The ADA’s Board of Directors and committees accomplished our 2023-24 goals. They reviewed the overall strategy and developed specific initiatives for 2024-25 to continue to work on the plan and reach our goals.

ALBANY TAPS AND CAPS: The 6th Annual Albany Taps & Caps was held on April 6. A Downtown brewery and tap house crawl, the event is a fundraiser for Furniture Share, helping families in crisis, and Beds for Kids. This year, over 75 participants enjoyed a great evening and raised funds to help get kids off the floor and sleep in their own beds.

The tastes, snacks and door prizes are donated by our four breweries and tap houses – The Garage, No Rails Ale House, Deluxe Brewing and Calapooia Brewery. The first 50 tickets sold included a souvenir glass growler. Attendees could ride the Albany Trolley or walk from location to location.

This fun event is an Albany Downtown Association partnership spearheaded by the ADA’s Outreach Committee. We plan to hold it again next year.



PROMOTION COMMITTEE

1ST FRIDAY IN HISTORIC DOWNTOWN ALBANY: In September 2018, Downtown businesses participated in a special First Friday as part of Gallery Calapooia’s 5th Anniversary Celebration. That partnership has continued monthly ever since, with businesses staying open until 8 pm.

A group called “1st Friday in Historic Downtown Albany” championed the event. In 2022, this group became a sub-committee of the ADA. Monthly themes were developed, and monthly meetings continued with a mix of retail, restaurant and service businesses involved.

EASTER HUNT: The Promotion Committee’s popular Easter Hunt returned with posters and eggs in windows throughout town for kiddos to find while strolling the streets with family and friends. Our West Albany High School Accounting 4 interns championed this activity again in 2024.





RESTAURANT WEEK: Our 8th Annual Restaurant Week was held Sunday, April 21, through Saturday, April 27. Each restaurant offered specials for breakfast, lunch and/or dinner. It was very popular, and it was good to be able to bring back the event last year. We continue to see our Downtown restaurants recovering, working to get fully staffed and back to a pre-Covid normal. Restaurants reported that the event was successful and that they saw new customers during this week.



MARKETING SUPPORT: The Albany Downtown Association helps promote our members' businesses and events. We also published key posts for individual Downtown member businesses and National Day theme posts on our Facebook page. Our monthly newsletter, distributed via email and hardcopy, includes our Meet the Neighbors column featuring groups of businesses and stories on events that bring people downtown. These methods of business marketing are ongoing.

Highlights of Downtown partnership activities from January through June:

NATIONAL HISTORIC PRESERVATION MONTH: ADA partners with The Natty Dresser each May to help residents and visitors celebrate Historic Preservation Month by participating in a fun architectural scavenger hunt! From May 1-31, participants strolled along the streets of Downtown Albany looking for historic architectural features pictured on an entry flyer, then submitted their entry for a chance to win a fun prize.



This year, the popular Albany Tweed Ride was held on May 11, with individuals riding through Downtown and the adjacent historic neighborhoods. The annual Downtown architectural tours were held by Oscar Hult. He also hosted a SE Young & Son Department Store Tour (home of The Natty Dresser). ADA assisted with the promotion of these events.

OREGON HERITAGE EXCELLENCE AWARDS: – This year, ADA and AVA worked together and submitted a nomination for Oscar Hult, long-time historian, Downtown supporter and renovation proponent, to the Oregon Heritage Excellence Awards. These awards recognize individuals, organizations and projects that have made outstanding contributions to preserving Oregon’s heritage.

On April 18, Oscar Hult was recognized with an Oregon Heritage Excellence Award “for his service and dedication to preserving and promoting Albany’s heritage.”

The video of the nomination can be viewed here: <https://www.youtube.com/watch?v=2aT6zAwJz30>.



DOWNTOWN WINE WALK: On May 3, hundreds of wine enthusiasts strolled 1st Avenue, enjoying samples of wine and shopping in Downtown businesses at this event hosted by the Rotary Club of Albany.



ALBANY SUMMER PASSPORT PROGRAM: This summer, Albany kids were invited to discover new places, visit some favorite locations, learn about Albany and enter raffles to win prizes.. The 2024 passport includes dozens of stops, with the majority in Downtown Albany.

The kick-off event was on Saturday, June 22, at the Albany Visitors Association (AVA), and there was a booth at the Albany Pride. Kids picked up their free passports and had their passport photo taken. They can visit participating locations and collect stamps for fun all summer. The program is geared toward elementary-aged children, but their siblings, parents and grandparents are welcome to come along.

At the end of summer, passport participants might even win prizes at the Albany Carousel’s “Carnival at the Carousel” on Sunday, August 17.

The program is free and offered through a partnership of the AVA, ADA, Albany Regional Museum, Historic Carousel & Museum and Monteith Historical Society in collaboration with Albany organizations and businesses.



Preparing for Q3 and Q4 Events and Partnerships:

Some of our annual events, such as Crazy Daze, Movies by Moonlight, Downtown Trick-or-Treat, Downtown Unwrapped, Small Business Saturday, the Downtown Twice Around Parade and Community Tree Lighting, take our committees all year to plan.

The Executive Director also spent time partnering with other non-profits and downtown businesses on upcoming events such as the Stoked 2 Sk8's Skate In The Street, Motive Entertainment's Albany Downtown Block Party and Albany Antique Mall's Antiques in the Streets & Classic Car Show.

BUSINESS SUPPORT:

- **Downtown Newsletter** has evolved to highlight more Downtown events and business happenings. Each issue has a "Meet the Neighbors" feature that introduces readers to different Downtown businesses. Select articles are also featured on the ADA website news blog and Facebook. The newsletter's hardcopy circulation has increased and is now available for visitors at the Carousel, The Brim Coffee Co., Margin Coffee Roasters, City Hall, Two Rivers Market and Albany Visitors Association as well as at ADA. Subscriptions continue to grow.
- Our partnership with the City of Albany Police Department helps keep our downtown safe. We continue to utilize a private Facebook page, **Albany Downtown Business Watch**, to help businesses discuss issues or incidents that might have occurred in their business. This is a great asset to the Downtown.

VOLUNTEERS: We are very fortunate to have such amazing volunteers and partners. Our many activities and events couldn't be possible without our volunteers putting in countless hours giving their time in the sun, heat, rain and cold.

Here are some of the great partners, friends, family and community volunteers who help make things happen at the ADA:

- Design Committee invited volunteers and friends to the Downtown Clean Up, hang the Mother's Day Flower Signs and put up the hanging baskets in May. Through their Adopt-a-Block program, sponsor businesses and families removed the lights from the Downtown Street Trees.
- Outreach Committee, through the OMSRG, brought construction volunteers Downtown to help revitalize Downtown.
- Promotion Committee utilized the talent and energy of our WAHS Intern, Ailene Alverado, to help with the Easter Egg Hunt.
- Albany Visitors Association provided volunteers for many events and endless support to Downtown businesses and restaurants, bringing visitors to Albany.

Downtown Albany

In 2018, completing the Streetscape was a significant milestone in revitalizing Downtown Albany. Now, travelers passing through Albany to Corvallis or returning from the Coast can appreciate the growth of the trees and enjoy the improvements along Lyon and Ellsworth Streets. The Albany Downtown Association works diligently to ensure Downtown Albany's transformation continues, providing a thriving environment for new businesses.

Starting in March 2020, ADA focused on supporting local businesses through pandemic challenges and the ongoing recovery. We shared information on COVID funding, guided business owners to resources, and assisted with SEAT applications and outdoor dining spaces. As we moved into a new normal, we moved to business education and renewal assistance. ADA's Downtown Connections events offer marketing, best practices and education. Our owner Mixers offer much-needed face-to-face opportunities. ADA has established itself as a facilitator of revitalization grant funding for the district.

Keeping the revitalization of Downtown a priority all of this is accomplished with a small staff and strong volunteer support. With the significant reduction of hotel stays and TLT funds during COVID, we found ways the Albany Downtown Association could maintain our efforts with substantially lower funding. With the \$48,450 supplemental budget allocation award in January 2023, we moved forward on some projects we had put on hold and secured funds to bring Downtown ambiance to Water Avenue. Our new City contract allowed us to get back on track. We at the ADA are passionate about the historic beauty and economic development of our unique Downtown and will continue to strive to make Downtown Albany a favorite destination in the Willamette Valley.

The Albany Downtown Association takes great pride in our work for the community, the businesses and visitors that come to Downtown Albany. We care about the look and the vibrancy of the Downtown and know that we couldn't do what we do without the support of the City of Albany and our City contract.

Any questions or comments are welcome and greatly appreciated. Lise Grato, Executive Director, can be reached at director@albanydowntown.com or (541) 928-2469.





MEMO

TO: Tourism Advisory Committee

FROM: Jennifer Wehr, Economic Development Program Coordinator

DATE: January 9, 2025, for the January 16, 2025, Tourism Advisory Committee (TAC) Meeting

SUBJECT: Collaborative Tourism Promotion (CTP) Grant Evaluation and Awards

Action Requested:

Review CTP application and process for possible revisions and by motion, approve updates.

Discussion:

The CTP grant program typically follows an annual cycle, with \$50,000 awarded in September of each year of the City's biennium.

CTP grants are for event start-up costs; new marketing campaigns or expanded advertising for a new element of an existing event; or travel expenses to submit proposals to host events, conferences, and trade shows. Grants are provided on a reimbursement basis.

There has been confusion and questions about the application and process brought up by previous applicants. Staff is requesting TAC review of the application and process to suggest and vote on potential updates to create clarity in the process and application itself.

Possible updates can include (but not limited to):

- Specific dates the application process will be open (i.e. July 1 to September 1 annually) to bring consistency
- Clarifying language for tiered-percentage approach for funding requests of first time and previous applicants
- Checkboxes to indicate category usage (start up costs, new/expanded marketing, travel expenses) based on grant use criteria
- Timing and further explanation of reimbursement process

JW:sa:km

Attachments: 1



Process for Submitting Funding Requests

for

Collaborative Tourism Promotion

Introductory Statement: Approved funding comes from Transient Lodging Tax (TLT) revenues as authorized under Finance Policy #F-12-12-001, Transient Lodging Tax Policy as currently adopted or as amended by the Albany City Council, to be used for an appropriate governmental purpose.

Collaborative Tourism Promotion (CTP): This fund is managed by the City's Tourism Advisory Committee. Funding requests may come from or through any recipient organization or outside organization. Funding requests must be supported by a majority of the Committee. Grant funds are used for event start-up costs to outside agencies; new marketing campaigns or expanded advertising for a new element of an existing event; or travel expenses to submit proposals to host events, conferences, and trade shows. The funds shall **not** be used for wages or benefits.

Processes:

1) **Application**

a) **Funding request applications**

1. **cannot be more than five pages;** and
2. must be submitted to Jennifer Wehr, Economic Development Program Coordinator, Albany City Hall, 333 Broadalbin Street SW, P.O. Box 490, Albany, OR 97321.

b) **Grant amount requested**

1. If less than \$10,000: attach at least one written vendor quotation.
2. \$10,000 or more: attach a minimum of **three** written vendor quotations **[clarify: for each item, or 3 quotes total? See Question 8]**.

- c) The Tourism Advisory Committee makes the final determination of whether or not funding requests are approved.

2) **Grant Payment**

Grant funds are provided on a reimbursement basis upon submittal of invoices and proofs of payment (canceled checks and/or receipts) for those expenditures outlined in the application to the City of Albany and approved by the Tourism Advisory Committee.

3) **Event/Activity Written Report**

After the event/activity, a final written report must be submitted to the City. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity.

If you have questions about the application, process, etc., you can contact Jennifer Wehr at 541-791-0180 or jennifer.wehr@albanyoregon.gov.



**APPLICATION FORM
for
FUNDING REQUEST**

Collaborative Tourism Promotion

Amount of Funding Request: \$

Organization Name:		
Address:		
Contact Person and Title:		
Telephone:	Fax:	E-mail:
Federal Tax Identification Number (if applicable):		

Please describe your request:

- Event Start Up Costs
- Travel expenses for host events, conferences, and trade Shows
- New Marketing Campaign
- Expanded Advertising for a New Element of Existing Event
- Other (please explain):

If more space is needed to answer the following questions, please attach no more than five additional pages.

1. Describe the event or activity proposed for which funding is being requested. Be specific.
2. How will this event or activity benefit tourism and the Albany community?
3. Has this event or activity occurred in previous years and/or in another location?

4. Please submit a budget with the request, including all proposed project resources and expenditures, including grant and non-grant funds. How will the requested funding be spent?

5. Please choose one that best describes your event or activity:

Onetime Ongoing Unsure

6. Have you applied for a CTP grant for this event or activity before? [A tiered-percentage approach is used when evaluating an organization's multiyear funding requests, i.e., up to 70% grant funding the first year, up to 30% second year.]

**Clarify the timing of when this is tiered. Is it 70% for the first year applied for a multi-year event, or 70% if it is the 2nd time they have asked for funds? Is this the set percentage or just an example of what can be used?

Yes No

If yes, please explain.

7. If your organization is chosen to receive a grant, you will be required to submit a final written report after the event/activity. The report needs to include the following: description of how CTP grant funds were of benefit to your event/activity; any relevant financial reporting; attendance figures, attendee comments, or questionnaire responses; description of the impact on local businesses (if determinable); examples of media features and exposure; and any additional information that helps to illustrate the success of the event/activity. Are you willing to do this?

Yes No

8. Have you included the required bids/quotes or other paperwork supporting your request for grant funding? (One quote is required for requests under \$10,000. Three quotes are required for requests over \$10,000.)

Yes No

Transient Lodging Tax

	2014-2015	2015-2016*	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	One Year \$ Chg	One Year % Chg
July	96,618.04	111,876.15	125,896.36	111,010.05	112,425.77	103,311.72	50,265.46	134,054.45	160,718.71	157,192.94	141,784.27	(15,408.67)	-9.80%
August	110,011.44	114,332.83	106,873.12	131,655.85	119,099.49	100,987.30	56,408.05	128,231.71	127,791.19	134,247.98	129,427.70	(4,820.28)	-3.59%
September	83,164.03	97,861.83	110,122.26	104,271.11	92,317.41	96,639.31	81,624.32	124,222.49	141,900.05	152,997.45	132,900.16	(20,097.29)	-13.14%
October	72,286.97	76,125.15	93,162.68	83,369.10	81,409.53	78,215.61	61,004.39	103,657.52	112,443.04	111,855.21	110,848.66	(1,006.55)	-0.90%
November	74,514.85	79,613.15	85,240.93	73,260.28	73,604.32	81,995.65	45,283.37	96,256.33	99,819.70	99,159.00	20,268.13	(78,890.87)	-79.56%
December	44,486.10	53,932.72	54,120.51	52,587.61	50,182.44	57,380.80	38,828.39	68,284.84	74,979.17	69,575.52	-		
January	55,903.92	58,919.86	56,349.85	62,724.49	61,430.49	60,819.91	49,621.69	72,990.30	76,583.02	74,739.03	-		
February	68,662.88	62,896.53	60,838.71	60,884.51	66,753.37	57,830.98	67,716.69	87,084.22	78,063.41	84,347.66	-		
March	79,375.19	85,201.86	87,500.17	83,673.45	90,549.20	40,626.08	65,659.38	105,465.02	95,341.20	89,687.46	-		
April	71,521.12	82,721.83	72,018.47	76,587.29	80,425.19	23,831.46	77,503.71	109,731.55	98,128.14	100,746.99	-		
May	88,025.19	88,060.19	100,711.47	95,342.43	100,529.84	32,980.64	80,858.51	112,368.38	111,947.76	104,211.67	-		
June	111,702.54	130,215.62	124,732.70	131,736.52	119,510.00	42,670.75	133,025.83	154,373.00	155,764.70	187,829.93	-		
Total	956,272.27	1,041,757.72	1,077,567.23	1,067,102.69	1,048,237.05	777,290.21	807,799.79	1,296,719.81	1,333,480.09	1,366,590.84	535,228.92	(120,223.66)	
Yr/Yr Chg	35.20%	8.94%	3.44%	-0.97%	-1.77%	-25.85%	3.93%	60.52%	2.83%	2.48%			
YTD/YTD Chg											973,802.25	-45.04%	

*June 2015 included an additional \$32,146.28 in back payments from online travel companies.

Rate History

1/26/1978	5%
10/1/1985	6%
9/26/1986	6% less admin fee of 5%
7/1/1994	8% less admin fee of 5%
7/1/1999	9% less admin fee of 5%