

City of Joseph

Motel Tax Grant Program

Grant Program Guidelines, Applicant Instructions, Application Form, Scoring Matrix, and Reporting Materials

Program Summary

This packet establishes the City of Joseph Motel Tax Grant Program application process. Applicants must read the guidelines and application instructions in full before submitting an application. Questions must be directed to info@josephoregon.org.

Spring Cycle Opens	January
Spring Cycle Deadline	February 15
Fall Cycle Opens	July
Fall Cycle Deadline	August 15

Questions: info@josephoregon.org

Adopted by City Council: August 4, 2026 Effective Fiscal Year: 2026-27

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Important

No grant application will be accepted outside either application window. Applications submitted before the window opens, after the deadline, or between grant cycles will not be accepted or held for a future cycle.

Part I

Grant Program Guidelines

1. Program Purpose

The City of Joseph Motel Tax Grant Program provides financial assistance to eligible nonprofit organizations and other not-for-profit organizations for projects, programs, events, activities, or improvements that provide a public benefit to the City of Joseph.

The program is intended to support one or more of the following purposes: promoting tourism, encouraging overnight visitation, supporting events or programs that contribute to the local economy, enhancing community amenities, supporting beautification, strengthening community participation and civic engagement, improving the experience of residents and visitors, and providing other public benefits consistent with the goals of the City of Joseph.

Funding for this program is provided through revenues generated by Transient Lodging Tax, also commonly referred to as Motel Tax revenue.

2. Funding Source and Availability

All grant funding is subject to availability of budgeted funds, annual appropriations approved by the City Council, compliance with these guidelines, approval by the City Council, and any applicable restrictions on the use of Transient Lodging Tax revenues.

The existence of this program does not guarantee that funding will be awarded during any grant cycle or fiscal year. The City Council retains full discretion to approve, deny, reduce, modify, or condition any grant award.

3. Grant Cycles and Deadlines

The City of Joseph Motel Tax Grant Program operates through two grant cycles during each fiscal year: a Spring Grant Cycle and a Fall Grant Cycle.

Grant Cycle	Application Opens	Application Due Date	Council Review
Spring Cycle	January	February 15	Regularly scheduled March City Council meeting
Fall Cycle	July	August 15	Regularly scheduled September City Council meeting

Deadline Rule

No grant application will be accepted outside either application window. Late applications, early applications, and applications submitted between grant cycles will not be accepted or held for a future cycle.

4. Applicant Responsibility to Review Materials

Each applicant is responsible for reading all information contained in these Grant Program Guidelines and all instructions included in the application packet in their entirety before submitting an application.

By submitting an application, the applicant acknowledges that they have reviewed and understand the program purpose, eligibility requirements, application windows, deadlines, funding tiers, scoring criteria, reimbursement requirements, reporting requirements, documentation requirements, and City Council review and award process.

Questions regarding the grant program, application requirements, or submission process must be directed to info@josephoregon.org before the applicable application deadline.

5. Eligible Applicants

Grant funding is available to nonprofit organizations and other not-for-profit organizations that operate within, serve, or provide a demonstrated benefit to the City of Joseph, its residents, visitors, businesses, or tourism economy.

- Nonprofit corporations
- Community organizations
- Civic organizations
- Arts and cultural organizations
- Historic preservation organizations
- Beautification groups
- Event committees
- Tourism-related organizations
- Volunteer-based community groups
- Other not-for-profit organizations that provide a public benefit to the City of Joseph

The City may request documentation showing the applicant's nonprofit or not-for-profit status, organizational purpose, fiscal responsibility, or authority to apply for and receive grant funds. Applicants that are not formally incorporated as a nonprofit organization may be required to provide additional information demonstrating that the organization operates for a public or community benefit and not for private profit.

6. Ineligible Applicants

- For-profit businesses applying for private business benefit
- Individuals applying for personal financial assistance
- Political campaigns, political action committees, or partisan political organizations
- Organizations seeking funding for activities that primarily benefit a private individual or private business
- Applicants with unresolved reporting or reimbursement issues from a prior City grant
- Applicants that fail to submit a complete application by the applicable deadline
- Applicants that do not meet eligibility requirements established by the City Council

7. Eligible Projects and Activities

Eligible projects, programs, events, activities, or improvements must provide a demonstrated public benefit to the City of Joseph. Projects do not need to meet every purpose listed in these guidelines; however, each application must clearly explain how the proposed project advances at least one purpose of the program.

- Tourism promotion or marketing
- Events intended to attract visitors to Joseph
- Activities that encourage overnight stays
- Community festivals or cultural events
- Beautification projects
- Public space enhancements
- Arts, heritage, or cultural programming
- Community gathering or engagement activities
- Projects that support economic vitality
- Projects that improve the visitor experience

- Projects that improve quality of life for residents

8. Ineligible Uses of Grant Funds

- Personal expenses
- Private business expenses
- Political campaign activities
- Religious worship activities or sectarian instruction
- Alcohol, marijuana, tobacco, or controlled substances
- General operating expenses not directly tied to the approved project
- Expenses incurred outside the approved project scope
- Expenses that are not documented with receipts, invoices, or acceptable proof of payment
- Costs that are not eligible under the approved grant award
- Projects that do not provide a public benefit to the City of Joseph

9. Funding Tiers

Tier 1: Destination Driver / Tourism Impact Grants

Tier 1 grants are intended for projects, programs, events, or activities designed to promote tourism, attract out-of-area visitors, encourage overnight stays, and support Joseph's visitor economy.

- Events that attract visitors from outside the area
- Marketing campaigns targeting visitors
- Tourism-related programming
- Festivals or cultural events with visitor appeal
- Projects that increase visitation during shoulder seasons
- Activities that support lodging, dining, retail, and other visitor-related economic activity

Tier 2: Community Participation / Beautification Grants

Tier 2 grants are intended for projects, programs, events, or activities that enhance community vitality, beautification, public spaces, cultural life, civic connection, or quality of life within the City of Joseph.

- Beautification projects
- Public space improvements
- Community events
- Cultural or arts programming
- Projects that bring residents together
- Projects that enhance the appearance, livability, or local identity of Joseph
- Activities that provide a broad community benefit

10. Grant Award Amounts

Grant award amounts shall be established by the City Council through the annual budget process, program guidelines, or application materials. The City Council may approve full funding, partial funding, conditional funding, or no funding. The City Council is not required to award the full amount requested by an applicant. The maximum grant award available under Tier 1 is \$2,000 per application. The maximum grant award under Tier 2 is \$1,000 per application. Applicants may request less than the maximum amount; however, approval of a grant application does not guarantee funding at the full amount requested.

11. Application Requirements

Each applicant must submit a complete application using the form provided by the City of Joseph. Applications may require applicant information, organization status, project title, grant tier, project description, project timeline, amount requested, total project budget, other funding sources, public benefit explanation, tourism or community impact explanation, marketing plan if applicable, and certification by an authorized representative.

Incomplete applications may be deemed ineligible and may not be forwarded to the City Council for review.

12. Application Submission Requirements

Applications must be submitted in the manner required by the City of Joseph application packet and received by the deadline for the applicable grant cycle. Applicants are responsible for confirming that all required forms, attachments, and supporting materials are included at the time of submission.

The City is not responsible for delays caused by email delivery issues, incomplete submissions, missing attachments, applicant error, or failure to follow application instructions.

13. Review Process

Applications will be reviewed for completeness and eligibility before being presented to the City Council. Administrative review does not guarantee approval of funding.

- The application was submitted during the correct application window
- The application was received by the applicable deadline
- The application is complete
- The applicant appears to meet eligibility requirements
- The proposed project appears to be eligible under the program guidelines
- Required documents have been submitted

14. City Council Review and Award

Eligible applications will be forwarded to the City Council for review during the applicable regularly scheduled City Council meeting. The City Council may approve, deny, reduce, modify, or condition any grant request. The City Council's decision is final.

Applicants may be asked to attend the Council meeting and provide a brief presentation regarding the proposed project.

15. Scoring Matrix

Applications will be evaluated using the scoring matrix below. The scoring matrix is intended to support fair and consistent review; however, a high score does not guarantee funding. The City Council retains final authority to consider available funding, public benefit, program priorities, and other relevant factors.

Category	What Reviewers Consider	Max Points
Tourism / Overnight Stay Impact	Whether the project promotes tourism, attracts visitors, encourages overnight stays, supports visitor spending, or strengthens Joseph as a destination.	30
Community Benefit	Whether the project benefits Joseph residents, strengthens community	25

Category	What Reviewers Consider	Max Points
	participation, improves livability, enhances public spaces, or supports beautification.	
Economic Vitality	Whether the project supports local businesses, increases activity in Joseph, contributes to economic health, or improves the visitor/resident experience.	15
Project Readiness and Feasibility	Whether the project has a realistic timeline, clear budget, sufficient planning, and the ability to be completed as proposed.	15
Public Visibility / Accessibility	Whether the project is visible, accessible, inclusive, broadly available, or clearly connected to public benefit.	10
Prior Performance / Reporting History	Whether the applicant has successfully completed prior City-funded projects and submitted required documentation, if applicable.	5
Total Possible Score		100

16. Reimbursement Grant Requirement

The City of Joseph Motel Tax Grant Program is generally administered as a reimbursement grant program. Grant recipients are responsible for completing the approved project and paying eligible project expenses before requesting reimbursement from the City, unless otherwise approved by the City Council.

- Completion of the approved project or approved project phase
- Submission of receipts, invoices, or other acceptable documentation
- Submission of proof of payment
- Submission of any required final report
- Verification that expenses are eligible under the approved grant award
- Approval of reimbursement by the City

17. Documentation Required for Reimbursement

- Invoices or receipts
- Proof of payment
- Final project report
- Photographs of completed work, if applicable
- Event summary, if applicable
- Attendance or participation information, if applicable
- Description of tourism or community impact
- Copies of marketing materials, if applicable
- Documentation showing recognition of City funding, if required

The City may deny reimbursement for expenses that are not adequately documented or that do not match the approved grant purpose.

18. Changes to Approved Projects

Grant recipients must use grant funds only for the project, program, event, activity, or improvement approved by the City Council. Any material change to the approved project, budget, scope, timeline, or use of funds must be requested in writing and approved by the City before the change is implemented. The City may deny reimbursement for unauthorized changes.

19. Reporting Requirements

Grant recipients may be required to submit a final report after completion of the approved project. Failure to submit required reports may affect eligibility for future grant funding.

20. Recognition of City Funding

Grant recipients may be required to acknowledge support from the City of Joseph in project materials, event promotions, signage, websites, social media, or other public communications. Any required recognition language or logo use shall be identified in the grant award materials or reimbursement instructions.

21. Public Records

Applications, award materials, supporting documents, reimbursement requests, reports, and related correspondence may be subject to Oregon public records laws. Applicants should not submit confidential information unless necessary. Materials submitted to the City may be subject to disclosure as required by law.

22. Conflict of Interest

Applicants must disclose any actual or potential conflict of interest involving the applicant, City officials, City employees, or members of the City Council. The City Council may require additional disclosure or take appropriate steps to ensure that grant awards are reviewed and approved in a fair and transparent manner.

23. Program Administration

The City Administrator shall administer the City of Joseph Motel Tax Grant Program in accordance with the Grant Program Guidelines adopted by the City Council. The City Administrator is authorized to develop and publish application forms, evaluation criteria, scoring methodologies, reporting requirements, reimbursement procedures, and other administrative materials necessary to implement the program and carry out the guidelines established by the City Council.

Grants awarded under this program shall generally be administered on a reimbursement basis, with funds distributed following completion of the approved project and submission of documentation demonstrating eligible expenditures, unless otherwise approved by the City Council.

24. Questions

Questions regarding the City of Joseph Motel Tax Grant Program, these guidelines, the application packet, or the submission process should be directed to info@josephoregon.org. Applicants are encouraged to ask questions before the applicable application deadline.

Part II

Applicant Instruction Letter

Applicant Instruction Letter

Dear Applicant,

Thank you for your interest in the City of Joseph Motel Tax Grant Program. This program provides funding assistance to eligible nonprofit organizations and other not-for-profit organizations for projects, programs, events, activities, or improvements that provide a public benefit to the City of Joseph.

Before completing the application, please read the Grant Program Guidelines and the application instructions in their entirety. Applicants are responsible for understanding the full grant process, including eligibility requirements, application windows, deadlines, funding tiers, scoring criteria, reimbursement requirements, and reporting obligations.

Application Window Requirement

No grant application will be accepted outside either application window. Applications submitted before the window opens, after the due date, or between grant cycles will not be accepted.

Application Windows and Deadlines

Grant Cycle	Application Opens	Application Due Date	Council Review
Spring Cycle	January	February 15	Regularly scheduled March City Council meeting
Fall Cycle	July	August 15	Regularly scheduled September City Council meeting

Funding Tiers

Tier 1: Destination Driver / Tourism Impact	Tier 2: Community Participation / Beautification
Best for projects that promote tourism, attract visitors, encourage overnight stays, or support Joseph's visitor economy. Applicants should explain the intended audience, marketing approach, expected visitor impact, and economic benefit.	Best for projects that enhance community vitality, public spaces, beautification, cultural life, civic connection, or quality of life. Applicants should explain who benefits and how the project provides a broad public benefit.

Scoring Matrix Summary

Applications will be evaluated using the scoring matrix included in this packet. The scoring matrix considers tourism and overnight stay impact, community benefit, economic vitality, project readiness, public visibility or accessibility, and prior grant performance, if applicable. A high score does not guarantee funding. The City Council retains final authority over all grant awards.

Reimbursement Requirement

This is generally a reimbursement grant program. Grant recipients are typically required to complete the approved project and pay eligible expenses before receiving grant funds from the City. Documentation such as receipts, invoices, proof of payment, photographs, final reports, or other records may be required before reimbursement is issued.

Questions should be directed to info@josephoregon.org.

Sincerely,

City of Joseph

Part III

Grant Application Form

City of Joseph Motel Tax Grant Program Application Form

Applicant Certification Reminder

Before submission, the applicant must read the Grant Program Guidelines and this application in full. Incomplete, late, early, or out-of-window applications will not be accepted.

Section A. Applicant Information

Organization Name:	Federal Tax ID, if applicable:
Mailing Address:	City/State/ZIP:
Primary Contact Name:	Title/Role:
Phone:	Email:
Website/Social Media, if applicable:	Authorized Representative:

Section B. Organization Type

- ☐ Nonprofit organization
- ☐ Other not-for-profit organization
- ☐ Fiscal sponsor, if applicable: _____

Briefly describe the organization's purpose and how it serves or benefits the City of Joseph:

Section C. Grant Cycle

- ☐ Spring Grant Cycle — application due February 15
- ☐ Fall Grant Cycle — application due August 15

Section D. Funding Tier

- ☐ Tier 1: Destination Driver / Tourism Impact Grant
- ☐ Tier 2: Community Participation / Beautification Grant

Section E. Project Information

Project Title:

Project Location:

Expected Start Date:

Expected Completion Date:

Total Project Cost:

Grant Amount Requested:

Other Funding Sources:

Applicant Cash/In-Kind Contribution:

Brief project summary. What are you proposing to do?

Why is this project needed?

Who will benefit from this project?

How does this project provide a public benefit to the City of Joseph?

Section F. Tier 1 Tourism Impact Questions

Complete this section if applying under Tier 1. If not applicable, write N/A.

How will the project attract visitors to Joseph?

How will the project encourage overnight stays or support the visitor economy?

Describe the intended audience/geographic reach and marketing plan:

Section G. Tier 2 Community Benefit Questions

Complete this section if applying under Tier 2. If not applicable, write N/A.

How will the project benefit Joseph residents or the broader community?

How will the project support beautification, public spaces, community participation, cultural life, or quality of life?

Section H. Project Budget

Expense Item	Total Cost	Amount Requested	Other Funds	Notes
TOTALS	\$	\$	\$	

Section I. Required Attachments Checklist

- ☐ Completed and signed application form
- ☐ Project budget
- ☐ Documentation of nonprofit or not-for-profit status, if requested
- ☐ Marketing plan, if applying under Tier 1
- ☐ Letters of support, permits, estimates, quotes, or supporting documentation, if applicable
- ☐ Other: _____

Section J. Reimbursement Acknowledgment

- ☐ Applicant understands this is generally a reimbursement grant and that funds are distributed following completion of the approved project and submission of documentation demonstrating eligible expenditures, unless otherwise approved by the City Council.
- ☐ Applicant understands that undocumented, ineligible, or unauthorized expenses may not be reimbursed.

Section K. Certification and Signature

By signing below, the applicant certifies that the information provided is true and accurate, that the applicant has authority to submit this application on behalf of the organization, that the applicant has read the Grant Program Guidelines and application instructions in full, and that the applicant understands that submission of an application does not guarantee funding.

Authorized Signature:

Date:

Printed Name:

Title/Role:

Part IV

Scoring Matrix

Scoring Matrix

The following matrix will be used to evaluate grant applications. The scoring matrix supports consistent review; final award decisions remain with the City Council.

Category	What Reviewers Consider	Max Points
Tourism / Overnight Stay Impact	Whether the project promotes tourism, attracts visitors, encourages overnight stays, supports visitor spending, or strengthens Joseph as a destination.	30
Community Benefit	Whether the project benefits Joseph residents, strengthens community participation, improves livability, enhances public spaces, or supports beautification.	25
Economic Vitality	Whether the project supports local businesses, increases activity in Joseph, contributes to economic health, or improves the visitor/resident experience.	15
Project Readiness and Feasibility	Whether the project has a realistic timeline, clear budget, sufficient planning, and the ability to be completed as proposed.	15
Public Visibility / Accessibility	Whether the project is visible, accessible, inclusive, broadly available, or clearly connected to public benefit.	10
Prior Performance / Reporting History	Whether the applicant has successfully completed prior City-funded projects and submitted required documentation, if applicable.	5
Total Possible Score		100

Tier-Specific Notes

- Tier 1 applications should clearly explain tourism impact, visitor attraction, overnight stay potential, marketing reach, and economic benefit.
- Tier 2 applications should clearly explain community benefit, beautification, public visibility, resident engagement, accessibility, and quality-of-life improvements.

Part V

Reimbursement Request Form

Reimbursement Request Form

Grant Recipient:

Project Title:

Amount Awarded:

Amount Requested for Reimbursement:

Project Completion Date:

Request Date:

Expense Summary

Expense Description	Vendor/Payee	Date Paid	Amount
TOTAL REIMBURSEMENT REQUESTED			\$

Required Documentation Checklist

- ☐ Copies of receipts or invoices
- ☐ Proof of payment
- ☐ Final project report
- ☐ Photographs or documentation of completed project, if applicable
- ☐ Copies of marketing or promotional materials, if applicable
- ☐ Other documentation requested by the City

Certification

I certify that the expenses submitted for reimbursement are true, accurate, eligible under the approved grant award, and have been paid by the grant recipient.

Authorized Signature:

Date:

Printed Name:

Title/Role:

Part VI

Final Report Form

Final Report Form

Grant Recipient:	Project Title:
Amount Awarded:	Project Completion Date:
Contact Name:	Email/Phone:

Provide a brief summary of the completed project:

Describe how grant funds were used:

Describe the public benefit provided to the City of Joseph:

Describe tourism impact, community impact, attendance, participation, or other measurable results:

Describe any changes from the original application or approved project scope:

Final Documentation Checklist

- ☐ Final budget summary
- ☐ Receipts, invoices, and proof of payment
- ☐ Photographs or supporting documentation
- ☐ Marketing materials or public recognition of City funding, if applicable
- ☐ Other supporting materials

Certification

I certify that the final report is true and accurate and that grant funds were used for the approved purpose.

Authorized Signature:

Date:

Printed Name:

Title/Role:

City Contact

Questions about the City of Joseph Motel Tax Grant Program should be directed to info@josephoregon.org.