

August 1, 2010

To Tourism and Arts Fund Applicants:

Thank you for your interest in the City of Cannon Beach Tourism and Arts Commission's 2010-2011 Tourism and Arts Fund Award Program. This program disburses funds for events/activities/projects or programs which meet eligible criteria--to attract tourists to the City through efforts directly related to marketing and enhancing the Arts of Cannon Beach. Enclosed is the application packet. The application packet is also available electronically at www.ci.cannon-beach.or.us. Completed applications will be accepted in person at City Hall, by mail, or by email, using the City's official application packet. Completed application packets must be returned to Cannon Beach City Hall by **5:00 p.m. on Wednesday, September 1, 2010. A workshop will be conducted by City staff on Monday, August 9, 2010, at 2:00 p.m. in the City Council Chambers.** Your attendance is strongly encouraged.

The eligibility criteria is very strict. Please review ORS 320.350, the local ordinance, and the TAC Guidelines for compliance. The application packet format must be carefully followed. Alternative formats will not be accepted. "On File with City" is not a valid response to application questions. **All application information and supporting documentation must be on 8 ½" x 11" paper.** Compliance with the criteria and application checklist is required. **Incomplete or late applications will not be considered.** Please be advised that mid-term evaluations and final project evaluations will be required in order to maintain future eligibility for TAF awards.

TAF applications for FY 2010-2011 will be reviewed by the Tourism and Arts Commission after the closing date of September 1, 2010, and the Commission recommendations must be approved by the City Council. First quarter funds will not be dispersed until after November 15, 2010. Subsequent quarterly award payments will be disbursed after February 15, 2011, May 15, 2011, and August 15, 2011.

Please feel free to call me at 436-8048 or email me at mcguire@ci.cannon-beach.or.us if you have any questions.

Sincerely,

Stephanie McGuire
Administrative Assistant
Tourism and Arts Commission Staff

Enclosures: Application for Funding - Tourism and Arts Fund (TAF) FY 2010-2011
ORS 320.350
City of Cannon Beach Ordinances #10-06 and #10-07
TAC Guidelines
Criteria and Checklist
Application Checklist and Receipt
Tourism and Arts Fund Recipient Evaluation