

July 1, 2011

To Tourism and Arts Fund Applicants:

Thank you for your interest in the City of Cannon Beach Tourism and Arts Commission's 2011-2012 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](http://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 **2:00 p.m. on Thursday, September 1, 2011.**

The eligibility criteria are very strict. Please review ORS 320.350, Ordinance 10-06, 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. Further, a TAF Award Agreement must be signed by the Applicant prior to the receipt of any award disbursements.

TAF applications for FY 2011-2012 will be reviewed by the Tourism and Arts Commission after the closing date of September 1, 2011, and the Commission recommendations must be approved by the City Council. First quarter funds will not be dispersed until after November 15, 2011. Subsequent quarterly award payments will be disbursed after February 15, 2012, May 15, 2012, and August 15, 2012.

Please feel free to call me at 436-8048 or email me at [mcguire@ci.cannon-beach.or.us](mailto: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 2011-2012  
Criteria and Checklist  
Application Checklist and Receipt  
Tourism and Arts Fund Recipient Evaluation  
ORS 320.350  
City of Cannon Beach Ordinance #10-06  
TAF Award Agreement  
TAC Guidelines