



Notice of Funding Opportunity (NOFO)

Clackamas County Office of Economic Development

Tourism Business Technical & Professional Services Fund

Program Description

The intent of this program is to support growth and expansion of Tourism businesses in Clackamas County by funding technical and professional service projects that align with business' existing strategic plans. Funding will be provided to support a distinct, time-bound scope of work from a qualified vendor and must be matched 10% or more by the awardee.

Award Information

Funding Source: Transient Lodging Tax dollars

Funding Amount: Individual Award Maximum \$50,000 (no minimum award, small projects welcome); \$500,000 total funding available this cycle. Funding is contingent upon the execution of a grant agreement. If an approved recipient cannot finalize their agreement, funds may be offered to approved alternates.

Grant Period of Performance: Approximately 18-24 months from agreement execution (execution estimated Fall 2026), depending on project. Some projects may be longer.

Reporting Requirements: Reporting requirements will vary by project type and will be negotiated with each awardee prior to agreement execution. Reporting will be sufficient to ensure awarded amounts are expended on eligible costs and that the project, as described in the agreement, has been completed.

Submission Method: Complete and submit application electronically via the [official web form](#). Paper applications will not be accepted.

Application Open Period: May 14, 2026 at 9am PDT – June 18, 2026 at 5pm PDT.

Program Contact: 4biz@clackamas.us ; (503) 742-4BIZ (4249)

Match Requirement: 10% or more of total project cost



Background

The Clackamas County Office of Tourism and their Tourism Development Council, in alignment with the Tourism Master Plan, oversee County Transient Lodging Tax (TLT) dollars to run tourism promotion and development activities intended to leverage the tourism economy to enhance quality of life for residents. The Tourism Business Grant Program aligns with that mission and the purpose of our county's TLT funding. Partnering with the Office of Economic Development to deliver this program has been a collaborative effort for a shared goal of supporting tourism businesses in Clackamas County.

Eligibility & General Requirements

The following criteria must be met in order for your application to be deemed eligible for review. Ineligible applications will be disqualified. This is a competitive grant program; not all eligible applications will be funded. Applicants are required to legally attest that all information and materials submitted in their applications are true and complete.

Only business applicants

Grants will be awarded to tourism related businesses, not individuals. Apply under the official name of your business as registered with the Oregon Secretary of State. Non-business entities such as non-profit and governmental organizations are not eligible for funding under this program.

Location

Your business must have operations within Clackamas County, and your project must be located within Clackamas County.

Age and Size

Your business must have maintained registration in Oregon for at least 5 years, and must have 10 or more employees.

Tourism Business

Your business must be a *tourism business*, defined as:

- *A business that operates within Clackamas County;*
- *Can demonstrate that its products, services, or operations contribute to the economic impact of travel and tourism in Clackamas County; AND*
- *Provides goods, services, experiences, and/or offerings that are directly accessible and available to the general public and appeal to visitors traveling from 50 or more miles away.*

Chains and Franchises

National franchise or chain establishments are not eligible for this program, with the exception of lodging businesses.



Project Eligibility

Funding may be used to support a distinct, time-bound scope of work with a current proposal from a vetted vendor.

Your project must be:

- Consistent with your existing business offerings and operations
- Clearly aligned with your current business/strategic plan
- Solving a problem, eliminating a barrier to growth, and/or resolving a regulatory issue for your business
- Able to meet one or more Strategic Priorities as set by the Clackamas County Office of Tourism
 - Strategic Priorities: Building Value, Thriving Economy, Environment, Accessible & Inclusive, and Flow (more information on the Strategic Priorities is provided at the end of this document)

Examples of eligible technical and professional services include accounting, finance, marketing, engineering, information technology, supply chain, business operations, manufacturing, etc.

Match Requirements

You must provide proof of secured match of at least 10% of the total project cost, meaning that a maximum of 90% of the funding for your proposed project may come from this grant. Your business must pay the rest of your project costs. Additional points are awarded to projects that exceed the minimum required match.

Match may come from:

- Existing business cash
- A loan or investor commitment
- A separate, already awarded grant that is clearly designated for this project

Secretary of State Registration

Your business must have an [active business registration with the Oregon Secretary of State](#). You will need your Oregon Secretary of State identification number to complete this application.

Participation Restrictions

Each business may only submit one application for this program cycle. Awarded applicants may not apply to future cycles of this program. Awarded applicants are not restricted from applying to other County grant programs.

Trade Secrets and Your Application

Since applications submitted under this NOFO are subject to public records requests, please clearly mark any included trade secrets as '(TRADE SECRET)' in your responses. The County will make all efforts to redact trade secrets from disclosure.



Unallowable Costs

Indirect costs are not funded through these awards and should not be part of your budget request. Costs of existing staff (wages, benefits) are not allowable grant expenses.

Debt(s)

This grant may not be used to pay debts on already-implemented projects. This grant is intended for new projects only.

Application and Submission Information

To apply, complete the [official online application](#). Applications sent through mail or email will not be accepted. The full list of application questions is provided at the end of this document. In your application, provide as much information as needed to thoroughly answer questions and convey information; however, please keep answers as clear and concise as possible. The application is broken up into the following sections:

Base Eligibility

On the first page of the application, you will be required to complete a basic eligibility screening questionnaire. The main application will load for any applicants who meet the base eligibility criteria. Answer these questions honestly – you will be required to legally attest to the truth of your statements and support your statements with documentation in the main application. It is possible for an application to be deemed ineligible even if it appears to meet the base eligibility criteria in the screening questionnaire.

Business Information

In this section, you will provide your contact information and more details about your business.

Project Information

In this section, you will provide detailed information about the project for which you are seeking grant funding. You will discuss how your project meets the program requirements, describe your need for grant funding, provide your project timeline, and explain more about your project budget. This section is your primary opportunity to make a compelling case for getting your project funded.

Attachments

You will need to provide your project budget, using the required budget template. The template must remain in .xlsx file format in order for your file to upload.

You will need to provide documentation to prove the source(s) and availability of your matching funds. Matching funds are an eligibility requirement; applications that do not sufficiently prove source and availability of matching funds will not be deemed eligible for this program. Matching fund documentation must be in .pdf format for your file to upload.

You will need to provide a copy of your current business plan, strategic plan, or strategic expansion priorities. This document must be consistent with the details you provide in your



narrative responses to the application questions. This document must be in .pdf format for your file to upload.

You will also need to provide a copy of the proposal/quote from the vendor you have selected for your project. This document must be in .pdf format for your file to upload.

Attestation

You'll be required to sign two attestations on your application; one at the end of your eligibility questionnaire, and one at the very end of the application. Only a corporate officer who is authorized to legally bind the business may sign the attestation. It is your responsibility to carefully review the attestations before signing. Fraudulent applications will be disqualified and referred to law enforcement.

Evaluation

Your application will be evaluated by a review committee comprised of Clackamas County staff and representatives from the Clackamas County Tourism Development Council. All members of the review committee are required to adhere to a conflict of interest policy, and must recuse themselves from scoring or discussing any applications for which a conflict of interest exists.

Based on the criteria outlined in this NOFO, the review committee will score *eligible* applications for:

- Tourism Impact of Business (15%)
- Tourism Impact of Project (20%)
- Economic Development Impact of Project (10%)
- Project Alignment (25%)
- Project Feasibility (15%)
- Need for Funding (10%)
- Matching Funds (5%)

The review committee will finalize project funding decisions and, if necessary, will create an alternates list of the top applications that did not make the initial funding cut. The alternates list will serve as a waitlist in the event an approved grant recipient is unable to finalize their funding agreement due to unforeseen changes in the business, external factors rendering a project unfeasible, or other extenuating circumstances.

Only applications considered responsive will be evaluated. "Responsive" applications are those which comply with the requirements in this NOFO. Applications that do not meet the eligibility requirements, incomplete applications, fraudulent applications, applications that are not submitted via the official web form, or applications that are received late will not be considered.

Timeline. Applications will be reviewed in May/June 2026, with the funding awards and the alternates list finalized by July 2026. Awardees and alternates will be notified by email only after funding decisions have been finalized.



In the event an approved grant recipient cannot finalize their funding agreement, the County will contact the next alternate(s) on the approved list, in ranked order, to negotiate a funding agreement. This process will continue until all allocated funds are awarded or the alternates list is exhausted.

Notification of Applicants

Applicants selected for funding will be notified by email only after the review committee has finalized its decisions. Applicants placed on the alternates list will also be notified by email, informing them of their status as potential awardees should funding become available. The notification will clarify that placement on the alternates list does not guarantee funding and that alternates will be contacted in ranked order only if an approved grant recipient is unable to finalize their funding agreement. All other applicants will receive a courtesy email notifying them that their application was not selected for funding or the alternates list.

Applicants on the alternates list may be asked to provide updated information (e.g., proof of match or project status) if contacted to finalize a funding agreement, to ensure the project remains viable.

After County staff have notified awardees, staff and awardees will negotiate a final scope of work for the project, including timelines for the grant period specific to each project. County Finance, County Counsel, and the Board of County Commissioners will approve final grant documents.

Applicants placed on the alternates list who do not receive funding will be notified after all awardee funding agreements have been finalized. Applicants placed on the alternates list who do not receive funding may apply for future grant cycles and will not receive priority status in any future applications.

Non-discrimination

Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.

Translation

Free language assistance is available for this document. Contact 4biz@clackamas.us

Hay asistencia de idiomas disponible para este documento. Contacto 4biz@clackamas.us

Для ознакомления с этим документом доступны бесплатные услуги перевода. Свяжитесь с нами: 4biz@clackamas.us

Для ознайомлення із цим документом доступні безплатні послуги перекладача. Зв'яжіться з нами: 4biz@clackamas.us

本文件可提供免费的语言协助服务。如需帮助，请联系 4biz@clackamas.us。

Chúng tôi cung cấp hỗ trợ ngôn ngữ miễn phí cho tài liệu này. Liên hệ 4biz@clackamas.us



Tourism Business Technical & Professional Services Fund Application Questions

Clackamas County Office of Economic Development

ELIGIBILITY INFORMATION

- 1. Please list your full legal business name AND, if applicable, business DBA:**

- 2. How many W-2 workers does your business employ?**
 - Less than 10
 - 10 or more

- 3. Is your business located in Clackamas County?**
 - Yes
 - No

- 4. For how many years has your business been registered AND in active status with the Oregon Secretary of State?**
 - Less than 5 years
 - More than 5 years
 - My business is either not registered or not in active status with the Oregon Secretary of State

- 5. Is your business delinquent on any local, state, or federal taxes?**
 - Yes
 - Yes, but we have a formal payment plan in place
 - No, we are not delinquent on any taxes

- 6. Does your business have a current strategic plan or business plan?**
 - Yes, business plan
 - Yes, strategic plan
 - We have stated strategic expansion priorities
 - No, we don't have any of the above

- 7. Does your business have a current proposal or vendor quote on hand for the professional services you are seeking funding to support?**
 - Yes
 - No



8. Is your business a national franchise or national chain?

- No, we are not a national franchise or national chain
- Yes, we are a lodging franchise (hotel/motel/inn, vacation rental, campground, etc.)
- Yes, we are a non-lodging franchise (restaurant, gas station, retail store, etc.)

9. Is your business able to demonstrate available matching funds for this project at 10% or more of the total project cost? (e.g. \$10 or more for a total project cost of \$100)

- Yes
- No

10. If awarded, grant funds for this program will not be disbursed until Fall of 2026. Grant funds cannot be used to reimburse previous spending. Is your project feasible given this funding timeline?

- Yes
- No

11. In 1,000 characters or less (including spaces and punctuation), please explain how your business meets this program's definition of a Tourism Business:

For the purposes of this program, a "Tourism Business" is defined as:

- A business that operates within Clackamas County;
- Can demonstrate that its products, services, or operations contribute to the economic impact of travel and tourism in Clackamas County; AND
- Provides goods, services, experiences, and/or offerings that are directly accessible and available to the general public and appeal to visitors traveling from 50 or more miles away.

12. By signing below, I affirm:

- I am legally authorized to contractually obligate the above business.
- The information provided above is true and complete to the best of my knowledge.
- I understand any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to law enforcement referral for further investigation and/or result in the disqualification of my application.

Signature:



APPLICATION QUESTIONS

It is the responsibility of each applicant to review the Notice of Funding Opportunity prior to completing their application for important eligibility, timeline, and scoring information.

Please Note: The official web form must be completed and submitted in one session - if you exit the application before submitting, your responses and uploaded files will not be saved. Incomplete applications will not be considered. Your application will not submit on the web form if you have exceeded the character limit for any questions. Character limits include spaces and punctuation.

BUSINESS INFORMATION

13. Business website, if applicable:

14. Name of application contact:

15. Title of application contact:

16. Email address of application contact:

17. Phone number of application contact:

18. Oregon Secretary of State Business Registry Number:

19. Corporate structure:

- Sole proprietorship
- LLC, single member
- LLC, multiple members
- Corporation (c-corp)
- Corporation (s-corp)
- Benefit corporation
- Close Corporation
- Other: _____

20. North American Industry Classification System (NAICS) code

(Not sure? Use the NAICS search tool to find the code that best describes your business at <https://www.naics.com/search>)

21. Industry name:

22. Primary business address:



23. Total number of full-time and part-time W-2 employees working for your business (do not include 10-99 contractors)

Example: 2 FT employees, 4 PT employees

24. Project location address:

25. Total number of full-time and part-time W-2 employees working at your project location (do not include 10-99 contractors)

Example: 2 FT employees, 4 PT employees

26. Total grant funds requested:

27. Total project matching funds provided by applicant:

28. Please describe the source of your matching funds for this project, and explain how you will ensure that these matching funds will be available for this project

1,000 characters or less (including spaces and punctuation)

29. Please give a brief summary of your business

Include information on how/why your business appeals to visitors traveling from 50 miles away or more

Include any impacts your business has on additional businesses in the area (does your business drive visitors to other businesses in the area, if so how)

1,500 characters or less (including spaces and punctuation)

PROJECT INFORMATION

30. Please provide a narrative summary of your project

What will this project accomplish? How does this project specifically relate to your business or strategic plan?

Why does this project require grant funding?

How did you vet your proposed vendor(s)? Why are they the best fit for this project?

1,500 characters or less (including spaces and punctuation)

31. What specific problem will your proposed project solve?

How does this project eliminate a barrier to growth, fix a regulatory issue, or otherwise solve a problem?

500 characters or less (including spaces and punctuation)

32. Please describe the impact this project will have on tourism in your area, and how this specifically meets one or more of the Clackamas County Office of Tourism's Strategic Priorities



How will this project lead to increased visitation to your area and/or increased overnight stays for visitors in your area?

1,000 characters or less (including spaces and punctuation)

33. Please describe the impact this project will have on your business

How will this project improve the resiliency of your business? Will it extend your 'busy season'?

What is the business case for this project? How does it align with your existing customer base?

1,000 characters or less (including spaces and punctuation)

34. How will your business cover any future costs associated with this project, after the grant funding has been exhausted?

Future costs may include continued vendor costs past the initial scope of work, maintenance on new equipment or property improvements, recurring costs for subscriptions, etc.

1,000 characters or less (including spaces and punctuation)

35. Please provide a clear timeline for your project, beginning in Fall of 2026 when grant funds are disbursed

Note any important milestones

Note any potential roadblocks

Note any built-in buffer

For projects that involve permits, clearly indicate permitting processes

1,000 characters or less (including spaces and punctuation)

36. If your project is awarded partial funding, what project activities and costs would you prioritize to achieve your desired outcomes?

1,000 characters or less (including spaces and punctuation)

37. Please provide any additional justification for the strength of your project, including industry trends, research, or other indicators of success

1,000 characters or less (including spaces and punctuation)

38. Please upload your proof of matching funds in PDF format

.pdf format required; your application will NOT submit if you upload a different file type

Maximum file size: 2MB

Only one file upload is allowed. If you are combining multiple sources of matching funds, each source must be documented and combined into one PDF.

You must clearly demonstrate that you have matching funds of at least 10% of your total project cost.



Matching funds must be demonstrably available to the business and accessible for the stated project.

39. Please upload the current quote or proposal from your proposed technical or professional services vendor

.pdf format required; your application will NOT submit if you upload a different file type
Maximum file size: 2MB

Only one file upload is allowed. If you are proposing work from multiple vendors, each quote must be documented and combined into one PDF.

40. Please upload your current business plan, strategic plan, or strategic expansion priorities

.pdf format required; your application will NOT submit if you upload a different file type
Maximum file size: 2MB

Only one file upload is allowed.

41. Please upload your completed budget template in Excel format

.xlsx format required; your application will NOT submit if you upload a different file type
Use of application budget template is required.

42. FINAL ATTESTATION. By signing this application, I affirm:

- I am legally authorized to bind the applicant business; and
- The information provided in this application, and any supporting documents provided (if applicable), are true and complete to the best of my knowledge; and
- I understand I may be contacted by CCOED staff to provide additional information or documentation which CCOED, in its sole discretion, may require to complete my application and/or establish my eligibility; and
- I do not owe back taxes to any governmental agency or, if back taxes are owed, a written agency payment plan is in place and can be provided; and
- I understand any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to law enforcement referral for further investigation or result in the disqualification of my application as unresponsive.
- I understand I may be required to refund or reimburse all or part of the grant proceeds not used for their intended purposes, as stated in the Application, Scope of Work and/or Funding Agreement.

Signature of Attesting Corporate Officer:

[APPLY HERE](#)

CLACKAMAS COUNTY TOURISM

5-Year Strategic Priorities

Objectives with Supporting Strategies



BUILDING VALUE

Build local tourism value through relevant tourism resources and awareness.

Provide programs focused on partners' needs to meet future demands by building relationships with businesses, community partners and industry leaders.

Leverage larger efforts to benefit the destination by fostering partnerships locally and regionally.

Align visitor demand with community needs by providing and utilizing meaningful data and industry best practices.

Increase engagement with tourism by proactively communicating tourism benefits and opportunities with community leaders and residents.



THRIVING ECONOMY

Enhance authentic experiences so businesses, communities and the economy thrive.

Distinguish the destination by highlighting authentic and local experiences reflective of the area.

Foster a resilient destination by preparing for change and crisis, supporting resilient infrastructure, prioritizing recovery and adapting programs as needed.

Support local visitor-facing businesses and sites through opportunities specific to the site and collaborations.



ENVIRONMENT

Encourage behaviors and practices that benefit the natural environment.

Educate visitors, residents and partners in behaviors that positively impact the environment.

Support systems that make having a positive impact easier than activities with a negative impact.

Engage in collaborations that support quality outdoor experiences and the integrity of the natural environment.

Implement strategies informed by the changing climate.



ACCESSIBLE & INCLUSIVE

Improve the awareness and experience of Mt. Hood Territory as an inclusive and accessible destination.

Build interest and confidence in visiting by representing the destination accurately to inspire and inform both trip planning and while in the destination.

Broaden the benefits of tourism by working with communities defined by more than geography.

Expand opportunities to experience diverse heritage and culture by elevating underrepresented voices, businesses and cultural opportunities.

Reduce barriers to travel by collaborating with diverse communities to address the wide range of traveler needs and improve access to destination assets.



FLOW

Drive visitation that aligns with the specific needs of a place including regional and seasonal needs.

Identify opportunities by participating in community efforts and understanding resident, partner, community and visitor needs.

Expand the benefits of tourism to underutilized assets by supporting projects that drive visitation and promoting to audiences that strongly align with the product.

Support the needs of high-use sites through messaging and experience improvements.

Encourage visitors at popular sites to frequent local businesses in nearby communities.