

# DRAWDOWN REQUEST FORM

## KLAMATH COUNTY TOURISM GRANT PROGRAM

Please complete and submit this form to the Tourism Grant Coordinator at the address listed below to receive your grant funds. 20% of the grant is withheld until the final report is submitted.

Two Rivers Art Gallery  
Name of Organization  
140 S 1st St, P.O. Box 382  
Address  
Chiloquin, OR 97624  
City, State, Zip  
Judy Pate  
Contact Person  
541-783-2428  
Phone Number  
Director  
Title of Project

Amount of Award: \$ 940-

Balance of Award: \$ 940-  
Drawdown Requested: \$ (940-)  
Remaining: 0

I/We, the administrator(s) of this project, certify that the attached invoices are accurate and that our project did receive the services/supplies being billed in accordance with the provisions of the Tourism Grant program.

Judy Pate Signature      Director, Two Rivers Art Gallery Title      04.10.18 Date

Attach documentation of the expenses to justify your request: (documentation could include copies of bills, invoices, canceled checks, receipts, etc.) The amount requested must equal or exceed your documentation.

- ✓ All or a portion of the awarded grant funds may be drawn down, as necessary.
- ✓ Checks will be issued according to the County's usual Accounts Payable schedule.
- ✓ Please contact the Klamath County Finance Office at 541-883-4202 with any questions.

Remit to:  
Klamath County Finance  
305 Main Street  
Klamath Falls, OR 97601

# Two Rivers Art Gallery & Gift Shop Draw Down for Tourism Grant 2018

Grant amount: \$940.00

Certified Folder Display Service	\$392.40
Discover Klamath	\$135.00
30 Mile Club	
Rack Card	\$120.00
Newspaper	\$100.00
Vistaprint	
Rack Cards	\$185.47
Post Office	
Sending Rack Cards	\$ 75.66
<b>TOTAL:</b>	<b>\$1,008.53</b>

## **Attachment #1**

**Electronic copies of all advertising or promotional materials on a CD.**

Certified Folder Display Service

Discover Klamath

30 Mile Club

Rack Card

Newspaper

Vistaprint

Rack Cards

Post Office

Sending Rack Cards

## **FINAL REPORT: Attachment #2**

### **Two Rivers Art Gallery & Gift Shop**

Summarizing and evaluating the accomplishments of our project:

#### **ACCOMPLISHMENT EVALUATION:**

Using Certified to distribute our new rack cards helps us to distribute them throughout Klamath County.

Discover Klamath has put advertising into their pamphlet for the Gallery. They distribute their pamphlets throughout Klamath County and outside of Klamath County.

The 30 Mile Club has put our name and website information on their rack card which is distributed throughout Klamath County and outside of Klamath County. We also were able to pay to be in their very popular newspaper, "Crater Lake's Backyard." We use this newspaper a lot in our Information Center which is a part of Two Rivers Art Gallery. Their paper is also distributed throughout Klamath County and outside of our County. We also paid for advertising on their website which is seen Internationally.

We were able to print some more rack cards (we were out of our printed rack cards from 2017). We printed 2,000 and were able to use these rack cards to go to even more locations inside Klamath County and outside the county to many hotels, air BNBs, BNBs, lodges, chambers of commerce centers, and tourist organizations and businesses. The postage, research and phoning made it possible to expand our realm of distribution. Many volunteers were used to be able to get this done.

We had limited funds from the Grant but tried to used it the best way we could. Our goal was to market in a way that we were able to continue marketing in and outside our county to bring tourists from outside to discover us.

#### **SUMMARY:**

Tourism has become a priority for our Gallery and our Gallery has partnered with many tourism organizations and business as well as helping Travel Oregon collect many photos from our area. We are now partnered with the Tourism Studio Marketing Action Team, the Steering Tourism grant recipients, Chiloquin City Council, Klamath Tribal Administration, Chiloquin First, our Chiloquin Jr/Sr High School Leadership Team, and forming our own Chiloquin Tourism Action Team. We are partnered with many organizations and businesses through attending Tourism Studio Conferences (9 in all) in October, November, and December and meeting great people with the same heart for tourism and working as a team.

Thank you for contributing to our Gallery's desire to be a part of increasing our economy through the Tourism Grant Sponsorship funds. We hope that as we grow we will be able to be a part of bigger tourism projects. We are very happy with the response we are receiving from marketing using our own funds, in-kind volunteer time, and funds through tourism grants. Our business is growing and our desire to increase tourism and overnight tourism, through the use of itineraries, will continue to grow.

Judy Pate

Director and Recipient of Grant

Chiloquin Visions in Progress/Two Rivers Art Gallery