

Tourism Special Projects Grant Application Packet

December 5, 2011

TO: Lane County Tourism Special Projects Grant Applicants

FROM: Dave Stockdale
Lane County Tourism Special Projects Grant Coordinator

RE: Tourism Special Projects Grant Program and Application

Lane County is requesting grant applications from community organizations, groups, businesses, or individuals for projects designed to increase tourism and tourism-related activities in Lane County. The Tourism Special Projects Grants are intended to assist and promote the growth of the tourism industry throughout Lane County by generating additional overnight stays, encouraging special projects or events to occur within Lane County, or by enhancing the overall visit of tourists to Lane County.

Applications will be evaluated by a 5-member committee appointed by the Lane County Board of Commissioners. Grants will be awarded in March 2012 with 75% of each award dispersed in April 2012. The remaining 25% of the award will be dispersed upon project completion and receipt of final report in February 2013.

All applications must be received at the Lane County Public Works Office located at 3040 N Delta Hwy by 10:00 a.m., Thursday, February 2, 2012 in order to be considered. Late deliveries of grant applications from the US Postal Service or private couriers, even if postmarked prior to the deadline, will not be accepted. LATE applications will not be accepted, no exceptions.

***NEW:** You are also required, for the first time this year, to send me your completed application including all attachments as one single pdf document via email by 5:00 pm, Thursday, February 2, 2012.

Two types of projects with different requirements will be considered. In order to assist you with preparations with your application, staff will hold a non-required **Applicant's Conference on Thursday January 5, 2012 from 2:30 p.m. to 4:30 p.m. at Lane County Public Works located at 3040 North Delta Hwy, Eugene. The conference will be in Goodson Room.**

Please mail or deliver your grant application to: **Tourism Special Projects Grant Program
Lane County Parks – Attn: Dave Stockdale
3040 N. Delta Hwy.
Eugene, OR 97408**

Any questions, please contact Dave Stockdale, Tourism Special Projects Grant Coordinator, at either david.stockdale@co.lane.or.us or 541-682-2002.

General Terms and Conditions

Lane County periodically undertakes special projects to promote tourism in Lane County. The Board of Commissioners has adopted the Rural Tourism Marketing Plan which outlines specific strategies to increase and enhance tourism throughout Lane County, with an emphasis for increased tourism related activities to rural communities. The Board looks for projects that offer special or unique opportunities that may not be addressed directly in the plan but that are consistent with the plan's goals and objectives. Projects should identify a specific target market and offer a specific strategy for reaching this market.

The Tourism Special Projects Grant Program is funded through allocations of countywide transient room tax. **\$100,000 is available for award in the 2012 grant cycle.**

Types of Projects

Lane County's intention is to fund as many well qualified projects as possible, within the available funding limit. A balance between "small projects" which are of immediate and limited duration and "large projects" which are multi-focused and of longer term impact will try to be met.

Small Project applications may request between \$1,000 and \$5,000 in funding. The application, evaluation, reporting requirements, and matching requirements are intended to be straightforward and achievable by most community groups.

Large Project applications may request between \$5,001 and \$10,000 in funding. The application, matching, and evaluation requirements are more rigorous as is the expectation that these projects will have a more significant impact on Lane County tourism.

All projects must be completed and the projects final report must be received no later than December 31st of the year granted. Extensions are generally not accepted.

Ineligible projects for consideration include: fund raising requests, funding for feasibility studies, or projects that have been deemed to have received the maximum funding permitted per the terms of this grant by the Tourism Council. Requests for capital funding, such as equipment, new or rehabilitated physical structures or buildings, **will be considered** using the same evaluation criteria as promotional projects.

Matching Requirements

Special project grant recipients are required to provide a cash match. The percentage of a cash match is calculated on the requested grant amount. In-kind contributions may be described in the application, but are not applied toward the cash match requirement.

Small project grants require a **\$500** match. Large projects require a match of **10%** of the grant request. These cash matches are required minimums. Larger cash matches may be shown in the budget. Points will not specifically be given for a larger cash match. However, a greater match is a consideration in the evaluation of the ability for the applicant to carry out the proposal.

Repeat Funding

An existing event or activity can qualify for repeat funding with some limitations. The Tourism Special Projects Grant Program awards are considered seed money for good ideas. If a project is a good idea, it should become self sufficient over time. Funding for the same event, publication, advertising campaign or promotion will be eligible for a second grant at 50% of the initial awarded grant amount from the first year of funding and 25% of the initial awarded grant amount for the third year of funding. For example, if an applicant received a \$10,000 grant for the 2011 grant year, the maximum eligible grant award for the same or related event for 2012 would be \$5,000; and \$2,500 for 2013. Projects that were awarded grant funding last year ARE NOT GAURANTEED awards this year.

Partial Funding or Increased Funding

The amount of requested grant funding through this program will far exceed the amount available. This grant program is highly competitive. In some instances only partial funding may be recommended for the project. Applicants are asked to identify, in advance, how a project would be modified if the full amount is not recommended. In some cases, where a grant applicant has requested less than the maximum amount permitted through this program and the Tourism Council deems the project of special interest, the Tourism Council may award an applicant up to the maximum amount permitted (\$10,000).

Multiple Grant Applications

More than one application may be submitted, however, each project should be unique and independent of the other. A phase 1 - phase 2 approach will not be considered. If submitting more than one application, the applicant must prioritize them in order of preferred funding.

Evaluation

Grant applications will be reviewed by the five member Tourism Council appointed by the Lane County Board of Commissioners. The Tourism Council will recommend the top ranking applications, both small and large, to the Board of Commissioners who will then make the final decision for awarding grants.

Grant Agreement

Successful applicants will be required to enter into a services contract with Lane County. A sample contract is attached. The contract will specify the conditions of payment and project performance. Provisions will include that Lane County will receive credit on published materials, advertisements or other promotional activities associated with the project. The grant application should specify how such credit will be given. The contract also requires written narrative and financial reports; survey or evaluation if appropriate; and copies of tapes or brochures produced in association with the project. Evaluation, narrative report and survey requirements are more rigorous for large projects than for small projects.

Depending on the scope of the project, some grant recipients will be required to obtain and provide proof of the following types of insurance. Determination of proof of insurance will be done by Lane County Risk Management after grants have been awarded.

- 1) Commercial general liability insurance covering bodily injury, property damage and personal injury with limits not less than \$1,000,000 combined single limit.
- 2) Automobile liability insurance, comprehensive form with limits not less than \$500,000 combined single limit.
- 3) Workers' compensation and employer's liability as statutorily required for the performance of the contract. Any subcontractor hired by contractor shall also carry workers' compensation insurance.

Grant applications will be judged by the following criteria:

Previous Tourism Projects – (-10 Points)

- Projects not completed on time, including final evaluation criteria will be deducted points

1. Relationship to Tourism Marketing Plan and Degree of Long Term Impact (40 points)

- Ability of project to attract tourists to Lane County (15 points).
- Ability of project to increase transient room tax revenues (measured by increasing overall revenues from room tax by generating overnight visitor stays) countywide (15 points).
- Ability of project to encourage repeat or future visitors, or help encourage visitors to extend their stay in Lane County (10 points).

i. Bonus (up to 15 points)

1. Demonstrates emphasis to attract tourists to rural Lane County (5 points).
2. Encourages return visits to rural Lane County communities (5 points)?
3. Ability to increase room tax revenues during the tourism “shoulder” for projects/events occurring October – April (5 points)?

2. Applicant’s Ability to Undertake the Project (10 Points)

- Is the plan and budget realistic?
 - i. What is the applicant’s source of funding for match requirement?
- What is the applicant’s potential to succeed?
- Are there any previously demonstrated management and administrative successes?

3. Demonstrated Community Support and Public Involvement (10 points)

- Is there evidence of in-kind support?
- Endorsement by community groups?
- Were there any public workshops, meetings, or other methods to gain citizen involvement and input on the proposed project?

4. Application Presentation (5 points)

- General overall quality of proposal.
- Is the presentation clear, concise, and attractive?
- Points will be deducted for vague, unclear, or rambling responses.

5. Tourism Council Member Evaluation (10 points)

- The Tourism Council represents the interests of all of Lane County, the interests of the geographic area of their appointing Commissioner, people with disabilities, and the general public. This criterion allows Tourism Council members to give an individual score based on a variety of factors, including their own knowledge and expertise.

6. Strong Evaluation Method (10 points – Large Projects Only)

- Documentation of the long term impact
- Measurable indicators and objectives

How to Apply

Application forms are attached to this memo. Grant applications must be submitted on those forms OR on a form you have produced which replicates the questions exactly. Please send **one (1) original and ten (10) copies** of your grant request. Proposals which are **incomplete may be rejected** without ranking.

Send to:

2012 Tourism Special Projects Grant Program
Attn: Dave Stockdale
3040 N Delta Hwy
Eugene, OR 97408

The Travel Lane County Tourism Marketing Plan and the Lane County Rural Marketing Plan are available online at www.lanecounty.org/parks.

In addition, applicants can review past grant applications to assist in determining which grant to apply for and/or the type of language to use. If interested, please contact Dave Stockdale, Tourism Special Projects Grant Coordinator, at david.stockdale@co.lane.or.us or 541.682.2002 to set up an appointment.

**Timeline for the Lane County
Tourism Special Projects Grant Program**

December 5, 2011	Grant Applications Available
January 5, 2012	Applicant’s Conference from 2:30 to 4:30 p.m. at Lane County Public Works, 3040 N. Delta Hwy, Eugene in Goodson Room.
February 2, 2012	Grant Applications due by 10:00 a.m.
March 2012	Grants to be awarded
April 2012	75% of monies dispersed
December 31, 2012	All projects must be completed and Final Report submitted
February 2013	Final 25% payment dispersed

**Tourism Special Projects Grant Application
Small Project**

Organization Applying: _____

Address: _____

City, State, Zip _____

Contact Person: _____

Phone Number: _____

Tax ID # or SSN: _____

Email Address: _____

Web Site Address: _____

Title of Project: _____

Brief Description of Project:

Financial Data

Tourism Special Project Grant Funds Requested: _____

Cash Match Proposed: _____

Total Value of Project: _____

Funding Period of Time: From _____ To _____

Has special grant funding for the same project been received in the past? Yes _____ No _____

The undersigned, as proposer, declares that he/she has carefully examined the requirements of the Lane County Tourism Special Projects Grant Application packet and agrees, if the application is funded, that proposer will contract with the County to furnish the services as specified, in accordance with the grant application attached.

Signature of Applicant

Date

BUDGET

Include all revenue and expenditures associated with this project proposal.

Revenue

a) Tourism Special Project Grant: _____
(\$1,000 to \$5,000)

b) Cash Match: _____
(\$500 minimum)

c) Other Cash Funds:
Source: _____
Source: _____
Source: _____

Total: _____
(a+b+c)

Expenditures

Item or service:	Cost – Grant:	Cost – Applicant:	Cost – Other:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total:	_____	_____	_____

PROJECT DESCRIPTION

Project Plan:

1. What is the main focus of this proposal?
2. What are the project activities?
3. When will this activity occur? How long will it last?
4. Who is the target market? What is your strategy for reaching the target market?

Project Goals:

5. What results do you expect?
6. What short-term and long-term economic impacts do you expect?

QUALIFICATIONS OF APPLICANT

7. Describe your organization and its relationship to Lane County tourism.
8. Describe your experience in operating past or similar projects. Have these projects been successful in bringing tourists to Lane County? How are you uniquely qualified to carry out this project?
9. What is your plan for how this project will become self sufficient?

RELATIONSHIP TO MARKETING PLANS

10. Which Lane County Tourism Marketing Plan or Lane County Rural Marketing Plan goals does your project support or complement? How does your project support these goals? Be specific.

11. Explain how your project will increase "visitors" to Lane County. If your project is an "attendance event" (i.e. festival or fair) or an attraction, describe specifically how you will market the event to "visitors". If your project is a print promotion, how will it reach "visitors"?

12. What is your criterion for success? How will you know if you have been successful?

13. If your project is already underway (event is booked and will occur in 2012 and brochure is already printed), explain how this grant will increase the results.

14. Your project may be recommended only for partial funding. Assuming that you receive only half the amount you are requesting, how will you modify your project?

15. Describe any in-kind assistance you expect to receive from individuals, businesses or other community groups in support of this project. Letters of support may be attached.

Any additional letters of support for this project from organizations, businesses, or individuals may be attached. Letters should specifically address your proposal and why the writer believes the project will benefit the community.

**Tourism Special Projects Grant Application
Large Project**

Organization Applying: _____

Address: _____

City, State, Zip _____

Contact Person: _____

Phone Number: _____

Tax ID # or SSN: _____

Email Address: _____

Web Site Address: _____

Title of Project: _____

Brief Description of Project:

Financial Data

Tourism Special Project Funds Requested: _____

Cash Match Proposed: _____

Total Value of Project: _____

Funding Period of Time: From _____ To _____

Has special grant funding for the same project been received in the past? Yes _____ No _____

The undersigned, as proposer, declares that he/she has carefully examined the requirements of the Lane County Tourism Special Projects Grant Application packet and agrees, if the application is funded, that proposer will contract with the County to furnish the services as specified, in accordance with the grant application attached.

Signature of Applicant

Date

BUDGET

Include all revenue and expenditures associated with this project proposal.

Revenue

a) Tourism Special Project Grant: _____
(\$5,001 to \$10,000)

b) Cash Match: _____
(10% of grant amount minimum)

c) Other Cash Funds:

Source: _____

Source: _____

Source: _____

Total: _____
(a+b+c)

Expenditures

Item or service	Cost – Grant:	Cost – Applicant:	Cost – Other:
a) Personnel or Labor Costs:	_____	_____	_____
b) Materials and Services:	_____	_____	_____
c) Capital Outlay:	_____	_____	_____
Total:	_____	_____	_____

Budget Detail

a) Personnel Services (wages and benefits paid by the applicant to employees for work on this project). List the type of employee, the number of hours assigned to this project and the total labor cost, including benefits.

Employee:	Hours:	Cost:
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____ (a)

b) Materials and Services

Item or Service:	Cost:
_____	_____
_____	_____
_____	_____
_____	_____
	Total: _____ (b)

c) Capital Outlay (equipment or physical objects whose value is greater than \$500)

Capital Item:	Cost:
_____	_____
_____	_____
_____	_____
_____	_____
	Total: _____ (c)

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Any additional letters of support for this project from organizations, businesses, or individuals may be attached. Letters should specifically address your proposal and why the writer believes the project will benefit the community.

**LANE COUNTY
PROFESSIONAL SERVICES CONTRACT**

THIS AGREEMENT is entered into by and between LANE COUNTY, OREGON, a political subdivision of the State of Oregon, hereinafter called COUNTY, and, _____, hereinafter called CONTRACTOR.

WHEREAS, COUNTY has need for the type of professional services, knowledge, skills and experience possessed by CONTRACTOR, NOW, THEREFORE, the parties agree to the following: in consideration of the sum of \$ _____, CONTRACTOR agrees to perform during the period from contract execution to February 29, 2013, the scope of work generally described : _____, and more specifically described in the Tourism Special Projects Grant Application submitted to COUNTY by CONTRACTOR.

General Conditions

1. The performance of this contract is at CONTRACTOR's sole risk. The service or services to be rendered under this contract are those of an independent CONTRACTOR who is not an officer, employee, or agent of the COUNTY as those terms are used in ORS 30.265. Notwithstanding the Oregon Tort Claims Act or provisions of any other contract, CONTRACTOR is acting as and assumes liability of an independent contractor as to any claims between COUNTY and CONTRACTOR. CONTRACTOR is solely liable for any worker's compensation coverage; social security, unemployment insurance or retirement payments; and federal or state taxes due as a result of payments under this contract. Any subcontractor hired by the CONTRACTOR shall be similarly responsible.

2. CONTRACTOR will not be eligible for any Federal Social Security, State Worker's Compensation, unemployment insurance, or Public Employees Retirement System benefits from this contract payment.

3. CONTRACTOR is not currently employed by COUNTY, and will not be under the direct control of COUNTY.

4. The CONTRACTOR, its subcontractors, if any, and all employees working under this contract are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires them to provide Worker's Compensation coverage for all their subject workers or be exempt under ORS 656.126.

5. COUNTY will report the total amount of all payments to CONTRACTOR, including any expenses, in accordance with Federal Internal Revenue regulations and State of Oregon Department of Revenue regulations.

6. The applicable provisions of the Lane Manual setting forth standard provisions for public contracts (LM 21.130) are hereby incorporated by reference as if fully set forth herein.

7. CONTRACTOR agrees to indemnify, defend and hold Lane County, its Commissioners, agents, officers, and employees harmless from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of the activities of, or failure to perform by CONTRACTOR or its officers, employees, subcontractors, or agents under this contract.

8. CONTRACTOR shall provide all insurance called for on the page entitled "Insurance Coverage Required." As evidence of the insurance coverages required by this contract, the CONTRACTOR shall furnish a certificate of insurance to: Lane County Parks, Attn: Public Works Analyst, 3050 N Delta Hwy, Eugene, OR, 97408. The certificate will specify parties who are Additional Insured and must include a notice provision

regarding cancellations. Included as Additional Insured: Lane County, its commissioners, agents, officers, and employees with respect to the activities performed under this contract. Insurance coverages required under this contract shall be obtained from insurance companies authorized to do business in the State of Oregon. If CONTRACTOR is self-insured under the laws of the State of Oregon, CONTRACTOR shall provide appropriate declarations of coverage.

9. CONTRACTOR shall not cancel, materially change, or not renew insurance coverages. CONTRACTOR shall notify Lane County Risk Manager, 125 East 8th Avenue, Eugene, Oregon, 97401, of any material reduction or exhaustion of aggregate limits. Should any policy be canceled before final payment by Lane County to CONTRACTOR and should CONTRACTOR fail to immediately procure other insurance as specified, COUNTY reserves the right to procure such insurance and to deduct the cost thereof from any sum due CONTRACTOR under this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full guaranteed period, and should the CONTRACTOR fail to immediately procure such insurance as specified, COUNTY reserves the right to procure such insurance and to charge the cost thereof to CONTRACTOR.

10. Responsibility for payment of damages: Nothing contained in these insurance requirements is to be construed as limiting the extent of CONTRACTOR'S responsibility for payment of damages resulting from CONTRACTOR'S operation under this contract.

11. By execution of this contract, CONTRACTOR certifies under penalty of perjury that:

- a. To the best of CONTRACTOR'S knowledge, CONTRACTOR is not in violation of any tax laws described in ORS 305.380(4); and
- b. CONTRACTOR has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.

12. CONTRACTOR shall have all licenses and permits necessary to perform the contract.

13. COUNTY shall not be obligated to pay any amount greater than that stated above.

14. Modifications or amendments to this contract shall be effective only if in writing and executed by both parties.

15. Termination: The parties may jointly agree to terminate this agreement and upon the terms of such termination. COUNTY may terminate this contract at any time for any reason or for no reason with no liability on its part, except to pay for services previously provided, by giving CONTRACTOR thirty days (30) written notice.

16. Upon written demand from COUNTY, CONTRACTOR shall repay COUNTY all funds used for purposes other than identified in this contract, or if CONTRACTOR fails to perform as agreed in this contract.

17. Waiver: Failure of COUNTY to enforce any provision of the contract shall not constitute a waiver or relinquishment by COUNTY of the right to such performance in the future nor of the right to enforce that or any other provision of this contract.

18. Severability: If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

Special Conditions

20. Payment Schedule: COUNTY will pay 75% of contract amount upon execution of contract; and 25% upon completion of evaluation and reporting described in Paragraph 22 below.

21. Acknowledgment: CONTRACTOR shall acknowledge funding was received from the Lane County Tourism Special Project Grant in an appropriate way within promotional or advertising material. Failure to provide written evidence of such acknowledgment may result in grant award being revoked and a refund of payment paid to COUNTY.

22. Evaluation and Reporting: CONTRACTOR shall submit to COUNTY in writing as soon as available but not later than December 31, 2011, a narrative report of the outcome of the project; a final expenditure report, including copies of receipts; and an evaluation of the project. CONTRACTOR shall provide information about the placement and cost of advertising and the distribution strategy for all promotional materials. CONTRACTOR shall provide attendance figures and a summary of the results of any participant origin surveys or tracking mechanisms designed and conducted by CONTRACTOR and provide method of collecting this data.

CONTRACTOR

LANE COUNTY, OREGON

By _____

By _____

Title _____

Liane Richardson
County Administrator

Address _____

Date _____

Business Id. No. _____*

*Employer Identification Number used for Federal and State reporting requirements

Date _____

INSURANCE COVERAGES REQUIRED

Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specified below. Such insurance must have the approval of Lane County as to limits, form and amount. The types of insurance Contractor is required to obtain or maintain for the full period of the contract will be:

X **COMMERCIAL GENERAL LIABILITY** The insurance shall include:

Policy must include:

POLICY LIMITS

Commercial General Liability	_____ \$1 million per occurrence/\$2 million aggregate
	_____ \$ 1 million per occurrence/\$3 million aggregate
	_____ \$ 2 million per occurrence/\$4 million aggregate
	<u>X</u> \$ 500,000 per occurrence/\$1 million aggregate

Aggregate limits:

Damage to Rented Property (\$50,000)	_____ Per Policy (most contracts)
Medical Expenses (\$5,000)	_____ Per Project (construction contracts)
Personal and Advertising (Same as per occurrence)	
Products/Completed Operations (Same as per occurrence)	

FORM All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this must be reviewed by the Risk Manager. All claims-made forms must be approved by Risk Management in advance and provide tail/continuous coverage for 24 months from the end of the project.

___ **AUTOMOBILE LIABILITY** insurance with limits as specified below. The coverage shall include owned, hired and non-owned automobiles and include Lane County and its divisions, its commissioners, officers, agent, and employees as additional designated insureds (CA 20 48 02 99 or equivalent).

LIMITS

___ \$2 million combined single limit per accident for bodily injury and property damage
 ___ \$1 million combined single limit per accident for bodily injury and property damage
 ___ \$_____ Amount app by risk and required by contract

___ **PROFESSIONAL LIABILITY** insurance – with limits not less than \$_____ (\$1,000,000 per occurrence minimum when required). Policy must provide tail/continuous coverage for 24 months from the end of the project.

___ **POLLUTION LIABILITY INSURANCE** – with limits not less than \$ 1 million per occurrence. Coverage must be continuous for 24 months from the end of the project.

X **ADDITIONAL INSURED CLAUSE** The general and auto liability insurance coverage’s required for performance of this contract shall be **endorsed** to name Lane County and its divisions, its commissioners, officers, agents and employees as additional insureds on any insurance policies required herein with respect to Provider's activities being performed under the Contract. The **additional insureds must be named as an additional insured by endorsement**, and the policy must be endorsed to show cancellation notices to the Lane County department who originated the contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

___ **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY** as statutorily required for persons performing work under this contract. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employers' Liability coverage.

EMPLOYER'S LIABILITY _____ Limits of \$500,000.

___ **FIDELITY BOND** covering the activities of any person, named or unnamed, responsible for collection and expenditures of funds. Limit _____ per employee. (\$10,000 minimum when required)

Any questions concerning insurance and indemnity should be directed to Lane County Risk Management at 541-682-4392.