

TBGO Travel Assistance Program (TAP)

Intent of the Program

The Travel Assistance Program was established with two goals:

- **Fielding a robust, high-quality band at major events.** Major events deserve a major-league performance and great performances are required if the band wants to keep being invited to major events. Since band is a "team sport", it takes strong representation from every segment of the band to produce a performance that satisfies our expectations. By reducing cost as a barrier to participation, the Travel Assistance Program enables TBGO to field the strongest possible band at major events.
- **Sharing band experiences with dedicated TBGO Band Associates whose financial circumstances otherwise prevent them from attending major events.** The memories created as the "band family" on road trips are a significant part of the TBGO experience. The Travel Assistance Program expands the range of Band Associates who can be part of those experiences by making trips more affordable for those who couldn't otherwise travel.

To meet these goals while minimizing the impact on band funds and basic fairness to TBGO Band Associates who do not receive Awards, **TAP Awards are designed to enable minimal basic travel to participate in the core band itinerary. Upgraded or extended travel is not available to Award recipients.** Restrictions include (but are not limited to):

- Economy class air travel (e.g., no airline seating upgrades);
- Housing arrangements that minimize the band's expenses (e.g., no Single-occupancy rooms);
- Travel dates and destinations limited to the core band activities for the trip (no extended travel).

If you wish to upgrade or otherwise extend your trip (via the band's travel agent or on your own), the TBGO Board respectfully requests that you not submit an Award Application.

If you apply for an Award, **it is important that you be prepared to participate in the band's performances on the trip.** If your physical condition is likely to prevent or curtail your ability to participate in parades, standstills, or other band performances, the TBGO Board respectfully requests that you not submit an Award Application.

TAP Awards

- A TAP Award is intended to fill the gap between the cost of a major road trip and the available travel budget of a Band Associate who would otherwise be unable to make the trip. TAP Awards comprise a combination of funds from TAP Donors and available band resources.
- TAP Awards are available only for major trips. TAP Awards are not available for day trips. The TBGO Board will announce whether TAP Awards are available for any given trip.
- To better enable the band to allocate scarce resources, each TAP Award Applicant is asked to state the amount of his/her **Proposed Travel Budget** as part of the application. The Proposed Travel Budget is the amount that the Applicant is willing to spend for the trip if he/she receives a TAP Award. For example: If a \$900 trip is unaffordable but a \$600 trip WOULD be affordable, a Band Associate could apply for a TAP Award with a Proposed Travel Budget of \$600.
- The TBGO Board will establish a **Minimum Acceptable Travel Budget** for each trip for which TAP Awards are available. For example, for a \$900 trip the Board might establish a Minimum

Acceptable Travel Budget of \$300. TAP Award Applications with a Proposed Travel Budget below the Minimum Acceptable Travel Budget will be rejected.

- The TBGO Board will establish an **Award Application Deadline** for each trip for which TAP Awards are available.

Award Criteria

The TBGO Board may fund or reject any TAP Award Application at its sole discretion. Explanations or justification will not be provided if an application is rejected.

Criteria applied during Award consideration typically include (but are not limited to):

- Performance needs of the band. Does the applicant markedly improve the band's ability to put on a great performance by filling an important hole?
- Demonstrated consistent service to the band. Does the applicant regularly attend rehearsals and events? Does the applicant consistently participate in the band's less glamorous events as well as its major events? Does the applicant make participating with TBGO a priority? Does the applicant volunteer or otherwise support the band in non-performance ways?
- Perceived need. Do the applicant's financial circumstances suggest that an Award would be viewed by TBGO Band Associates as an equitable use of the band's funds?

Applying for a TAP Award

- **Any TBGO Band Associate in good standing may apply for a TAP Award.** To apply, sign up for the trip in advance of the Award Application Deadline using the established signup procedure for that trip. During signup, you will be offered the opportunity to apply for a TAP Award. If you select "yes", you'll be asked for your Proposed Travel Budget. Please ensure that the Proposed Travel Budget equals or exceeds the Minimum Acceptable Travel Budget for the trip for which you are applying. In the Comments section of your signup, you may include any other information that should be considered by the Board as part of its deliberation, including caveats and other travel constraints. (Applicants are encouraged to keep this information relatively brief.)
- **The names of TAP Award Applicants and all Application details will remain confidential within the TBGO Board.**
- Applicants are encouraged to propose their highest affordable Proposed Travel Budget since that increases the number of TAP Awards that can be funded and may improve an Applicant's likelihood of receiving an Award.
- **If a TAP Award is funded, a TAP Award Applicant should be prepared to pay the amount of his/her Proposed Travel Budget for the trip.**
- We recommend (but do not require) that an Applicant who receives a TAP Award consider "paying it forward" by contributing to the Travel Assistance Program in the future if his/her circumstances change.

Award Process

- TAP Award Applications received by the TAP Award Application Deadline for each trip will be considered for funding.
- TAP Award Applications that do not meet the Minimum Proposed Travel Budget will be rejected.
- The number of TAP Awards available for each trip will vary depending on donation levels, other resource constraints, and needs of the band.
- Shortly after the window for applications closes (typically within a week), applicants will be notified of the status of their application (i.e., whether a TAP Award is funded).

- Unsuccessful applicants:
 - You will receive an email noting that your TAP Award application has been declined.
 - Your trip signup will be CANCELED and you are not responsible for any trip deposits or payments.
- Successful applicants:
 - You will receive an email noting that your TAP Award application has been approved.
 - That email will explain the additional steps needed to accept the Award. **You must follow these additional steps by the included deadline or the offer of a TAP Award will be withdrawn.**
 - Payments are due using the deposit and payment schedule specified for that trip until the amount of your Proposed Travel Budget is reached.
 - Travel payments are non-refundable. You may wish to consider whether to obtain travel insurance (at your expense) in the event that you are unable to make the trip. If you do obtain travel insurance and are unable to make the trip, we ask that you reimburse the band for its costs that are covered by the insurance.
 - Meals are generally NOT included as part of the Award (i.e., you are responsible for your own meals). The exception is any meals that are specified as included on the itinerary.
 - As explained in the section on Intent of the Program, travel and rooming details (including roommates) for any funded TAP Award may be specified by the TBGO Board to take best advantage of available resources. Travelers who receive TAP Awards are not eligible for travel upgrades.
- The Board respectfully requests that applicants maintain confidentiality regarding details of TAP Awards.

Donating to the Travel Assistance Program

- Donors who would like to contribute to the Travel Assistance Program may do so by check or via a PayPal link on the TBGO Donations page online. If you choose to contribute by check, we would appreciate an advance email to the TBGO Treasurer (treasurer@thebeatgoesonmb.org) advising us of the amount so that we can plan for it in advance of its arrival.
- **Donations may be made in any amount.**
- Donations to TBGO for the Travel Assistance Program are tax-deductible to the extent permitted by law (TBGO is an IRS-recognized 501(c)(3) organization). As with other donations to TBGO, donations to TAP qualify the donor to make matching donations to the Oregon Cultural Trust that are eligible for Oregon state tax credits to the extent specified by Oregon statute.
- Donations to the Travel Assistance Program may NOT be designated for the use of a specific individual or class of TAP Award Applicant.
- **The names of donors to the Travel Assistance Program will remain confidential** unless otherwise requested.
- Donations made to TAP will be used only for TAP (i.e., they will not be used for general band operations).
- Any donations not used to fund TAP Awards for a given trip will remain in the Travel Assistance Program for future use.
- The TBGO Board may, at its discretion, transfer part of its general operating fund to the Travel Assistance Program.