

# VENTURE PORTLAND INDUSTRIAL DISTRICT GROUP GRANT GUIDELINES

Spring/Summer 2014

**Portland's Industrial Districts play a critical role in the local, regional and state economy. Yet, the impact of these districts and industrial businesses are often misunderstood or under-valued by Portlanders, planners and elected officials. Portland's industrial districts are comprised of a strong concentration of traded sector companies, bringing outside revenues back to the local economy and include more than 3,500 businesses that provide approximately 100,000 jobs and more than \$2 billion annually in wages. Venture Portland understands the unique characteristics of its industrial district members and utilized one-time-only dollars to dedicate an Industrial District Group Grant. Eligible projects must leverage the collective strength of at least 3 Industrial Districts and include an educational or PR component.**

## I. Business District Eligibility

**To apply for a Venture Portland group grant, business districts must meet the following:**

- Venture Portland member
- Up-to-date filings with all non-profit regulating government entities
- Complete all previous Venture Portland grants and submit all required grant paperwork
- At least two districts must have had at least two representatives that participated in the [2013-14 Grant Certification Training](#) on 9/12/13
- Submit a complete grant application by 12 noon on Friday, 3/7/14

## II. Use of Funds

This is a group grant; as such, at least 3 Industrial Districts must apply together. Applicants may apply for up to **\$5,000** to implement a group project benefitting all participating districts. Project examples include: economic impact research and report; targeted media/PR campaign; pro-industrial collateral materials; earned media strategy; creation of a 'Portland Made' program/campaign; activities to educate Portlanders about and connect Portlanders to industry, etc.

**\*Applicants may apply for both a Benchmark Grant and Industrial Districts Group Grant in this cycle.**

**Grant activities must occur between 4/1/14 and 9/15/14; evaluations are due no later than 9/30/14. Grant funds may not be used for ongoing administrative staff or overhead.**

**Grant must be matched at least 1-to-1 with cash or in-kind contributions by each participating district (ex: \$5,000 from Venture Portland is matched with \$5,000 from each participating districts for a minimum total of \$20,000 project).** This match must be reflected on the application budget page. While volunteer hours are critical to the success of projects and should be quantifiably measured and reported, they do not count towards the in-kind match. In general, project budgets with confirmed cash or in-kind contributions in place at the time of application are more competitive.

**Cash** refers to cash-on-hand and the donations, grants and revenues that are expected or already received for this project.

**In-kind** refers to the donated space, supplies/materials, goods and fees for professional services donated by individuals or organizations. To qualify as matching resources, these same items must

also be listed as expenses in the project budget and invoices/receipts must be provided with the final report. The dollar value of these no-cash donations should be calculated at their verifiable fair-market value. Be sure to identify the sources on the application budget page. Volunteer hours do not count towards the in-kind match.

**Venture Portland must be recognized as a sponsor on any grant-funded materials and/or activities. Please contact Venture Portland for logo usage approval. Failure to do so will impact future grant eligibility.**

**Unspent and/or unmatched grant funds (including unverifiable in-kind or cash expenses) must be returned to Venture Portland with the grant report.**

### **Americans with Disabilities Act Certification/Statement of Equity and Non-Discrimination**

By submitting an application, the applicant agrees to comply in every way with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

### **III. Grant Checklist**

Incomplete applications will not be evaluated. The following items must be submitted:

- Grant checklist
- Cover letter introducing and briefly explaining purpose of the grant request
- Grant application - three sections including signatures, narrative and project budget
- Supporting Documents\* (if applicable)

\*Business districts that provide an Annual Budget and current Balance Sheet are more competitive.

### **IV. Training, Office Hours and Technical Assistance**

**Training:** Two business district representatives from at least two participating districts must have participated in the [Grant Certification Training](#) on 9/12/13 to apply for any grant in FY 2013-14. The training addressed: generating great ideas/project planning, proposal writing, budgeting, evaluation and any changes to the Grants Program. Participating business districts received a one-year grant writing certification upon completion of the training.

**Office Hours:** Venture Portland staff are available for appointments and drop-ins at Venture Portland's office during the dates and times listed below to assess business district readiness and to provide support and assistance during the early stages of your grant application. Staff are available the week grants are due to review final drafts and provide any late-stage assistance needs (applications not yet in final draft form will not be reviewed after 3/3/14).

**Technical Assistance:** Venture Portland staff is available for year-round technical assistance during planning, proposal writing, budgeting, evaluation and implementation of projects.

**Due Date:** Applications received by 12 noon on 3/7/14 will be reviewed to ensure completion and accepted by staff. Incomplete applications will not be evaluated. Staff will not offer any assistance beyond accepting complete applications on 3/7/14. No application will be accepted after 12 noon on 3/7/14.

## V. Spring Summer/Grants

- **2/4/14- Drop-in Grant Info Session and Application Released** (12 noon-6:30pm)
- **2/11** – Grants Office Hours (9:30am-5pm)
- **2/18** – Grants Office Hours (9:30am-5pm)
- **2/25** – Grants Office Hours (9:30am-5pm)
- **3/4-3/6** – Grants Office Hours: Final Draft Review (9:30am-5pm)
- **3/7 – Grant Applications Due (12 noon)**
- **4/1** – Grant Awards Announced
- **4/1-9/15** – Spring/Summer Grant activities
- **Grant Reports Due 15 days after completion of projects**
- Failure to meet all grant requirements as agreed to in the grant contract (including on-time submission of final evaluation and supplemental materials) may result in having to return funds to Venture Portland and will impact future grant eligibility.

**\*Early submission is encouraged.** While staff make every effort to offer assistance, each applicant has the final responsibility of submitting a complete application on time to Venture Portland. Applications, including signatures, may be submitted in-person, by fax or by email with a receipt time of no later than 12 noon on 3/7/14. Contact Venture Portland if you need assistance with electronic submission.

### **Location for Info Session, Office Hours, Final Draft Review and In-Person Application Submission:**

Venture Portland  
240 N Broadway, Suite 127  
Portland, OR 97227  
**Fax:** 503.477.9641  
**Email:** [laura@ventureportland.org](mailto:laura@ventureportland.org)

**Questions? Contact Laura or Heather at 503.477.9648 or [laura@ventureportland.org](mailto:laura@ventureportland.org) or [heather@ventureportland.org](mailto:heather@ventureportland.org).**