

VENTURE PORTLAND MAJOR LEAGUE SOCCER

ALL STAR GAME GRANT GUIDELINES

Spring/Summer 2014

Portland is hosting the 2014 MLS All Star Game on August 6, 2014 and the city will have a week's worth of celebration around the event. This is the first major-league All Star game of any sport to take place in Portland and it will be broadcast to 150 countries. The city is expecting as many as 100,000 visitors from across the world to stay in our hotels, eat at our restaurants and shop at our neighborhood businesses. Most MLS-sanctioned activities will take place downtown, but Venture Portland is distributing one-time funds to help business districts take advantage of this huge opportunity for "Soccer City USA". Eligible projects must leverage the international spotlight on Portland, attract visitors to shop, dine and play in business districts and engage local soccer fans.

I. Business District Eligibility

To apply for a Venture Portland 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
- Two district representatives must have 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

Applicants may apply for up to **\$1,000** to implement a project in conjunction with the MLS All Star Game in August 2014. Project examples include: kick-off events, exhibition soccer games, appearances by local professional players, soccer-themed movie series, pub crawls, viewing parties, district-wide soccer specials (cocktails, meals, sales), deals for customers wearing soccer apparel or with ticket stubs, marketing campaigns for district hotels, sports bars, athletic businesses, etc.

***Applicants may apply for both a Benchmark Grant and MLS All Star Game Grant in this cycle.**

Grant activities must occur between Friday, 8/1/14 and Sunday, 8/10/14; evaluation will be due 8/29/14. 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. 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 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
- **8/1-8/10** – MLS All Star Game Grant activities
- **Grant Reports Due 8/29/14**

***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

Questions? Contact Laura or Heather at 503.477.9648 or laura@ventureportland.org or heather@ventureportland.org.