

'ASSESSING VALUE: WHAT'S YOUR BUSINESS DISTRICT WORTH?'

SUPPLEMENTAL GRANT GUIDELINES

2014

Venture Portland is committed to helping business districts strengthen the economic competitiveness of their commercial corridor by providing in-depth information on community demographics, market strength, lease rates, business and economic trends, store-front activation and district evolution. Venture Portland is distributing one-time funds to help business districts host a public forum featuring some of Portland's top public and private business district experts. This forum will provide beneficial information for businesses, property owners and residents.

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
- Be in compliance with all current grant projects
- 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, 5/9/14

II. Use of Funds

Applicants may apply for \$1,000 to implement 'Assessing Value: What's Your Business District Worth?'; a community conversation featuring an expert panel to take place in their district. Business districts may identify up to 3 issues that their district is currently facing for the panel to address during a public forum for businesses, property owners and residents in their district. District-specific topics may include chronic vacancies, lease rates, development/construction, diversity/demographics, business mix/business recruitment, etc. 'What's Your Business District Worth?' panelists include Tyler Bump (Economic Planner, Portland Bureau of Planning and Sustainability), Seanette Corkill (Frontdoor Back) and Michele Reeves (Civilis Consultants); an additional speaker may be added by Venture Portland to address a unique district-specific issue. Grant funds will pay for panel; matching district funds will cover event costs (venue, refreshments, materials, advertising, etc).

Grant activities must occur between 6/1/14 and 11/30/14; evaluation is due 15 days after completion of project. 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 5/5/14).

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 5/9/14 will be reviewed to ensure completion and accepted by staff. Staff will not offer any assistance beyond accepting complete applications on 5/9/14. No application will be accepted after 12 noon on 5/9/14. Incomplete or late applications will not be evaluated.

V. Supplemental Grant Timeline

- **4/7/14- Grant Application Released**
- **4/10** – Grants Office Hours (9:30am-5pm)
- **4/17** – Grants Office Hours (9:30am-5pm)
- **4/23** – Grants Office Hours (9:30am-5pm)
- **5/1** – Grants Office Hours (9:30am-5pm)
- **5/6-5/8** – Grants Office Hours: Final Draft Review (9:30am-5pm)
- **5/9 – Grant Applications Due (12 noon)**
- **6/1** – Grant Awards Announced
- **6/1-11/30/14** – ‘Assessing Value: What’s Your Business District Worth?’ Panels
- **Grant Reports Due 15 days after completion of grant project**

***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 5/9/14. 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: jacob@ventureportland.org

Questions? Contact Jacob or Heather at 503.477.9648 or jacob@ventureportland.org or heather@ventureportland.org.