**VENTURE PORTLAND SPRING/SUMMER 2018 CATALYTIC GRANT**

**DISTRICT STAFFING KICKSTARTER**

**DUE: MARCH 2, 2018 BY NOON (12PM)**

**GRANT APPLICATION CHECKLIST**

**Business District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed Checklist**

**Cover Letter**

**Complete Grant Application**

* Section 1:
  + Amount
  + Business District Information
  + President’s Signature
  + Treasurer’s Signature
* Section 2: Narrative
* Section 3: Budget

**Annual Workplan**

**Current Balance Sheet\***

\*Must show at least a 6-month cash reserve for staffer compensation ($4,500-$6,500, based on an hourly rate of $18-$25/hr)

**Supporting Documents\*\* (if applicable)**

\*\*Business districts that provide an Annual Budget may be considered more competitive.

**\*\*INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED\*\***  
Workplan template, grant guidelines and additional grant resources are available at [ventureportland.org/grants](http://www.ventureportland.org/grants)**VENTURE PORTLAND SPRING/SUMMER 2018 CATALYTIC GRANT   
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**You must complete all fields and all components of each question. Incomplete or late applications will not be accepted.**

**SECTION 1: AMOUNT, BUSINESS DISTRICT INFO AND SIGNATURES\***

#### Amount Requested: ($2,000 maximum\*\*)

**Business District:**

**Mailing Address:**

**Grant Coordinator:**

**Attended Grants Certification Training?**  **Yes**  **No**

**Grant Coordinator Phone: Email:**

**Grant Writer:**

**Attended Grants Certification Training?  Yes  No / First Time Grant Writer?  Yes  No**

**Grant Writer Phone: Email:**

**President:**

**Attended Grants Certification Training?  Yes  No**

**President Signature\*:**

**President Phone: Email:**

**Treasurer:**

**Attended Grants Certification Training?  Yes  No**

**Treasurer Signature\*:**

**Treasurer Phone: Email:**

\*Venture Portland accepts the following ‘signatures’: A hand-delivered ‘wet’ signature, a scanned ‘wet’ signature sent via email or fax, a signature verified using a third party service (Docusign, etc) and a signature ‘written’ using design software (Adobe Acrobat, MS Paint, etc.). Venture Portland does not accept a typed name in an italics or cursive font as a ‘signature’.

\*\*Please note: the maximum amount that can be awarded each grant cycle varies based on Venture Portland’s available funding.

**SECTION 2: NARRATIVE**

**Detailed narrative responses may require additional pages. Please note each question has multiple components that must be completed.**

1. **Project Overview**
   1. Activities/Priorities
   2. District Demographics (Number of district businesses, cultural diversity, business mix)
   3. Detailed timeline
   4. District plans to hire a:

Employee  Contractor

* 1. Does the project meet Venture Portland’s Strategic Objectives? (select all that apply)

Builds District Capacity  Markets/Promotes District

1. **District Benefit – See attached workplan**
2. **Staffing Capacity**
   1. Briefly describe the district’s current financial and volunteer capacity and how it plans to manage and compensate the district staffer for at least 6 months (please attach a balance sheet that shows at least a 6-month cash reserve of staffer compensation).
   2. Who will be the staffer’s supervisor and how will the staffers performance be evaluated?
   3. How will the project succeed in the event of the loss of the supervisor or change in district leadership?
   4. How will your district manage payroll and required insurance?

**SECTION 3: BUDGET AND NARRATIVE QUESTIONS (2 & 3)**

1. Provide a detailed budget using the worksheet below. Please edit and/or add additional income and expense line items if needed and double-check math.
2. If the budget shows a profit, please explain how it will be used to benefit the business district.
3. Explain how grant funds will be matched and spent. Provide narrative detail on cash sources/expenses (what, from whom and for what). In general, project budgets with confirmed cash in place at the time of application are more competitive. If the grant from Venture Portland will be used as a match and/or leverage for other funding, please explain the business district’s plan to meet the match if other funding falls through.

|  |  |  |
| --- | --- | --- |
| **INCOME** | **Venture Portland Grant** | **Business District Match**  **Revenue – Cash\*** |
| **Requested Venture Portland Grant** |  | **N/A** |
| **Cash: Project Revenue (Sponsors, Funders, Partners, Sales, Ads, etc.)** | **N/A** |  |
| **Cash: Business District** | **N/A** |  |
| **Subtotals:** |  |  |
| **Total Income: (add Grant and Cash Subtotal columns)** |  | **N/A** |
|  | | |
| **EXPENSE** | **Venture Portland Grant** | **Business District Match Expenses – Cash** |
| **Personnel: Staff (ongoing)** |  |  |
| **Personnel: Consultants** |  |  |
| **Equipment/Supplies** |  |  |
| **Materials** |  |  |
| **Printing** |  |  |
| **Fees/Permits** |  |  |
| **Insurance** |  |  |
| **Advertising** |  |  |
| **Other** |  |  |
| **Subtotals:** |  |  |
| **Total Expense\*\*: (add Grant and Cash Subtotal columns)** |  | **N/A** |
| **Projected Profit (subtract Total Expense from Total Income):** |  |

**\*Total Business District Match (Cash Expenses) MUST include 6 months of staffer compensation.  
\*\*Total Expense cannot exceed Total Income. Total Income may exceed Total Expense if you intend for this project to earn a profit; however, you must show how the Projected Profit will be used to benefit the business district in Narrative Question 2.**