**VENTURE PORTLAND FALL/WINTER 2018-2019 CATALYTIC GRANT**

**CORPORATE INFRASTRUCTURE IMPROVEMENT**

**DUE: OCTOBER 5, 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

**2018 Annual Check-up**

* Signed by two district representatives

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

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

**\*\*INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED\*\***  
Annual Check-up and grant guidelines are available at [ventureportland.org/grants](http://ventureportland.org/grants)**VENTURE PORTLAND FALL/WINTER 2018-2019 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: ($1,000 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. Association infrastructure items the district will updating
   2. Current district programs and assets that leverage the project
   3. District Demographics\* (Number of district businesses, cultural diversity, business mix)
   4. Member Demographics\* (Number of current dues-paying members/financial supporters and

Does your membership reflect your district’s business mix?)

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

Builds District Capacity  Markets/Promotes District

1. **District Benefit**
   1. How does this project attract and retain district leadership?
2. **Community Engagement**
   1. How many volunteers will work on the project (number of volunteers, hours contributed and type of work)?
   2. How will you leverage additional community resources and/or collaborate with partners?
3. **District Capacity**
   1. How will the project succeed in the event of the loss of the grant coordinator or change in district leadership?
   2. Describe the business district’s track record of success to demonstrate ability to effectively implement this project (benchmark achievements, experience, ability, lessons learned and success).

\*Business District Data can be accessed using the new Tableau District Data tool available at <http://tinyurl.com/BusinessDistrictData>

**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 in-kind contributions/expenses (what, from whom and for what) and cash sources/expenses (how much, from whom and for what). In general, project budgets with confirmed cash or in-kind contributions in place at the time of application are more competitive.

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

**\*Total Business District Match (Cash/In-kind Expenses) MUST equal or exceed requested Venture Portland Grant. \*\*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.**