**VENTURE PORTLAND 2020 DESTINATION INVESTMENT GRANT**

**DUE: FEBRUARY 28, 2020 BY NOON (12PM)**

**GRANT APPLICATION CHECKLIST**

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

**Completed Checklist**

**Cover Letter**

**Complete Grant Application**

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

**Benchmark Achievement Form(s) (if applicable)**

**Annual Budget and current Balance Sheet**

**Optional Supporting Documents** **(permit applications, traffic control plans, diagrams, etc)**

**\*\*INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.\*\***  
Destination Investment Grant guidelines and resources are available at [ventureportland.org/grants](http://www.ventureportland.org/grants)

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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, CATEGORY, BUSINESS DISTRICT INFO AND SIGNATURES\***

#### Amount Requested\*\*: ($5,000-$10,000 maximum)

**Category (choose one from below):**

* Accessibility
* Greenery
* Public Art
* Seasonal Decorations
* Signage
* Trash Cans

**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 Need**
   1. Describe the business district’s current infrastructure and the need for the project.
2. **Project Overview**
   1. Project Title
   2. Activities
   3. Current district programs and assets that leverage the project
   4. Target Audience
   5. Member Demographics\* (Number of current dues-paying members/financial supporters and

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

* 1. Does the project require a permit from a City bureau? If so, what potential hurdles or issues may be encountered when obtaining the required permits?

1. **District Identity/Built Form**
   1. How does the project reinforce the district’s identity?
   2. Describe the project’s feasibility as it relates to the district’s built form. Attach any related maps or diagrams of the district that support project feasibility.
2. **Destination Investment**
   1. How does the project enhance the customer/visitor experience and/or promote the district as a destination?
   2. What is the district’s plan for long-term ongoing maintenance of fixtures/infrastructure?
3. **Timeline**
   1. Provide a detailed timeline of the project including planning, implementation, ongoing maintenance, final accounting and evaluation.
4. **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?
5. **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, generate revenue and reach long term goals (benchmark achievements, experience, ability, lessons learned and success).
6. **Sponsor Recognition**

Venture Portland’s sponsorship and/or logo will be included on (check all that apply)\*\*

Banner  Newsletter  Press release  Verbal

Flyer/Postcard  Paid Advertisement  Social Media  Website

Map ­­­  Poster  T-shirt  Other (describe):

\*\*Applicantmust recognize Venture Portland’s grant in all public relations and marketing materials produced in support of the project. Use of Venture Portland’s logo must be approved by Venture Portland prior to production and upon approval included in all materials as defined in the submitted application. Failure to do so will impact future grant eligibility and result in having to return funds to Venture Portland.

**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)** | **N/A** |  |
| **Personnel: Contractors (design, fabrication, installation, landscaping)** |  |  |
| **Supplies (prefabricated infrastructure, hardware)** |  |  |
| **Raw Materials (wood, brick, stone, plants, soil)** |  |  |
| **Maintenance** |  |  |
| **Fees/Permits** |  |  |
| **Insurance** |  |  |
| **Community Engagement (surveys, unveiling)** |  |  |
| **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 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.**