

# VENTURE PORTLAND SPRING 2023 GRANTS

**DUE: FEBRUARY 24, 2023 BY NOON (12PM)**

You must complete all fields and all components of each question. Incomplete or late applications will not be accepted.

## **AMOUNT, GRANT TYPE, BUSINESS DISTRICT INFO AND SIGNATURES\***

### **Amount Requested\*\*:**

Events and Marketing (\$4,000 max) OR Contractor/Consultant (\$6,000 max) OR District Enhancement (\$6,000 max)

### **Grant Type:**

Choose one (1) from below:

- Events and Marketing
- District Enhancement
- Contractor/Consultant

### **Project Name:**

### **Business District:**

### **Mailing Address:**

### **Grant Coordinator:**

### **Grant Coordinator Phone:**

### **Email:**

### **President:**

### **President Signature\*:**

### **President Phone:**

### **Email:**

### **Treasurer:**

### **Treasurer Signature\*:**

### **Treasurer Phone:**

### **Email:**

\*Venture Portland accepts the following 'signatures': A hand-delivered 'wet' signature, a scanned 'wet' signature sent via email, a signature verified using a third party service (DocuSign, etc) and a signature 'written' using design software (Adobe Acrobat, Photoshop, 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.

# VENTURE PORTLAND SPRING 2023 GRANT GUIDELINES

Neighborhood businesses and business districts drive Portland's economy. Recognizing the ongoing impact of historic/systemic inequities, and the disproportionate effect these inequities have had on Black, Indigenous and People of Color (BIPOC) communities, we work to grow a more equitable and prosperous economy for all. We welcome and value diverse perspectives. That is why Venture Portland's grants program seeks to build the capacity of Portland's diverse business districts and prioritizes projects that support BIPOC communities and BIPOC-owned businesses. Venture Portland member districts may apply for one (1) of the following grants during the Spring grant cycle (April 1 – October 1):

## 1. Events and Marketing Grants

Districts may apply for up to \$4,000 to fund marketing, promotions and events occurring April 1, 2023 – October 1, 2023. Projects could include but are not limited to:

- Community Events w/ Economic Impact
- Advertising/Marketing Campaigns
- Websites/Social Media
- Mailers/Passport Promotions
- Fundraising Campaigns/District Merchandise (t-shirts, sweatshirts, beanies, etc)

## 2. District Enhancement Grants

Districts may apply for up to \$6,000 for any combination of the following projects occurring April 1, 2023 – October 1, 2023:

- Street plazas (furniture, tents, etc)
  - See new requirements for [PBOT's Healthy Business Permit](#)
- Public art (murals, sculptures, signage, etc)
  - Additional support may be available from RACC and PSAA
- Accessibility (benches, bike racks, crosswalks, etc)
- Greenery (street trees, flower baskets, planters, etc)
  - Additional support may be available from Friends of Trees
- Livability (clean-ups, lighting, trash cans, etc)
  - Additional support may be available from SOLVE and Adopt One Block

## 3. Contractor/Consultant Grants

Districts may apply for up to \$6,000 to hire contractors, consultants or pay existing staff.

- Must be spent between April 1, 2023 – October 1, 2023

**We want to fund your district's project!** If you have a project idea that is not listed above, reach out to Jacob ([jacob@ventureportland.org](mailto:jacob@ventureportland.org)) to discuss its potential eligibility.

If your district is unable to complete its grant-funded project due to unforeseen circumstances, work with Venture Portland staff to find a solution. In most cases, unspent grant funds can be repurposed for other projects that will benefit the businesses in your district.

## Requirements For All Applicants:

All grants must be matched .5 to 1 with either cash or in-kind contributions.

Cash:

- Project expenses
- Staff time

In-kind contributions:

- Volunteer time
- Donated goods and services
- Donated space

All applicants must have valid General Liability Insurance.

All projects must have a set deadline. If the project is not completed by the set deadline, the funds must be returned to Venture Portland in full within two (2) weeks of the deadline.

If the grant project is completed but the grant award is not fully spent, the remaining funds must be returned to Venture Portland within two (2) weeks of completion.

All grantees must recognize Venture Portland as the project's funder by including Venture Portland's logo on printed materials and web content and/or verbally where applicable.

All applicants must be current members of Venture Portland.

## To Apply:

Districts must answer these questions in the form of a written narrative and email to Jacob Falkinburg ([jacob@ventureportland.org](mailto:jacob@ventureportland.org)) along with signature page no later than noon (12pm) on 2/24:

1. Provide a detailed description of the project and activities including grant amount, the district's need for the project and the district's capacity to successfully complete the project. If applying for a Staffing grant, what are the top 3 priorities of your staffer?
2. How do you define success for the project? What are your short-term and long-term goals for the project and how do these goals address the mission and values of your association? What measures will you put in place to demonstrate success once the project is complete?
3. Please provide a timeline of project activities with specific dates from planning stages, implementation and evaluation. Grantees will be required to submit all related invoices, receipts and related photos and collateral to Venture Portland when the project is complete.
4. Venture Portland is committed to Diversity, Equity, and Inclusion (DEI) and a top priority of ours is to make business districts more welcoming to all people. What specific processes or steps have you or will you take to engage with diverse communities during this project (intentional purchasing, marketing strategy, partnerships, etc.)? How will you measure these processes or steps?

Do you have access to demographic information as it relates to the businesses/residents in your district? If so, please provide us with the information here.

5. Please complete the attached budget template. Be sure to include all related expenses (contractors, supplies, printing, permits, insurance, advertising, etc) and revenue (membership dues, sponsorship, grants, etc.)
6. Without funding from Venture Portland, would your district still put forth the effort to complete the project? If so, how would it look?

DUE 2/24/23 BY NOON (12PM)

## GRANT PROJECT BUDGET TEMPLATE

*You may change the Expense categories to align with your project more accurately.*

INCOME	AMOUNT
Requested Venture Portland Grant	
Project Revenue (Sponsors, Grants, Partners, Sales, Ads, etc.)	
Business District Contribution	
<b>Total Income: (cannot be less than total expense)</b>	
EXPENSE	AMOUNT
Personnel: Staff (ongoing)	
Personnel: Contractors	
Supplies/Materials	
Printing/Production	
Maintenance	
Fees/Permits	
Insurance	
Community Engagement	
Other	
<b>Total Expense: (cannot be greater than total income)</b>	
<b>Total In-Kind Contributions:</b>	

### Spring Grant Timeline:

- 1/13/23 - Applications released
- 1/16-2/17 - Venture Portland staff available for grant writing assistance via telephone or Zoom (during normal operating hours)
- 2/20-2/23 - Venture Portland staff available for final draft review via telephone or Zoom (during normal operating hours)
- 2/24 - Applications due by noon (12pm)
- 3/20 - Awards announced
- Once awarded, districts will undertake and implement the awarded grant activities and complete by 9/15/23.
- Project reporting and accounting is due 15 days after project completion and no later than 10/1/23.

Any applications received after 12pm on 2/24/23 will not be accepted.

**Grant Questions:** Contact Jacob Falkinburg ([jacob@ventureportland.org](mailto:jacob@ventureportland.org)) to schedule project planning and/or grant writing support or if you require any special considerations.

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