

VENTURE PORTLAND MAJOR IMPACT GRANTS

Summer 2024

DUE: JULY 12, 2024 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:**

(\$25,000-\$50,000)

Grant Type:

(District Infrastructure, Business District Staff, Livability)

Project Name:

Business District:

Number of Board Members:

% of Board That Identifies as BIPOC:

Number of Employees:

Mailing Address:

Project Lead:

Project Lead Phone:

Email:

President:

President Signature*:

President Phone:

Email:

Treasurer:

Treasurer Signature*:

Treasurer Phone:

Email

I (name), _____ hereby certify that _____ business association is currently in compliance with its bylaws.

President signature: _____

*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 MAJOR IMPACT GRANT GUIDELINES

Summer 2024

Thanks to funding from the American Rescue Plan Act, Venture Portland is now offering the final round of Major Impact Grants to member business district associations. \$250,000 in Major Impact Awards was distributed in summer 2023 and another \$250,000 is now available for distribution in summer 2024. For this round, applicants may request **\$25,000-\$50,000** for a project that fits into one of the following eligible categories and will occur between August 2024-July 2025. **Applications are due no later than 7/12/24 at noon (12pm).**

Eligible Projects:

All projects should have a significant benefit to all businesses within the district and should result in increased foot traffic and economic development.

1. **District Infrastructure**

Permanent/semi-permanent fixtures and/or physical improvements to the business district streetscape that enhance the visitor experience. Projects could include but are not limited to the creation/enhancement of landmarks (public art, notable signage/fixtures, etc), public spaces (plazas, pocket parks, etc), and streetscape improvements (bike racks, lighting, crosswalks, etc).

2. **Business District Staff and/or Diversity, Equity, & Inclusion (DEI) Consultants**

Dedicated staff has been shown to be one of the key drivers of a healthy and thriving business association. Major Impact Grant funds may be used to hire a full-time/near full-time staff person for the period of one year or more to assist with event planning, grant writing and implementation, maintaining a member database, implementing a membership campaign, member communication (canvassing, newsletters, email, etc) and district marketing/promotion. Funds can also be used to hire consultants who specialize in DEI to help districts diversify their boards and membership and create more equitable programming and operations.

3. **Livability**

Projects that address the environmental and social quality of an area as perceived by residents, employees, customers, and visitors. This includes a business district's public safety, environmental quality, community cohesion, friendliness, aesthetics, accessibility, and pride. Eligible projects include but are not limited to garbage cans/service, litter clean-up, graffiti abatement, and security services.

See 'Grant Resources' on page 6 for potential project partners and additional support.

Requirements For All Applicants:

- All applicants must currently be in compliance with their bylaws.
- All applicants must have valid General Liability Insurance and have Venture Portland listed as additionally insured.
- 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 and Prosper Portland as the project's funders by including Venture Portland and Prosper Portland's logo on printed materials and web content and/or verbally where applicable.
- All applicants must be current member business associations of Venture Portland.
- If an applicant was awarded a Major Impact Grant in 2023 and intends on applying again in 2024, they should have expended at least 80% of their award prior to the release of the 2024 Major Impact Grants application.
- If the applicant currently has any other Venture Portland grants in progress, they must be in good standing (proper reporting, etc).

Equity Statement: 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.

To Apply:

Districts must answer these questions in the form of a written narrative and email to Jacob Falkinburg (jacob@ventureportland.org) along with the signature page no later than noon (12pm) on 7/12/24:

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, please include a workplan that outlines the staff person's responsibilities for the next year.
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. How do you see this project enhancing your district in the long term?
5. Who is the project lead and what resources and support do they have available to ensure that the project is successful?
6. 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?
7. Describe any previous projects that demonstrate your district's ability to successfully achieve the goals set forth in this application.
8. 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.)
9. How has your district and its businesses been impacted by the COVID-19 pandemic? How does this project help to address the issues that have arisen due to the COVID-19 pandemic?*

**NOTE: This answer is required by our funder but will not be scored by the Grants Committee.*

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*	
Total Income: (cannot be less than total expense)	
EXPENSE	AMOUNT
Personnel: Staff (ongoing)	
Personnel: Contractors	
Supplies/Materials	
Printing/Production	
Maintenance	
Fees/Permits	
Insurance	
Community Engagement	
Other (describe)	
Total Expense: (cannot be greater than total income)	
In-Kind Contributions* (describe):	

**NOTE: Project Revenue, Business District Contributions, and In-kind Contributions are not required to receive Major Impact funding.*

Major Impact Grant Timeline:

- 6/10/24 – Applications released
- 6/17-7/3 – Venture Portland staff available for grant writing assistance via telephone or Zoom (during normal operating hours)
- 6/18 – Grant Info Session Webinar (optional)
- 7/8-7/11 – Venture Portland staff available for final draft review via telephone or Zoom (during normal operating hours)
- **7/12 – Applications due by noon (12pm)**
- 8/1 – Awards announced
- Once awarded, districts will undertake and implement the awarded grant activities and complete no later than 8/1/25.
- Project reporting and accounting is due 15 days after project completion and no later than 8/15/25.

Any applications received after 12pm on 7/12/24 will not be accepted.

Grant Resources:

- [Additional Funding Opportunities](#)
- [Friends of Trees](#) – support for landscaping and greenery projects
- [Portland Bureau of Transportation](#) (PBOT) – funding and support for streetscape enhancements
- [Portland Environment Management Office](#) (PEMO) – support for livability and lighting projects
- [Portland Means Progress](#) – support for equitable staffing
- [Portland Street Art Alliance](#) (PSAA) – support for mural projects
- [Regional Arts and Cultural Council](#) (RACC) – funding and support for murals and public art projects

Grant Questions:

Contact Jacob Falkinburg (jacob@ventureportland.org) to schedule project planning and/or grant writing support or if you require any special considerations.