

# VENTURE PORTLAND SPRING 2024 GRANTS

DUE: MARCH 8, 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\*\*:**

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:**

**Project Lead:**

**Project Lead 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 2024 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.) **Applications are due no later than 3/8/24 at 12pm:**

## 1. Events and Marketing Grants

Districts may apply for up to \$4,000 to fund marketing, promotions and events occurring April 1, 2024 – October 1, 2024. Projects could include but are not limited to:

- Community Events
- 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, 2024 – October 1, 2024:

- Street plazas (furniture, tents, etc)
  - See new requirements for [PBOT's Outdoor Seating 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, 2024 – October 1, 2024

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 applicants must currently be in compliance with their bylaws.

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.

If the applicant currently has any other Venture Portland grants in progress, they must be in good standing (proper reporting, etc).

All applicants must be current members of Venture Portland.

## 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 use this form to answer the questions below and email to Jacob Falkinburg ([jacob@ventureportland.org](mailto:jacob@ventureportland.org)) along with signature page no later than noon (12pm) on 3/8/24:

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 Contractor/Consultant grant, what are the top 3 priorities of your contractor/consultant?
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.

DUE 3/8/24 BY NOON (12PM)

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?
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. Has your district explored funding for this project through other sources? If so, what was the outcome?

**GRANT PROJECT BUDGET TEMPLATE**

INCOME	AMOUNT
Requested Venture Portland Grant	
Project Revenue (Sponsors, Grants, Partners, Sales, Ads, etc.)	
Business District Contribution (cash match)	
<b>Total Income: (cannot be less than total expense)</b>	
EXPENSE <i>(You may change the Expense categories to align with your project more accurately.)</i>	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 (non-cash match):</b>	

### Spring Grant Timeline:

- 2/9/24 – Applications released
- 2/12-3/1 – Venture Portland staff available for grant writing assistance via telephone or Zoom (during normal operating hours)
- 3/4-3/7 – Venture Portland staff available for final draft review via telephone or Zoom (during normal operating hours)
- 3/8 – Applications due
- 4/1 – Awards announced
- Once awarded, district will undertake and implement the awarded grant activities and complete by 10/1/24.
- Project reporting is due 15 days after project completion and no later than 10/15/24.

Any applications received after 12pm on 3/8/24 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](mailto:jacob@ventureportland.org)) to schedule project planning and/or grant writing support or if you require any special considerations.