



**2008 APNBA  
BUSINESS DISTRICT GRANT PROGRAM  
APPLICATION FOR GRANT FUNDS**



The APNBA is an alliance of over 30 business district associations (BDAs) in Portland, Oregon. BDA members are the merchants, property owners, and employees in the commercial districts outside of the downtown. The Business District Grant Program is funded by the City of Portland through the Portland Development Commission (PDC).

**PROGRAM PURPOSE**

The Business District Grant is designed to provide “seed” money for projects that improve the business capacity and vitality of Portland’s business districts. The grants need to create a positive business community impact either through direct job creation projects, business district enhancements, or improved communication, to name a few. Projects should be completed within six (6) months of funding. As a courtesy, we ask that you acknowledge the APNBA on all promotional materials. Logos are available from the APNBA office.

**I. APPLICANT ELIGIBILITY:**

- a. Funding is limited to APNBA recognized Portland business district associations.
- b. Business District Association non-profit status must be current and available for inspection.

**II. INELIGIBLE USE OF FUNDS:**

- a. Funding ongoing administrative staff or personnel (overhead) is not an eligible use of funds.

**III. PROJECT ELIGIBILITY:**

The maximum grant amount is \$5,000.

- a. Applicants must document that grant funds are matched 1:1 or more by in-kind, volunteer, and/or cash donations contributions, preferably from businesses.
- b. Capital improvement goods or equipment cannot benefit any one business or individual.
- c. The applicant and its corresponding organization cannot receive grant funds more than three times for progressive phases of any single or multi-phased project.

**IV. CRITERIA FOR FUNDING**

- a. If multiple projects are applied for within the same business district, the total requested amount cannot exceed \$5,000.
- b. The project is consistent with existing city/community plans for the area and supported by organizations and/or property owners in surrounding areas. Provide letters of support.
- c. Applicant has an adequate and stable fiscal agent arrangement.
- d. The project should start within 60 days of funding and be completed within six months of the funding date. This means the project is acceptable to your insurance provider, the City of Portland, utility company, etc. prior to making application. If the project requires city or state agency permission or approval evidence of written requests and approval or written communication indicating preliminary approval will be accepted.
- e. If you anticipate receipt of financial commitment from an agency or business, please have those entities provide a letter indicating the amount of financial support.
- f. A detailed use of grant funds must be kept and reported on the project evaluation form.

- g. Detailed quotes for services to be directly funded by the grant need to be provided.
- h. If applicable, pictures, sketches, should be included. For instance, if a website is to be enhanced, provide a preliminary layout for the new website or indicate how the site will be changed from its current state.
- i. All previous grants from the APNBA must be completed and their evaluation forms on file at the APNBA office.

**NOTE:** Read the Criteria for Funding to be sure your proposal qualifies for the grant. Grant committee decisions are final.

**V. GRANT CYCLE**

- 1. Applicants must attend the orientation December 8, 2008.
- 2. Applications are due December 19, 2008.
- 3. Decisions are made by January 15, 2009.
- 4. Projects receive funding on January 26, 2009.
- 5. Projects are to be completed by July 31, 2009.
- 6. Final evaluation reports due to APNBA by August 31, 2009.

**NOTE:** Grant applications postmarked or received after the grant deadline will not be considered.

**VI. CHECK LIST**

- Attended orientation
- Application completed
- Approvals attached
- Support letters attached
- If applicable, attach quotes for all services to be rendered.
- Project Budget including breakdown of costs, cash and in-kind contributions for a 1:1 match
- Application submitted by December 19, 2008 deadline.

**SUBMIT A BRIEF COVER LETTER, SIX (6) HARDCOPIES OF YOUR APPLICATION, AND SIX (6) COPIES OF ALL SUPPORTING DOCUMENTS TO:**

**BUSINESS DISTRICT GRANT Program  
C/O APNBA  
107 SE Washington Street, Suite 244  
Portland, OR 97214**

Be sure to keep a copy of your grant application and the evaluation form for yourself!



**2008 APNBA  
BUSINESS DISTRICT GRANT APPLICATION  
Due: December 19, 2008**



Organization \_\_\_\_\_

Address \_\_\_\_\_

BOARD CHAIR \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address, if available \_\_\_\_\_

Fiscal Agent \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Project Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address, if available \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Alternate e-mail address, if available \_\_\_\_\_

Amount requested from the grant program: \$ \_\_\_\_\_ (Maximum allowed \$5,000)

**BACKGROUND INFORMATION:**

Have you received an APNBA grant for this proposed project in the past? \_\_\_\_\_

If so, indicate the dates you received a grant:

\_\_\_\_\_

\_\_\_\_\_

**PROPOSAL INFORMATION**

1. Describe the project and specifically, how the grant money will be spent.

2. What other groups/associations (business, neighborhood, non-profit, etc.) beside your BDA support this effort? Attach letters of support.
  
3. Describe how the business community will benefit from this project and how this project fits within your district's vision or strategic plan.
  
4. List three ways you will measure the success of the project.
  
5. List other community resources you will use for this project.
  
6. If you require agency or city permission or approval, describe the steps you have taken to determine that approval will be granted (e.g. emails, permit application, etc.).
  
7. Project Period (estimated months to complete) \_\_\_\_\_  
Beginning date \_\_\_\_\_  
Completion date \_\_\_\_\_ Must be completed by July 31, 2009
  
8. Geographic area to be served by project (must be within the City of Portland.) \_\_\_\_\_

9. **Total Proposed Budget**

Provide a detailed list of all cash income and cash expenses and the estimated value of donated services/materials and volunteer time. Break out by program operations, administration, personnel, if applicable, and by physical project expenses. Add rows and items as needed. Indicate which line items would be funded by the grant. **The Cash Income total must equal the Cash Expenses total.**

**INCOME/FUND STATEMENT**

Item	Cash Amount
<b>1. Income:</b>	
1.1. Requested APNBA Grant	
1.2. List other sources (e.g. dues, cash, grants)	
1.3. Other:	
1.4. Other:	
1.5. Other:	
<b>Total Cash Income (TCI):</b>	

**CASH/EXPENSES STATEMENT**

Item	Amount
<b>2. Cash Expenditures (checks to be written):</b>	
2.1. Consultants (provide quotes)	
2.2. Equipment/Supplies (please attach list)	
2.3. Materials (please attach list)	
2.4. Fees, permits (provide a quote)	
2.5. Advertising	
2.6. Other:	
2.7. Other:	
<b>Total Cash Expenses (TCE)*:</b>	

\*Total Cash Expenses (TCE) = Total Cash Income (TCI)

**MATCHING FUND SUMMARY**

Source of Match (total must be = or > than amount of APNBA grant requested)	Amount
<b>3. Source of Matching Funds</b>	
3.1. Volunteer Labor* (please provide detail)	
3.2. Donated Materials (please attach list)	
3.3. Donated Equipment (please attach list)	
3.4. Other source:	
3.5. Other source:	
<b>Total Matching Funds (TMF)**:</b>	

**\*\* Total Matching Funds (TMF) = or > Requested APNBA Grant (1.1)**

\*Calculate volunteer hours at (\$30.00/hour) x (the number of hours donated). If professionals donate their career services, indicate their normal professional rates (e.g., If an attorney donates legal services use their normal professional rate for those hours, if he/she helps with a planting, use \$30.00/hour.) Calculate rates for skilled labor and professional services that are not on contract at \$30.00/hour, the same rate as all volunteers. These figures can be used as part of the “1 to 1 match”.



**2008 APNBA  
BUSINESS DISTRICT GRANT PROGRAM  
PROJECT EVALUATION FORM  
DUE AUGUST 31, 2009**



You are expected to return this document by August 31, 2009. Please notify APNBA if the contact person has changed.

NAME OF APPLICANT/GRANTEE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT \_\_\_\_\_

LOCATION OF THE PROJECT \_\_\_\_\_

AMOUNT GRANTED \$ \_\_\_\_\_ How it was spent?

<b>Cash Expenditures:</b>
Consultants
Equipment/Supplies
Materials
Fees, permits
Advertising
Other:

SPECIFIC LOCAL MATCH: \$ \_\_\_\_\_ Cash, \$ \_\_\_\_\_ In-kind donation and \$ \_\_\_\_\_ value of volunteer time.

- PLEASE PROVIDE A COPY OF ALL PROMOTIONAL MATERIALS.
- PLEASE ENCLOSE PHOTOS OF THE EVENT OR OUTCOME OF THE PROJECT. IF IT WAS TO SUPPORT A WEBSITE, PLEASE PROVIDE BEFORE AND AFTER RESULTS.  
Note location(s): \_\_\_\_\_

A. When was the project completed? \_\_\_\_\_

**If not completed, please send this form in on the due date with a progress report and estimation of new completion date. If sending a progress report, please copy the blank form for a final report submission upon completion.**

What is the expected date of completion? \_\_\_\_\_

B. What you think the project accomplished for the business district. ((Refer to question #4 of your application.)

C. List the organizations, companies, contact names and numbers that you worked with to bring this project to fruition. (i.e., the sign maker, banner company, banner hangers, kiosk designer, school, city agency staff, etc.) Add pages as needed.

D. Add any comments or suggestions for the grant committee or the APNBA regarding the business district grant program.

**SUBMIT EVALUATION FORM TO:**

**APNBA  
107 SE Washington Street, Suite 244  
Portland, OR 97214**