

MAKING A
GREAT
PLACE



**Enterprising Places
District transformation
grant application handbook
2016**

Applications will be accepted and reviewed quarterly until all available program funds have been awarded. Apply early for the best chance of securing grant funds. Quarterly deadlines for submitting an application in 2016 are: January 25, April 25, July 25, and Oct. 31.

Translation Services

Metro provides grants to revitalize commercial districts across the region. In eligible locations, projects that meet program goals may be awarded grants of up to \$10,000. The following pages describe the program requirements and the grant application process. Metro offers translation and interpretation services at no cost to you. For more information, please contact Lisa Miles at 503-797-1877 or lisa.miles@oregonmetro.gov.

Servicios de Traducción

Programa "Emprendedores Lugares" de Metro ofrece subvenciones para ayudar a revitalizar distritos comerciales de la región. En los distritos elegibles, los proyectos que cumplan con los objetivos del programa podrán recibir subvenciones de hasta \$ 10.000. Este documento describe los requisitos del programa y el proceso de solicitud de subvención. Metro ofrece servicios de traducción e interpretación a petición sin costo para usted. Para obtener más información, por favor comuníquese con Lisa Miles en 503-797-1877 o lisa.miles@oregonmetro.gov.

Услуги перевода

Metro предоставляет гранты для активизации коммерческих районов в регионе. В подходящих местах, проекты, которые отвечают программным целям могут быть предоставлены субсидии в размере до \$ 10000. Следующие страницы описывают требования программы и процесс заявки на грант. Metro предлагает услуги письменного и устного перевода без каких-либо затрат для Вас. Для получения более подробной информации, пожалуйста, свяжитесь Лиза миль в 503-797-1877 или lisa.miles@oregonmetro.gov.

翻譯服務

地鐵提供贈款，以跨區域振興商業區。在符合條件的地區，符合規劃目標的項目可能會獲得高達10,000美元的贈款。以下頁面描述程序的要求和資助申請程序。地鐵提供筆譯和口譯服務，沒有你的成本。欲了解更多信息，請聯繫麗莎·邁爾斯在503-797-1877或lisa.miles@oregonmetro.gov。

번역 서비스

메트로는 이 지역에서 상업 지역을 활성화하기 위해 보조금을 제공합니다. 대상 지역에서는 프로그램의 목표를 달성 프로젝트는 1만 달러의 보조금을 지급할 수 있다. 다음 페이지는 프로그램의 요구 사항과 보조금 신청 절차에 대해 설명합니다. 메트로 는 당신에게 무료 번역 및 통역 서비스를 제공합니다. 자세한 내용은 503-797-1877 또는 lisa.miles@oregonmetro.gov 리사 마일에 문의하시기 바랍니다.

dịch vụ dịch thuật

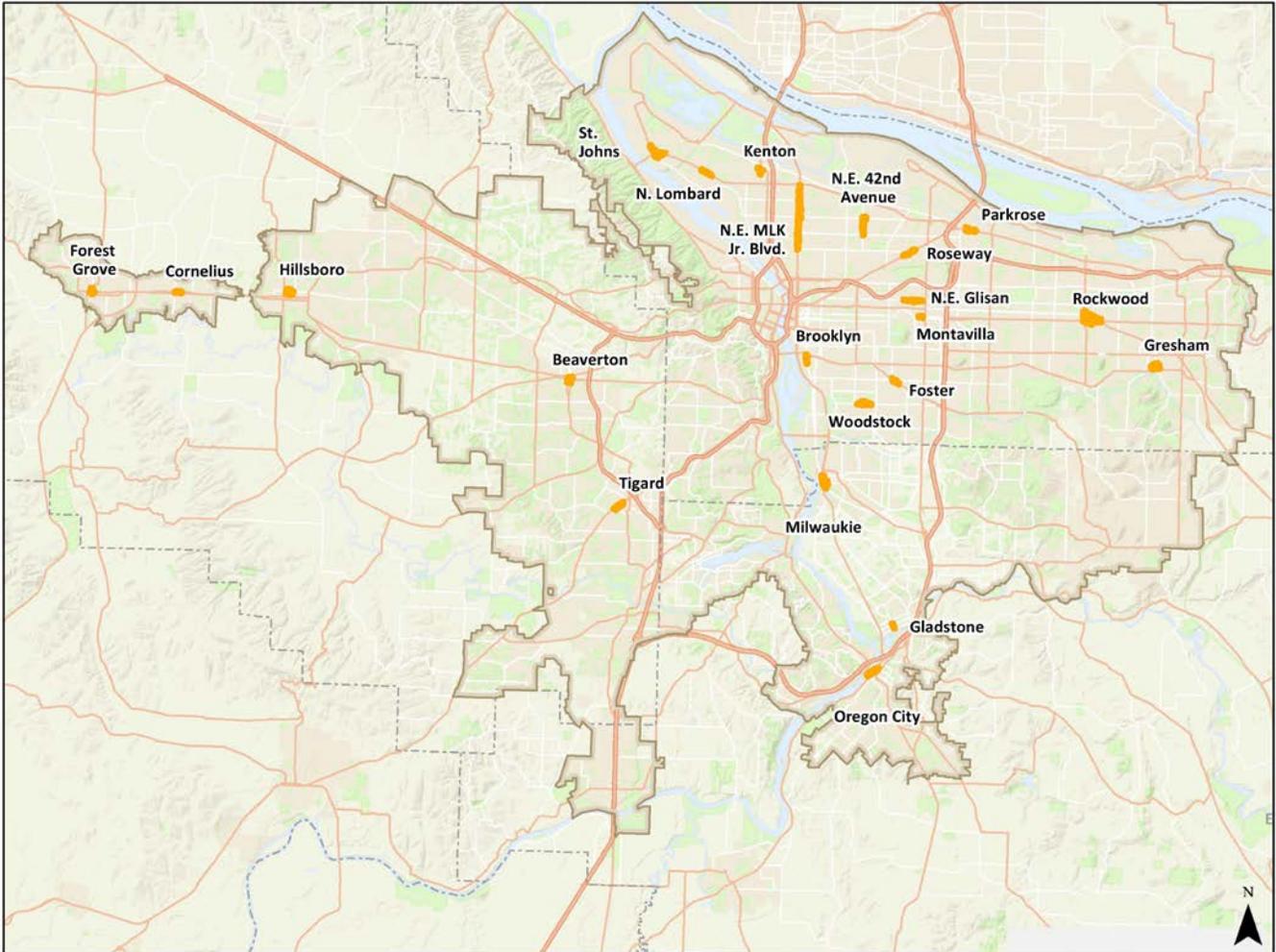
Metro cung cấp các khoản tài trợ để khôi phục lại khu thương mại trong khu vực. Ở các vị trí đủ điều kiện, dự án đáp ứng các mục tiêu chương trình có thể được trao khoản tài trợ lên đến \$ 10,000. Các trang sau đây mô tả các yêu cầu của chương trình và quá trình xin tài trợ. Metro cung cấp dịch vụ dịch thuật miễn phí cho bạn. Để biết thêm thông tin, xin vui lòng liên hệ với Lisa Miles tại 503-797-1877 hoặc lisa.miles@oregonmetro.gov.

خدمات الترجمة

يوفر المترو المنح لتنشيط المناطق التجارية في جميع أنحاء المنطقة. في مواقع المؤهلة، والمشاريع التي تحقق قد منحت أهداف برنامج المنح تصل إلى 10,000 دولار. الصفحات التالية تصف متطلبات البرنامج وعملية طلب المنحة. يوفر المترو خدمات الترجمة التحريرية والفورية في أي تكلفة عليك. لمزيد من المعلومات، يرجى الاتصال ليزا مايلز في 503-797-1877 أو lisa.miles@oregonmetro.gov.

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AREAS ELIGIBLE TO APPLY FOR DISTRICT TRANSFORMATION GRANTS

To review detailed maps showing specific area boundaries for each district shown above, please visit the Metro website at oregonmetro.gov/enterprisingplaces

DISTRICT TRANSFORMATION GRANT GUIDELINES

Metro's Enterprising Places program is an essential tool for implementing the region's 2040 Growth Concept, which calls for focusing commercial activity, redevelopment and investment in existing downtowns and main street districts. The Enterprising Places program seeks to enhance the vitality and prosperity of downtowns and main streets to help boost economic activity, create jobs, and attract new investment.

The core mission of the Enterprising Places program is to stimulate private investment in designated commercial districts by directly engaging individuals and groups within the community and jointly investing in transformational improvements. Public-private partnerships can improve the vitality of downtowns and main street districts, bolster prosperity, create new opportunities for local businesses, and set the stage for future private investment that helps local communities and businesses reach their full potential. As districts mature into successful commercial centers, their strong economic performance will continue to stimulate a virtuous cycle of improvement.

Enterprising Places district transformation grants are offered by Metro to provide support to locally-driven initiatives and projects. Metro will consider a wide range of potential grant investments, such as programs that provide training to businesses, campaigns to recruit new entrepreneurs, efforts to attract customers to the district, or art initiatives that enliven public places. Examples of innovative approaches and projects from around the country are featured on our website, oregonmetro.gov/enterprisingplaces.

WHO CAN APPLY?

As shown on the map on the previous page, twenty-two commercial districts throughout the region are eligible for Enterprising Places grants. Visit Metro's website to review more detailed local maps that show the eligible area boundaries. Individuals, businesses, district or neighborhood associations, chambers of commerce, arts organizations, local cities, government agencies, and community groups with nonprofit or other tax-exempt status may apply for grants to support projects in eligible areas.

District transformation grants are available to people of all ages, abilities, and backgrounds. Metro encourages applications for programs or projects that engage underserved, low-income and/or communities of color in project implementation, program delivery and outreach activities.

District transformation grants are intended to support community-driven initiatives. Applications may feature multiple partners committed to realizing a project that will benefit the broader district. Partnerships can maximize inclusiveness and lead to creative approaches that address multiple social, economic and physical needs of the district. Project proposals must be able to demonstrate broad community support for implementing the proposed concept.

HOW MUCH FUNDING IS AVAILABLE?

The Enterprising Places program has targeted approximately \$50,000 in 2016 to support district transformation grants. The maximum amount of grant funds awarded for any one project will be \$10,000.

MINIMUM GRANT REQUIREMENTS

- Projects must take place within districts that have been designated eligible for the Enterprising Places district transformation grant program.
- Projects must address at least three of the Enterprising Places district transformation project investment criteria (outlined below).
- Projects must be completed within 12 months of grant award date.
- Projects must be clearly achievable given proposed resources and personnel.
- Projects must have a designated fiscal sponsor that will be responsible for proper use, accounting and reporting for all grant funds. If the main applicant is not eligible to serve as fiscal sponsor, the applicant must identify a project partner who will serve in this capacity. Note that if the fiscal agent is not a non-profit or government entity, grant funds may be considered a gift and may be taxable. Metro reports all grant distributions to the IRS.
- While matching funds are not a requirement to receive a grant, applications that include matching funding and/or in-kind donations from other sources will receive a more favorable review.

PROJECT INVESTMENT CRITERIA

To qualify for funding, all projects must clearly satisfy three or more of the following district transformation grant investment criteria:

- Potential to significantly enhance district appearance, ambience, and character
- Improves availability of ground floor retail services and amenities in the district
- Provides important outreach or training opportunity to key district stakeholders that contribute to revitalization
- Provides an innovative event, activity, or destination that is an attractor for the district
- Improves or facilitates placemaking, revitalization and local identity
- Attracts investment, create jobs and strengthens local tax base
- Enhances opportunity or provides community benefit to disadvantaged individuals or populations
- Removes or addresses a significant existing blight or challenge within the district
- Potential to restore historic structures or urban form
- Leverages contributions from other entities

RESTRICTIONS ON USE OF FUNDS

District transformation grant funds may not be used for any of the following purposes:

- Activities or events held outside of eligible districts
- Costs that may be incurred in preparing this grant application
- General organizational support, annual appeals or fund drives
- Direct grants or loans that primarily benefit specific individuals or businesses

DISTRICT TRANSFORMATION GRANT APPLICATION INSTRUCTIONS

PRE-APPLICATION INTERVIEW

Potential applicants are encouraged to contact Metro staff prior to developing their application so that staff can answer questions related to the proposed project, relay upcoming dates when the steering committee will be reviewing applications, and verify the level of grant funding remaining in the annual program budget.

APPLICATION FORM INSTRUCTIONS

The application form begins on page 5 of this handbook. Please provide organization, project and contact information using the application form. The remaining narrative sections B-E of the application should be written on 8½ x 11" paper, with one-inch margins, double-sided printing, and with a font size no smaller than 11 point. Concise writing is encouraged; it is **not** necessary to use the full allowance of pages if project details can be effectively conveyed in a brief narrative.

Please submit all information in the order listed in the attached forms. The completed application must not exceed eight pages, including the application form. Additional attachments as described in section E must also be included, but are not counted as part of the eight page limit.

APPLICATION SUBMITTAL AND DEADLINES

Applications are accepted on a rolling basis and will be reviewed quarterly in February, May, August, and November. Please check the program web site or contact staff at the number below to find out about upcoming deadlines to submit your application in time for the next quarterly review.

Digital submission of materials is preferred. Please package the application into one file. Submit one PDF version. Email the documents to: enterprisingplaces@oregonmetro.gov. A confirmation email will be sent when the application is received. If you do not receive a confirmation, please contact Lisa Miles at 503-797-1877.

To submit a paper application, produce one double-sided document, secured using a paper clip in the upper left hand corner only. Submit one copy to: Lisa Miles, Enterprising Places, Metro, 600 NE Grand Ave., Portland, OR 97232.

APPLICATION REVIEW PROCESS AND TIMELINE

Metro staff will review each application for consistency with the program mission. Applications that are determined to meet the goals of the Enterprising Places program will be reviewed by the Enterprising Places Steering Committee at their next quarterly meeting. In 2016, the Enterprising Places Steering Committee is scheduled to review applications in February, May, August, and November.

The Enterprising Places Steering Committee will use the application as the primary basis to determine funding eligibility. It is the responsibility of the applicant to ensure their project is sufficiently defined according to the guidelines so that the steering committee can efficiently review the application. Applications will be evaluated based on the information submitted, responsiveness to the program's purpose and goals, program investment criteria, and the steering committee's professional and collective

judgment. Application review may or may not include follow-up communication with the applicant. The Enterprising Places Steering Committee will select which applications to recommend to Metro's Chief Operating Officer for funding. Grants are awarded quarterly, subject to availability of funds.

The Enterprising Places Program has targeted approximately \$50,000 in 2016 to support district transformation projects. However, at the discretion of Metro staff and the steering committee, additional grant funds may be made available if demand warrants.

Metro will inform applicants if the grant application was successful. Upon request, information about other funding sources or suggestions for strengthening an application for a subsequent funding cycle may be provided.

STAFF CONTACT INFORMATION

For more information, please visit www.oregonmetro.gov/enterprisingplaces or contact:

Lisa Miles
Principal Project Manager
Enterprising Places
lisa.miles@oregonmetro.gov
503-797-1877

ENTERPRISING PLACES: DISTRICT TRANSFORMATION GRANT APPLICATION

A. Project, organization, and contact information (one page maximum)

Please provide the general information requested below using the format provided.

Date of application	
Project title	
Project summary Provide a 20- to 45-word summary that describes your project	
Project goal	
Organization/applicant name	
Primary project contact Name	
Title	
Phone	
Email	
Street address	
Project partners List all committed project partners	
Fiscal sponsor	
Funding	Grant amount requested: \$ Total project budget: \$

B. Project narrative (two pages maximum)

The project description should make a convincing case that the application meets the intent of the grant program. Information should be presented clearly and concisely.

What is the main intent of your project, and how will it be implemented? How will this project help to transform and revitalize the district? How will it improve conditions for local small businesses? What specific benefits do you anticipate?

Be sure to specify in your narrative how the project meets the District Transformation grant program's investment criteria (see page 4). Also include at least two letters of support for the project from local stakeholders within the designated eligible district.

C. Anticipated project outcomes (one page maximum)

Please provide clear quantitative and/or qualitative outcomes to be reported in the final project evaluation report to be submitted to Metro at the conclusion of the project. Describe what will be accomplished and documented at the end of the project. What will you measure to illustrate the effectiveness and transformational impact of your project? What success stories do you expect to tell about your project's impact?

D. Project timeline and key milestones (one page maximum)

Describe the major phases of the project, the time allotted to each phase (for example, weeks 2-4) and how the team plans to deploy the grant resources as well as matching resources and/or volunteer time to execute the project on schedule.

E. Organizational structure and team preparedness (one page maximum)

Detail the team's experience and capacity to conduct the project. Fully describe professional skills and training that will be relied upon to execute the project, and the relevant background of team members or professional contractors enlisted to help execute the project. Confirm the approval from the governing body, or management of the organization and/or permission by any property owners whose property will be involved.

F. Project Budget Worksheet and Narrative (two pages maximum)

Please describe the project budget and complete the budget chart below. Be as specific as possible.

BUDGET NARRATIVE

Please describe the project budget, including revenues and expenditures. Explain how budget figures were derived; describe cost of professional services (name of individual or company, rate, # of hours, etc.) and any other relevant information. Describe matching sources by listing contributors and amounts. Note that matching resources are not a requirement, but will result in a more favorable ranking of the application. Please also note that while it is permissible to use up to 10 percent of grant funds for overhead expenses, applications that do not use grant funds for overhead will be ranked more favorably.

BUDGET CHART

Activity	Metro funds requested	Other funds or contributions	Combined Project Budget
Professional services List activities, rates and amounts			
Equipment, materials & supplies List items, quantities, prices			
Promotional costs & printing List items, quantities, prices			
Permitting & fees Please itemize			
Indirect or overhead costs¹ e.g., utilities, rent, telephone, fiscal administration			
Other Please describe			
Total			

¹ Only for expenses directly related to project. Costs are reimbursable up to 10 percent of total grant award

G. Attachments

Please attach the following required documents.

- Organization 501(c)(3) IRS determination letter, if applicant is not a school or government agency, or the following 501(c)(3) tax-exempt status statement:

“I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this grant application to Metro. Further, I certify that this organization is in good standing with the IRS, retains its official 501(c)(3) tax-exempt status, and is classified as a public charity and *not* a private foundation OR qualifies for exempt status as a public school, government agency, or religious institution.” *Signed by the executive director or board member.*

- Letter stating permission to use property by land owner or manager (if applicable)
- Letter of support from each project partner listed
- Letters of support from district stakeholders (minimum two letters)

The following additional materials may also be attached if appropriate.

- Images and/or maps that document the project need or location
- Resumes of key team members

CONTRACTING AND GRANT AGREEMENTS

If Metro approves funding, Metro staff will work with the grant recipient ("grantee") to enter into the necessary agreements for the project between Metro and the grantee. The applicant will have up to 12 months from the time these agreements are signed to complete the project. Most projects will be funded on a reimbursement basis. If special circumstances warrant, Metro may, at its sole discretion, make arrangements to disburse funding at key program milestones. The requirements and obligations of the grantee will be spelled out in the grant agreement. Once a reimbursement request is complete, Metro will pay within 30 days.

Grant recipients who receive funding shall enter into a contractual agreement with Metro that specifies legal and contractual obligations, including insurance requirements and the use of a fiscal agent. Certain types of revitalization projects involving the public or locations accessed by the public may require liability insurance on the part of the grantee. Appropriate insurance coverage levels for each project will be considered at the time of grant award, and coverage of grantee will be reviewed prior to entering into a grant agreement.

Funds may not be pre-committed prior to a completed and signed contractual agreement. Grant projects are subject to Metro audits and reviews. Metro and the Enterprising Places program shall be acknowledged as grant sponsors on any written or published material, grant product and/or project signage.

Grantee must be making reasonable progress toward the project milestones and objectives within the first three months of award. A final evaluation report and final budget report will be due upon project completion. Metro shall receive any grant products including but not limited to curriculum, videos, guides and brochures upon request.

ABOUT METRO

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

Enterprising Places invests to build the thriving downtowns and main streets envisioned in the Portland metropolitan region's long range plan. Metro grants leverage local investments to make great places that endure for generations to come.

Stay in touch with news, stories and things to do.

www.oregonmetro.gov/enterprisingplaces

Metro Council President

Tom Hughes

Metro Councilors

Shirley Craddick, District 1

Carlotta Collette, District 2

Craig Dirksen, District 3

Kathryn Harrington, District 4

Sam Chase, District 5

Bob Stacey, District 6

Auditor

Suzanne Flynn

Public Information

All applications are subject to the Oregon Public Records Law.