

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.