



What is the Business Improvement Grant?

The Business Improvement Grant project will provide approximately \$30,000 in grants to business and commercial property owners in the Jade District service area. Each application is eligible for up to \$10,000 in funding to support business improvement projects. Projects must improve a storefront or build a permanent improvement. This is an ongoing application process and the Jade District Steering Committee will evaluate each application subject to funding and the criteria listed below.

What is the goal of the Business Improvement Grant?

The Jade District works to support and root small businesses in place that serve the residents and community in the Jade District. This program is designed to be transparent, accessible, and equitable. Our goal is to keep the character and stability of the community that currently lives in the Jade District. This grant will fund improvement projects that serve that goal.

What types of projects are eligible?

Projects must be “sticks and bricks” projects. For example, painting, a new sign, building a new awning, building benches, or building new lighting are eligible. Projects inside also can work, as long as they are permanent improvements. For example, new flooring or lighting is eligible. If you are not sure whether your idea is eligible, please apply and the Jade District Steering Committee will work with you to ensure your project is eligible if possible.

Projects that are NOT eligible.

New equipment such as a printer or a refrigerator is not eligible. Maintenance projects such as power washing or inspections are not eligible. Anything that does not “stay with the building” such as moveable landscaping pots, chairs, or display cases is not eligible.

Who is eligible for funding?

Any building owner or tenant with lease authority and authorization from the property owner can apply for funding within the Jade District NPI Boundaries (see attached map). English language proficiency is NOT a requirement. Tenants must have a minimum of five years remaining on their lease or an option to renew.

Selection Criteria

The Jade District will prioritize projects that:

- Support the diverse community that currently resides in the District
- Reflects the vision of the Jade District (see the attached one-pager)
- Improves the walkability of the area
- Increases the green space
- Includes a plan for hiring local contractors and vendors

How is the money awarded?

This is a matching grant program, which means that the applicant pays a portion of the improvement and the Jade District pays a portion. The amount of the match must be at least 1:3. The applicant pays \$1 and the Jade District pays up to \$3. For example, for a \$10,000 project, the applicant pays \$2,500 and the Jade District pays up to \$7,500. There is a maximum grant contribution by the Jade District of \$10,000 per project. There is no minimum grant contribution amount, and projects less than \$500 may be eligible for exemption from the matching requirement. Work completed prior to application is not eligible for funding.

Grant funds are disbursed directly to contractors to perform the work on proposed projects. Applicants and contractors hired must be able to provide invoices for payment, a W-9 form, and proof of payment for completed work. The Jade District will then evaluate the project to determine that the work performed.

What if I don't have the money to meet the match?

The Jade District will work with applicants on a case by case basis. For projects less than \$500, a project may be exempt from the matching requirement. For other projects, we will work with you and support your efforts to identify a source for the match. In-kind contributions are typically not eligible to meet the match.

How are projects selected for funding?

The Jade District is committed to remaining transparent, accessible, and equitable. The Jade District Steering Committee will review each application that serves the community that currently resides here. The Jade District Steering Committee is comprised of community volunteers that meet once a month and work towards supporting the neighborhood.

What happens after a project is selected?

Projects selected for a matching grant can begin immediately and must be completed per the grant timeline. The Jade District will directly pay contractors to do the work required. After completing the work, a contractor should submit an invoice and the Jade District will pay it. The applicant is responsible for obtaining any necessary permits and any other required licenses or permits needed. The Jade District can offer technical assistance to help businesses find out what permits they need and applying for those permits. The Jade District Steering Committee will expect businesses to accept technical assistance on completing the project through our partnership with the Small Business Development Committee at PCC SE Campus. **Project contractors are selected by the small business. Contracts to perform services are strictly between the contractor and the small business.**

Timeline:

- October 22nd - Grant Funding Availability Announced
- Rolling application review begins: January 1st, 2016.
- Review and award of first round of applications begins February 1, 2016

Application

SECTION 1: BASIC INFORMATION

Business name or applicant:

Business or project physical address:

Project manager name:

Project manager contact information:

Email:

Phone:

Amount of funding requested:

SECTION 2: PROJECT DESCRIPTION

1. Please describe the project and the investment required.

2. Please describe the expected benefits of the project, including any financial, environmental, community, or equity based benefits. If there is a business plan or design that supports the project, please attach it to the completed application.
 - a. Examples of benefits that improve a business and serve community needs:
 - i. Increased lighting for a storefront that makes walking safer outside the business.
 - ii. Permanent landscaping projects that include trees or other green space.
 - iii. Painting projects that can reduce graffiti or litter outside a business.

SECTION 3: BUDGET

Please attach a rough budget explaining the general expenses, including labor and material of the entire project and how the funds will be used to complete the project.

The Jade District values include supporting projects that are inclusive and retain the cultural diversity of the neighborhood. We work on projects that support communities of color, elders, and others vulnerable to displacement. We also support projects that use local vendors and Minority and Women-owned business contractors.

Please return completed applications to Todd Struble, Jade District Manager at the Jade District office, 2788 SE 82nd Ave Ste 203, Portland, OR 97206. E-mail: todd@apano.org Phone Number: 971-340-4866