

Grants Program

Funding: Each year the Budget Committee will recommend a maximum amount of non-tax revenues to be allocated to the Grants Program.

Purpose: Port of Cascade Locks will support its mission to encourage economic development within the District.

Selection Process: Grant summary sheets will be prepared by applicants and presented to the Budget Committee for review, and recommendation to the Commission. Applicants will be provided with an opportunity to present their requests to the Budget Committee. The Commission may award one or more grant requests in its sole discretion. If grant requests are awarded, the Commission will award after budget adoption. Mid-year time sensitive requests may be considered, up to the maximum amount appropriated for the Grants Program in the adopted budget, after award by the Commission.

Submittals: Grant requests must be received by July 31st to be considered for award in the current fiscal year. Though later requests may be considered, it is likely that only a small portion, if any, of appropriated funding will be available for mid-year requests.

Grant application must clearly demonstrate the need and public benefit in the area of economic development within the Port District. Mid-year applications must also demonstrate time sensitive nature to be considered. Application must be complete and must not exceed 2 pages.

Grant Application: Grant request must at minimum contain the following:

- Name of organization and contact information
- Entity legal type and state where organized
- Responsible Person and contact information
- Mission
- Amount requested
- Project description
- Specific activities covered by the amount requested and timelines
- Description of how this project supports economic development within the Port District
- Prior history of awards from Port to recipient
- Final report to the Port Commission date

Selection Criteria: The following criteria will be used in prioritization and selection of grant requests:

- Demonstrated need
- Benefit to economic development within the Port District
- Prior history of awards from Port to recipient
- (Mid-Year Submission) Time-sensitivity of request

Notification: Awardees will be notified in writing.