

Economic Development Grant Program

Round Three, FY 2026–27 · Application preview

This document lists the questions the application will ask, so you can see what is involved and gather what you need before you begin. **It is not an application form and is not submitted.** Apply online at bit.ly/POCLRound3, where you can save your progress and return to finish later. The Program Guidelines are the governing document.

Key dates

Applications open	October 1, 2026
Application deadline	11:59 p.m. Pacific Time, October 31, 2026
Review and scoring	November 2026
Award announcement	December 2026

Late and incomplete applications are not accepted. Applicants are encouraged to submit in advance of the closing date.

How much of this applies to you

The application is conditional. Sections A, B, D, G and J are answered by everyone; the rest appear only if your project triggers them. A Small Grant applicant with no employment claim and no construction answers roughly 28 questions. A Large Grant construction applicant answers roughly 45.

Section	Who answers it
A · Applicant Information	All applicants
B · Project Overview	All applicants
C · Downtown Overlay Zone	Projects located within the Downtown Overlay Zone
D · Need, Alignment, and Outcomes	All applicants
E · Employment Impact	All Large Grants, and anyone answering yes to B9
F · Capacity and Seasonality	Large Grants
G · Organizational Capacity and Risk	All applicants
H · Construction Projects	Projects answering yes to B7
I · Predevelopment and Feasibility	Projects answering yes to B8
J · Budget	All applicants

What to gather before you start

Most of the work in this application is documentation rather than writing. Several items take time to obtain — an Oregon Certificate of Existence, three letters of support, evidence of site control, and records establishing how long a space has been vacant. Start these early.

Three items are **encouraged rather than required**. Your application will not be treated as incomplete without them, but they are the evidence several scoring criteria rely on, and an application that omits them may not reach the higher scoring bands. If you cannot supply one, describe the same information in the relevant narrative answer instead.

	Attachment	Applies to	Notes
☐	Oregon Certificate of Existence	All	Current, showing good standing.
☐	Letters of support (minimum three)	All	From residents, businesses, non-profits, or government entities within the Port district.
☐	Completed Project Budget Sheet	All	Use the Port's template. Sources must equal Uses.
☐	Documentation of committed match	All	Bank statement, board resolution, award letter, loan commitment, or signed in-kind pledge.
☐	Evidence of site control	Any project on real property	Deed, recorded option, executed purchase and sale agreement, or lease running at least three years beyond completion.
☐	Owner permission letter	Applicant is not the owner	Signed by all owners of record.
☐	Contractor quotes or estimates	Construction	Need not be current at application. Validated quotes within 90 days are required later, at Notice to Proceed.
☐	Permit list and status	Construction	With pre-application meeting documentation if held.
☐	Proof of insurance	Construction; entities under two years old	General liability; builder's risk where applicable.
☐	Formation documents	Entities under two years old	Encouraged, not required. Articles, bylaws, operating agreement, or equivalent.
☐	Business plan or pro forma	Entities under two years old; all Large Grants	Encouraged, not required. Supports the revenue path described in E4.
☐	Revenue evidence for employment claims	Anyone answering Section E	Encouraged, not required. Pro forma, demand data, signed contracts, executed leases, or comparable operations analysis.
☐	Consultant qualifications	Predevelopment projects	For the party performing the work.
☐	Vacancy documentation	Overlay Zone reactivation projects	Utility or tax records, prior lease, City records, or dated photographs establishing duration.
☐	Photographs of existing conditions	Construction and Overlay Zone projects	Exterior and interior as applicable.
☐	Joint application designation	Joint applications	Signed by all participating entities, identifying the responsible party.

Applications are reviewed for completeness before scoring. An application missing a required attachment may be returned or deemed ineligible.

The questions

Word limits are shown where they apply. Questions marked “routes to” open a later section based on your answer.

A. Applicant Information

All applicants.

- A1.** Organization name; type (501(c)(3), 501(c)(6), for-profit, government); Federal EIN and Oregon tax ID.
- A2.** Mailing and street address; primary contact name, title, phone, and email.
- A3.** Is your organization physically located and operating within the Port district? If no, do you own real property within the Downtown Overlay Zone on which this project will take place?
- A4.** When did your organization begin operating in the Port district?
- A5.** Describe your organization, mission, products and services, and current activities in Cascade Locks. (500 words maximum)
- A6.** Any bankruptcy, financial obligation default, or judgment in the past five years? If yes, give the date, describe the matter, state whether it is resolved, and explain the circumstances if you wish to request a waiver.
- A7.** Have you received prior Port funding? If yes, give the amount, the project, and whether it is complete.
- A8.** Is this a joint application? If yes, name all participating entities and identify the responsible party.
- A9.** Are any current Port employees or Commissioners an officer, director, employee, owner, or member of your organization, or otherwise involved in this project? If yes, describe the relationship.

B. Project Overview

All applicants.

- B1.** Track: Small Grant or Large Grant.
- B2.** Project name and short description. (150 words maximum)
- B3.** Amount requested from the Port, and total project cost.
- B4.** Which priority does the project address: Downtown Revitalization, Job Creation and Retention, or both?
- B5.** Project location: street address and, for property-based projects, tax lot number.
- B6.** Project timeline: anticipated start, major milestones, and completion.
- B7.** Does this project involve capital construction, renovation, or remodel? (Routes to Section H)
- B8.** Is this predevelopment or feasibility work? (Routes to Section I)
- B9.** Does this project create or retain permanent positions? (Routes to Section E)

C. Downtown Overlay Zone

Conditional — project located within the Downtown Overlay Zone.

- C1.** Current status of the space: fully occupied and in active use, partially used, vacant, or vacant and not habitable.
- C2.** If vacant or substantially underused, approximately how long has it been in that condition, and what evidence supports that? (Utility records, tax records, prior lease, City records, photographs.)
- C3.** Total building square footage, and square footage this project will return to active use.
- C4.** What use will occupy the space after the project? If the occupant is a tenant, state the lease term and whether the lease is executed, negotiated, or prospective.
- C5.** Describe any City of Cascade Locks support you are pursuing or have received — permitting treatment, land use approvals, fee deferral, or other assistance.

D. Need, Alignment, and Outcomes

All applicants.

- D1.** Describe the need, problem, or challenge your project addresses — for your organization and for the Cascade Locks community — and explain how the project will address it. (750 words maximum)
- D2.** Which specific goals, objectives, or strategies in the Port's FY 2024–2029 Strategic Business Plan will your project deliver results for, and what measurable impact will it have on the Port's ability to achieve them? (500 words maximum)
- D3.** How will you know the project succeeded? State measurable outcomes with baseline and target values, and describe how you will collect the data.
- D4.** Confirm you can report the outcome metrics in Section 1.9 of the Guidelines at final report, and — for Large Grants — at 12 months after completion.

E. Employment Impact

Conditional — all Large Grants, and any applicant answering yes to B9.

- E1.** What specifically limits your ability to employ more people today? Describe the constraint — physical space, equipment capacity, seasonal operation, licensing, production throughput, service capacity, or other. (400 words maximum)
- E2.** How does this project remove that constraint, and why is the removal permanent rather than temporary?
- E3.** Permanent positions you expect to create or retain: state full-time equivalents, year-round or seasonal, expected wage range, and when you expect to fill each. If claiming retention, explain why the position is currently at risk.
- E4.** What revenue will pay these wages after grant funds are spent? Identify the supporting evidence — pro forma, historical demand data, signed contracts or leases, comparable operations.
- E5.** Construction-period employment: how many workers will be engaged, and for approximately how long? Where are your contractors and subcontractors based? (Collected for reporting; not scored.)
- E6.** Will any position created or retained through this project depend on continued Port grant funding to be sustained? (Yes / No)

F. Capacity and Seasonality

Conditional — Large Grants.

- F1.** How many months per year, and hours per week in peak and off season, are you currently open? How many after the project?
- F2.** What is the appropriate capacity measure for your operation — seats, production units per week, rentable square feet, room nights, service appointments, or other? State the figure now and after the project.
- F3.** If your operation is currently seasonal, does this project extend your operating season? Describe how, and identify what would still limit year-round operation afterward.

G. Organizational Capacity and Risk

All applicants.

- G1.** Has your organization managed or completed projects of similar scale or scope? Describe them and their results. If your organization is new, describe the relevant experience of your principals, including projects completed at other organizations.
- G2.** What risks or challenges could affect the success of the project, and how will you mitigate them?

- G3.** Does the project have anticipated environmental impacts, positive or negative? If negative, how will they be addressed?
- G4.** Will volunteers play a role? If so, describe their involvement and how you will recruit and manage them. Small Grant applicants may count volunteer labor toward in-kind match at reasonable local rates.

H. Construction Projects

Conditional — B7 answered yes.

- H1.** Site control: do you own the property? If not, provide the recorded option, executed purchase and sale agreement, or lease, and a signed letter from the owner granting permission.
- H2.** List all permits the project requires and the status of each: not started, pre-application meeting held, submitted and pending, or complete and in hand.
- H3.** Have you held a pre-application meeting with City of Cascade Locks planning staff? If yes, when, and what was the outcome?
- H4.** Upload contractor quotes or estimates used to build your budget. Quotes need not be current at application; validated quotes issued within the preceding 90 days are required at Notice to Proceed.

I. Predevelopment and Feasibility Projects

Conditional — B8 answered yes.

- I1.** What specific property or project is the subject of this work, and what is your ownership, option, purchase agreement, lease, or other interest in it?
- I2.** What deliverables will this work produce — conditions assessment, structural or seismic evaluation, hazardous materials survey, code analysis, schematic design, cost estimate, market study, pro forma, or other?
- I3.** Who will perform the work? Provide the firm or consultant and their qualifications.
- I4.** What decision will these deliverables inform, what is the anticipated next step if findings are favorable, and what funding would you pursue for that phase?
- I5.** Do you agree that deliverables may be shared with the Port and, at the Port's discretion, with the City of Cascade Locks for planning purposes?

J. Budget

All applicants.

- J1.** Upload the completed Project Budget Sheet (Section 3).
- J2.** If this award would serve as committed local match for a larger funding application, identify the funder, program, amount sought, and application deadline.

Questions? Contact Genevieve Scholl, Deputy Executive Director, Port of Cascade Locks, at 541-374-2401 or gscholl@portofcascadelocks.gov. The scoring criteria and the full rules of the Program are in the Program Guidelines.