

FY 2024-2025 Port of Cascade Locks Economic Development Grant Application Questions: Preview

The Port will accept grant applications only through its online portal at [Port of Cascade Locks Economic Grant Program Application Form \(https://bit.ly/POCLGrants\)](https://bit.ly/POCLGrants).

Applicants are encouraged to prepare their answers to the questions in a separate document before starting the online application. Below is a list of the questions in the online application:

Organization Information Section

1. Organization Name
2. Organization Type [Select Non-profit organization (501c3 or 501c6), Commercial business, Local government entity, Other]
3. Is your organization physically located and operating within the Port of Cascade Locks District Boundaries? (Click here to view the district map)
4. When did your organization start operating in the Port of Cascade Locks district?
5. Federal Tax ID (EIN)
6. State of Oregon Tax ID (EIN)
7. Organization Primary Contact
8. Primary Contact Title
9. Organization Address [Including both PO Box and Physical Location]
10. Primary Contact Phone Number
11. Primary Contact Email Address
12. Please describe your organization, business, or agency. Tell us about your mission, your product and/or programs and services, and your impact on the community. [500-word count maximum]
13. Has your organization had any bankruptcy or financial obligation defaults or judgements. If yes, provide details, including date of the default or judgment and whether the issue remains pending.
14. Has your organization received any kind of grant or other funding from the Port of Cascade Locks before?
15. All applicants are required to show proof of good standing with the Oregon Corporation Division, in the form of a Certificate of Existence. [Upload file]

Project Information Section

1. Where will your project take place? What is the project timeline?
2. Which Program priority (or priorities) does your project address? [Select all that apply: Downtown Revitalization, Public Safety, Enhanced Tourism & Recreation]

3. Please describe the community or business need, problem, or challenge that your project will address. (Why is your project needed in the Cascade Locks community?)
4. Please explain how your project will help to solve the problem, overcome the challenge, or meet the need.
5. How does your project align with the Goals and Objectives of the Port's FY 2024-2029 Strategic Business Plan, and how will it make a measurable positive impact on the Port's ability to achieve these goals and objectives?
6. Will your project result in the creation of new jobs, or help retain current jobs? If so, please explain how. [Please describe both direct and indirect results in terms of job creation/retention from your project.]
7. How will you know if your project is successful? [Please provide the measurable outcomes that will result from your project, and how you will measure them.]
8. Are any current Port employees or Commissioners currently involved in your organization or this project? [Yes/No]
9. If yes, how are they involved?
10. Has your organization managed or completed projects of a similar scale or scope in the past? If yes, please describe.
11. How will your project be sustained after the grant funding is expended?
12. Are there any potential risks or challenges that could affect the success of your project? If so, how do you plan to mitigate them?
13. Does your project have any anticipated environmental impacts (positive or negative)? If so, how will you address them?
14. Will volunteers play a role in your project? If so, please describe how they will be involved and how you plan to recruit and manage them

Project Budget Information

Eligible project expenses include administrative and staffing, contractor and/or consultant labor, capital construction, materials & supplies, marketing & promotion, and permitting costs that are directly related to the project. Regular, ongoing business costs are not eligible.

1. Please upload your project budget showing all income and expenses for your project. [Please upload as either a PDF or Excel worksheet. If uploading a PDF, the Port may ask for an Excel worksheet as part of its review.]
2. Does your project budget show a 20% minimum match to the grant amount requested? [Yes/No]
3. If your project includes in-kind contributions for all or a portion of the required match (an option only for grants up to \$10,000), please describe in detail what the in-kind contributions will be.

Project Support Information

1. Applications requesting more than \$10,000 in grant funds must submit at least three letters of support (for the project specifically) from Cascade Locks residents, businesses, non-profit organizations, or government entities. Small grant applicants are encouraged to submit support letters as well, but this is not required. [Upload files]
2. Grant recipients are required to publicly acknowledge the Port of Cascade Locks' contribution to their project. This can include posting a sign at the project site, adding a logo or text in promotional materials, or publicly announcing the support in a press release or at an event. How do you plan to recognize the Port's contribution? [Please describe your plan for acknowledgment.]