

**Willow Creek Valley Economic Development Group  
Business Enhancement Grant Request  
Grant solicitation Period: Open as long as funding is still available**

**Willow Creek Valley Economic Development Group** has been granted funds from the **Columbia River Enterprise Zone Board** and has allocated funds to be used for business enhancement for South Morrow County. Resources are provided to eligible requests for businesses

This grant funding is to be used specifically for Business Enhancement; to improve “curb appeal” and will not include any maintenance, operations or infrastructure costs or any indirect expenses unrelated to the project being funded.; a 50% match is required and grant is limited to up to \$7,500 award. This grant is open and eligible as long as there are allocated funds available.

**GRANT APPLICATION**

Applicant/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone/e-mail: \_\_\_\_\_

- 1: Brief explanation of project/program:
  
  
  
  
  
  
  
  
  
  
- 2: What are the anticipated results of the project?
  
  
  
  
  
  
  
  
  
  
- 3: Beginning and ending dates of the project?  
*(completion report will be required)*

4: Total project cost \$ \_\_\_\_\_  
Amount requested \$ \_\_\_\_\_

Name of Business applying for grant:

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Signature

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Date

**The Willow Creek Valley Economic Development Group retains all discretion regarding disbursement of funds, as well as granting, continuation and withdrawal of funding.**

**Grant requests must have a complete budget attached. A final “project” report will be required by all recipients upon completion of project to Willow Creek Valley Economic Development Group.**

**Mail, Email or Fax grant and attachments to:**

**E-Mail: [heppnerchamber@centurytel.net](mailto:heppnerchamber@centurytel.net)  
Heppner Chamber of Commerce  
Attn: Sheryll Bates  
PO Box 1232  
Heppner, OR 97836  
Phone Number: (541) 676-5536  
Fax: 541-676- 5656**

## **WCVEDG Business & Enhancement Grant – Eligibility and Exclusions**

### Eligibility:

- Grant requests must meet all of the following requirements before consideration will be given:
- Applicant must be a local business located and operating in any of the South Morrow County communities.
- Geographical focus of project must be for the benefit of local businesses of South Morrow County as defined by the WCVEDG Service Area Map.
- Must have at least 50% of funding (may include in-kind and cash contributions from local and regional sources) for the total project budget committed before application.
- Program is designed for “curb appeal” improvement only.
- Priority will be given to “Project Ready” projects.
- Exceptions may be granted at the discretion of the board.
- A final project report will be submitted after project is completed. A copy of the report form is attached and can be emailed for completion and submission.

### **WCVEDG will not consider funding requests for:**

#### Exclusions:

- This program will not include any maintenance, operations or infrastructure costs.
- Indirect expenses unrelated to the project or program being funded.

**Willow Creek Valley Economic Development Group  
Final Report Guideline Form**

*Here is the guideline you will need for your final report. Please include all materials requested:*

Date:

Organization:

Contact Person:

Title:

Address:

Phone Number:

Purpose of Grant:

Amount of Grant:

Date Received:

Give a description of the project including its specific objectives.

To what degree were these objectives achieved? If not fully met, what factors affected the success of the project?

What have been the measureable results to date of this project to your business enhancement (outside/exterior improvement)?

What has been the measurable impact on the population you serve?

Attach a copy of your original project budget and identify both income and expenditure to date. If any revisions have been made in the original budget, please explain in detail.

Please attach any new publications or media stories related to the project that came out in this grant year. Photos of the project are welcome (please include permission to include them by WCVEDG in promotion of these grants).