**Willow Creek Valley Economic Development Group**

**Business Incentive Grant Program Guidelines**

**Grant Solicitation Period: Open as long as funding is still available**

**Statement of Purpose:**

The Willow Creek Valley Economic Development Group (WCVEDG) supports existing business expansion and promotes new business relocation to South Morrow County communities. The Business Incentive Grant program is designed to stimulate private investment, expand the tax base and provide job opportunities and encourage business owners to expand, re-locate and invest in the appearance of their property.

**Summary and Overview:**

The Business Incentive Grant Program has been developed to enhance the general business environment, attract further retail/commercial investment in South Morrow County communities to improve, increase and expand their business opportunities. Funds, when available, will be awarded on a first come, first serve basis.

**Funding:**

WCVEDG expects several funding sources may be utilized for this program, depending on the demand of the program. **To be eligible for funding, project requests must be pre-approved prior to the starting of the project.**

The Business Incentive Grant Program may contribute up to a maximum of $25,000 or 50% of the project, whichever is less (subject to available funding). Increment requests will be allowed with maximum funding to business of $25,000; e.g., multiple projects over time.

It is the intent of WCVEDG that the funding process should move quickly and without undue restriction on how the business owner proceeds with expansion and/or relocation within our service area. Invoices, receipts and/or contracts will be required for payment or reimbursement. All Grant fund requirements may change with a 30-day notice.

**Area of Emphasis:**

The focus of the Business Incentive Grant Program will be to support existing business expansion and promote new business relocation to our community, thereby supporting job creation and future growth in our communities.

**Geographic Area of Program:**

To be eligible for assistance under this program, the business must be located within our service area.

**Examples of Eligible Businesses, included are not limited to:**

* Retail/service storefronts
* Tourism projects which attract tourism expenditures from outside the region
* Restaurants
* Relocation of home-based businesses to a storefront location
* Lodging
* Buildings having a significant impact on the retail community

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**Examples of Eligible Improvements and Use of Proceeds:**

* Exterior Storefront Façade Improvements\*
* Landscape/Parking Improvements\*
* Signage
* Interior Leasehold and/or Building Improvements
* Business Equipment/Fixture Purchases (Capital Improvements)
* Real Property vs Personal Property

\*Businesses should review the City Development Codes for guidance on appropriate construction and improvements.

**Ineligible Use of Proceeds:**

* Mileage Reimbursement
* Vehicle Purchase
* Debt Refinance
* Equipment/Storage Space Rental
* Reimbursement for Business Owner’s Labor
* Any expenses deemed to be inconsistent with Program Guidelines

**Project Completion:**

All business expansion/relocation projects must be completed with 365 days of the date the grant is awarded.

**Application Process:**

1. Read the program guidelines
2. Prepare the attached application and obtain applicable signatures
3. Submit completed application by email at wcvedg@gmail.com or mail to:

WCVEDG

PO Box 14

Heppner, OR 97836

1. A WCVEDG representative will review the application and discuss all details with business owner within 10 working days of receipt
2. WCVEDG Board will review and inform applicant of the decision within 30 business days
3. Disbursement process as per WCVEDG policy
4. At any point in the review process, the application may be denied or sent back for further information

**Disbursement Process:**

After inspection/verification process is complete and grant funds awarded, WCVEDG will disburse funds as per the terms and conditions of the grant award notification. **50% of the grant award funding will be paid at time of award, after signature by business and WCVEDG representative of a prepared contract and a copy of an insurance policy, indicating coverage of business property. The remaining 50% of the total award will be paid out after completion of the project, and a completed “final report” which must include detailed invoices, receipts.**

Note: Allow 10 working days from the time invoices are submitted for grant disbursement checks to be issued

**Willow Creek Valley Economic Development Group**

**Business Incentive Grant Application Form**

**Grant Program Solicitation Period: Open as long as funding is still available**

**Grant is limited to $25,000 per business**

# 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?

4: Total project cost $

Amount requested $ \_\_\_\_\_

**Note: A copy of proposed budget is to be attached to this application to be eligible for funding; a *“Final Completion Report” will be required and will include invoices, purchase orders, lease agreements and/or receipts, prior to final payment of grant funds.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Business Representative:

**NOTE: WCVEDG** **retains all discretion regarding disbursement of funds, as well as granting, continuation and withdrawal of funding.**