

# SOLICITATION GUIDE

## COMMUNITY & ECONOMIC DEVELOPMENT GRANT

Umatilla County Community Development Department, Room 104  
216 SE 4th Street  
Pendleton, OR 97801



### PROGRAM OVERVIEW

The Community and Economic Development Grant Program was created by Umatilla County as a way to support development in our communities and promote business and economic growth within the county. The program utilizes revenue received as a county share of profits from the Oregon Lottery. The goal of the grant program is to fund projects that support either **community development** or **economic development**.

### COMMUNITY DEVELOPMENT GRANTS

Community Development grants are focused on projects that enhance community livability. The project must be something that is tangible, lasting in value, and will remain in the community when the project is completed. The program can also be used for grant matching funds as a means to leverage other funding sources; as long as the purpose remains to enhance community livability through a tangible, lasting project. The program is not intended to fund requests for donations and sponsorships of events, causes, or activities.

### ECONOMIC DEVELOPMENT GRANTS

Economic Development grants are focused on growing our county's economy by assisting a new or existing business to grow, process or sell a product, or provide a service. The funds are intended to serve as a way to help a business succeed while also increasing family-wage jobs. This program is not intended to fund a business start-up or cover operational costs and employee expenses, rather the funds should support projects that enhance a business' performance. Applications for Economic Development Grants should be supported by a copy of the entity's business plan. It is an important consideration that 'start-up' businesses have adequate, owner self-funding to begin.

### FUNDING AVAILABILITY

Revenue received from Oregon Lottery funds regularly fluctuates. Therefore, the Community Development Director, in consultation with the Board of Commissioners, will determine the amount of available funding each grant cycle. Umatilla County is not obligated to award all of the funds available during a grant cycle, and funds may be set aside to increase the amount of funding available for future grant cycles. The typical amount of grant funding awarded is between \$500 and \$10,000. However, some grants have received more, depending on funding availability and project merit.

### GRANT REVIEW COMMITTEE

The grant review committee is made up of 5 (five) members appointed by the Board of Commissioners. Committee members serve on various city councils throughout Umatilla County and represent a balanced geographic distribution of Umatilla County communities.

### APPLICATION INFORMATION

Grant requests are reviewed and awarded bi-annually, during the spring and fall. Completed applications must be received by the Community Development Director no later than the close of business on the first Friday in April (spring cycle) and the first Friday in October (fall cycle). Late submittals will not be considered until the following grant cycle – No Exceptions! Applications will be reviewed by a selection committee within two weeks after closing. Applicants will be notified of the committee's decision by the end of April or October, depending on the cycle.

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### POST AWARD PROCEDURES

Grant recipients will receive a written letter providing notice of their award. It is the responsibility of the grant recipient to request disbursement of funds from the Umatilla County Finance Department. The successful recipient will have (2) two years from the notice of award to complete the project. Extension requests must be submitted to the Community Development Director for consideration by the grant review committee prior to the 2-year deadline included in the award letter.

A **Final Report** is required when the project is completed. An organization may not apply for a new Community or Economic Development grant if they have an active grant, or have not completed the Final Report for previously-awarded funds.