

Community Grant Program

The Community Grant Program (CGP) exists to stimulate and assist local non-profit organizations and businesses with community projects, economic development activities, and special events in Lowell. The objective is to help organizations and agencies undertake activities that would not be considered without special funding. It is specifically designed to provide “seed” funding and invest in activities, projects, and events that have the potential for growth and self-sufficiency.

Program funds are derived from the Lane County Rural Tourism Marketing Program (RTMP) and the City’s share of transient room taxes. These funds are invested back into the community through designated projects and events that will enhance visitor appeal, increase local business activity, and encourage overnight stays.

Eligibility Criteria

The program provides non-profit organizations and businesses resources for the following activities:

- Beautification of public property (i.e. benches, bike racks, planters, in public right-of-way)
- Tourism promotion and tourism related facilities
- Special events

Priorities

The City of Lowell is interested in funding organizations that demonstrate they have planned their projects with respect to the community’s overall needs. Grant applications should keep in mind that priority is given to projects that:

- Attract visitors from outside the community
- Create additional overnight stays within the Lowell area
- Includes or involves multiple community and tourism partners
- Leverages additional dollars or resources
- Self-sustaining, have growth potential, or builds capacity
- Measurable or attainable Return on Investment (ROI)

Maximum Grant Request

The program has been allocated \$3,000.00 for Fiscal Year 2017-18. Organizations may request up to \$2,000.00 per eligible project. The maximum allowable grant award is reviewed on an annual basis by the Economic Development Committee and may be adjusted, as necessary.

Application Process

Grants are made on a rolling basis throughout the fiscal year until funding is exhausted. Applications are reviewed, scored and recommended by the Economic Development Committee at their monthly meeting. To be considered, applications must be submitted at least one week prior to their scheduled meeting, which is the first Monday of every month. Final review and approval is provided by the City Council at the following regularly scheduled meeting.

One hard copy of the grant application should be submitted for review. Applicants are required to present their request in person to the Economic Development Committee.

Distribution of Funds

Grants are paid to the applicant, not to vendors of products or services. Reimbursements are made only for those expenses itemized in the "Project Budget" upon receipt of paid invoices to the vendor by the applicant. Any changes to the approved budget must be approved by the Economic Development Committee. Decisions are general made within one month of review. Granting period is twelve (12) months from the date of award, with extensions granted upon written request and approved by the City Administrator. Unused funds shall be returned to the Community Grant Program. The City reserves the right to withhold any or all funding if the city determines the project is not proceeding according to the project outline.

Final Report

A final written report is required upon project completion. The report should include any reportable information, such as revenue, event attendance, or lodging rentals. When available, photographs should also be provided. Failure to submit a final report may impact future eligibility for program funds.

Community Grant Program Application

Project Sponsor Information

Name: _____ Organization: _____

Phone: _____ Email: _____

Address: _____ Website: _____

Project Details

Request (\$): _____ Match (\$): _____

Description:

Project Budget

Request (\$): _____ Match (\$): _____

Line Item Description:	Line Item Amount (\$):
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Community Grant Program Evaluation Sheet

Applicant: _____

Project: _____

Reviewer: _____

Reviewer Instructions:

Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's eligibility criteria and priorities as provided.

Can project be completed within one year of award? Y / N

Does project meet the program eligibility criteria? Y / N

Does project align with the program funding priorities? Y / N

Evaluation Criteria	Notes	Maximum Points	Score
Likelihood of attracting visitors from outside the community		30	
Ability to create additional overnight stays within the Lowell area		30	
Involves multiple community or tourism partners		10	
Leverages additional dollars or resources		10	
Project is self-sustaining, has growth potential, or is capacity building		10	
Project has measurable or attainable Return on Investment (ROI)		10	
Total:			

Additional Notes:
