

**SMALL BUSINESS REPAIR/RESTORE GRANT APPLICATION**

**Welcome! Applicants can expect to be contacted about the status of their request within two weeks. Please note that Repair Grants are awarded as a reimbursement for work completed.** This program is federally funded. Requirements of this program are reflected in the application.

**Eligibility Questions**

**Is your business located within the city of Portland?**

- Yes
- No

**Do any of the following describe your business?**

- Cannabis-specific business
- Property Management Company
- Property Developer
- Property owner not operating a ground floor storefront
- Total Loss of a Food Cart
- None of the Above

**Does your business have 50 or fewer employees?**

- Yes
- No

**Has your business incurred eligible expenses since March 1, 2024 or later? Note: Damages may NOT be the result of an accident.**

- Yes
- No

**Have you filed an insurance claim or received another financial grant for this work? Any expenses that received insurance or other financial grant funds are ineligible.**

- Yes
- No

**About You**

**Please fill out the information as completely as possible**

**Main Contact**

- First Name
- Last Name

**Pronouns (Select all that apply)**

- She/her
- He/him

- They/them
- Other (please describe)

**Email**

**Mailing Address**

**(OPTIONAL) Will you require additional language support while communicating with our team?**

- English
- 中文
- Español
- Tiếng Việt
- Русский
- Other (please describe)

**Race & ethnicity of business owner(s) Please describe the primary business owner information (We ask about race and ethnicity in the work we do to provide the best services and policies, and to reduce inequities and disparities)**

- Black or African American
- Native American / Indigenous
- Asian
- Native Hawaiian or Pacific Islander
- Hispanic or Latino/a/x
- Middle Eastern / Northern African
- White
- Unknown / don't know
- Prefer to self-describe (please describe)
- Choose not to identify

**Please describe your gender identity. Select all that apply:**

- Gender expansive (e.g. agender, gender fluid, genderqueer)
- Woman (cis-female or trans woman)
- Man (cis-male or trans man)
- Transgender
- Non-binary
- Two spirit
- I prefer not to disclose

**Does your business have more than one owner?**

- Yes

**No**

**About the Business**

**Business / Organization Name**

<b>Business' Physical Location Address</b>
<b>Number of employees</b>
<b>Does the business identify as Black, Indigenous, People of Color (BIPOC) owned?</b> <input type="radio"/> Yes <input type="radio"/> No
<b><u>About the Expenses</u></b>
<b>What type(s) of expenses are you requesting support for? Select all that apply.</b> <ul style="list-style-type: none"> <li>• Exterior Repairs (e.g. windows, doors, graffiti removal)</li> <li>• Interior Repairs (e.g. interior doors, counters, flooring, equipment)</li> <li>• Security Improvements (e.g. cameras, alarms systems, fence installation)</li> <li>• Insurance Premium Increase (from previous year to current year)</li> <li>• None of the Above</li> </ul>
<b>(OPTIONAL) Please briefly describe the expenses you are requesting reimbursement for</b>
<b>How much grant funding are you requesting for reimbursement?</b> <i>Note: Grant can only provide support of up to \$25,000 per business location.</i>
<b><u>Documentation Submission</u></b>
<b>Repair Grants are awarded as a reimbursement for work completed. The following are the forms of documentation to submit with your application:</b> <ul style="list-style-type: none"> <li>• Copies of all invoices for requested reimbursement</li> <li>• Proofs of payment for requested reimbursement, such as copies of the cancelled checks and/or copies of your debit/credit card statements <ul style="list-style-type: none"> <li>○ <b><i>If you have paid cash for any of the work</i></b> for which you are seeking reimbursement, please have the vendor of that work email us at <a href="mailto:repairgrants@prosperportland.us">repairgrants@prosperportland.us</a> to confirm the following information: <ul style="list-style-type: none"> <li>▪ We will need the vendor to include the SBRG number, noted in the subject line of this email</li> <li>▪ Your business name</li> <li>▪ Street address where the work was completed</li> <li>▪ How much was paid in cash</li> <li>▪ Itemized list of the work completed, along with the amounts of those line items</li> </ul> </li> </ul> </li> </ul>
<b>Attach invoices here.</b> Estimates are not considered invoices. Invoices are often provided at the time the work is done, and reflect the actual work done, the date the work was complete, and the final cost.
<b>Attach proof of payment here.</b>

Examples: copies of cancelled checks and/or copies of debit/credit card statements. Invoices showing that they were paid and have a \$0.00 balance may be considered eligible proof of payment.

**Attach Completed W-9 Form here**

A signed W-9 is required for all potential awardees. [Download a blank W-9 Form.](#)

**Attach photos of the damage here. Only include photos (maximum 5) of the expenses for which you are applying for reimbursement. Videos of damage are not needed.**

**If you would like to sign up for email updates from Prosper Portland regarding support for your small business, enter your email below. (optional)**