



Vibrant Districts Grant Application

The Prosper Portland [Vibrant Districts Grant](#) provides grants to community-based nonprofit business district organizations. Grants of up to \$10,000 can be used to implement projects or events that increase district vibrancy, enhance visibility and promotion of the district, support staffing or operational improvement.

Applications close Monday, February 23 at 5:00 pm.

General Information

District Name *

Grant Contact Name *

Phone *

Email *

Name of person authorized to sign the grant agreement *

Email of Authorized Signer *

Business District Entity Type *

What is your organization's approximate annual revenue? *

Have you received funding from Prosper Portland in the past 10 years through grants, loans, or contracts, or are you currently receiving funding? *

Eligibility Requirements

Is your business district and the project for which you are requesting funds located within Portland city limits? *

- ☐ Yes
- ☐ No

Is your district currently registered with the State of Oregon? *

- ☐ Yes
- ☐ No

Does your business district have an active City of Portland business license? *

- ☐ Yes
- ☐ No

Funding Categories

Applicants may apply for one or more of the eligible funding categories listed below, provided the total requested amount does not exceed the maximum grant award of \$10,000.

Public Space Enhancements: up to 10,000

Marketing & Visibility: up to \$2,500

District Events: up to \$5,000

Staffing & Operations: up to \$10,000

Which funding categories are you applying for? (select all that apply) *

- ☐ Public Space Enhancements
- ☐ Marketing & Visibility
- ☐ District Events
- ☐ Staffing & Operations

Public Space Enhancements

Small-scale exterior permanent physical improvements that enhance community vibrancy and visible to the public. Eligible projects include murals/public art, lighting, street furniture (benches, planters, bike, racks), and wayfinding signage.

Award cap for this funding use: up to \$10,000

Project Description- Describe the proposed public space enhancement project. What physical improvements will be made and how will they contribute to community vibrancy? *

Visibility and Accessibility- How will the improvement be visible and accessible to the public? Describe the location and how it will be experienced by community members. *

Community Impact- How will this project benefit the surrounding community? Who will it serve, and how will it enhance the public space or neighborhood identity? *

Maintenance Plan- Who will be responsible for maintaining the improvement after installation? Describe your plan for upkeep and sustainability. *

Project Readiness- Is the project ready to move forward upon receiving funding? Include any necessary permits, permissions, or partnerships already in place. *

Estimated Completion Date- When will the project be completed, including installation of all grant-funded improvements? *

mm/dd/yyyy



Budget- Provide a brief budget. How will the grant funds (up to \$10,000) be used? *

Requested Grant Amount *

Total Project Cost *

Attach Project Bid(s) for the requested funding: *

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Marketing & Visibility

Development of printed or digital materials that promote the business district and its businesses. Eligible uses include website development or updates, business directory maps or brochures, logo/branding development, and creation of digital assets.

Award cap for this funding use: up to \$2,500

Project Description- Describe the project you are proposing. What materials or tools will be developed, and what is the primary goal of this effort? *

Target Audience- Who is the intended audience for this marketing effort (e.g., businesses, local residents, visitors, specific customer groups), and how will the materials reach them? *

District Promotion- How will this project promote the business district and its businesses? *

Project Readiness- Is the project ready to begin upon receiving funding? Describe any planning, partnerships, or resources already in place. *

Estimated Completion Date- When will the project be completed, including delivery of all grant-funded materials or assets? *

mm/dd/yyyy



Budget- Provide a brief budget. How will the grant funds (up to \$2,500) be used? *

Requested Grant Amount *

Total Project Cost *

Attach Project Bid(s) for the requested funding: *

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District Events

Signature events that highlight district identity, support local businesses, foster community engagement, and activate public spaces. Events should be designed to bring people together and celebrate the unique character of the district. Eligible uses include street closure permits, contractor and vendor fees (event planners, performers, security, cleaning services), equipment rentals (tents, tables, chairs, sound systems, lighting) and marketing materials.

Requirements:

- Must be free and open to the public
- Must be inclusive of all ages
- Must take place within the district

Award cap for this funding use: up to \$5,000

Event Overview- What is the proposed event? Describe its theme or focus, explain how it reflects your district's identity, and indicate the date(s) it will take place. *

Community Impact- How will this event support local businesses, foster community engagement, and activate public spaces? *

Public Access, Inclusivity and Accessibility- Will the event be free and open to the public, and inclusive of all ages? If yes, briefly explain how you will ensure these requirements are met. *

Location- Where will the event take place? Confirm that it will be held within the district boundaries and describe the venue or public space. *

Promotion & Attendees- How will you promote the event to ensure strong attendance and community awareness? Include any planned marketing materials or outreach strategies. Provide estimated # of attendees based on past events or anticipated turnout. *

Project Readiness- What steps have you already taken to prepare for this event? Are permits, vendors, or key logistics confirmed? *

Estimated Completion Date: When will all grant-funded activities be completed, including payments to vendors? *

Budget- Provide a brief budget. How will the grant funds (up to \$5,000) be used? *

Requested Grant Amount *

Total Project Cost *

Attach Project Bid(s) for the requested funding: *

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Staffing & Operations

Personnel costs associated with managing district operations, engagement with businesses, implementation of district programs or support for general operations needs that strengthen the nonprofit's capacity to serve the district. Eligible uses include personnel costs, contractor costs (bookkeeping, legal services, communications or strategic planning), and insurance premiums.

Award cap for this funding: up to \$10,000

Project Description- Describe how the requested funds will support staffing or operational needs. What roles, services, or functions will be funded? *

Organizational Capacity- How will this funding strengthen your organization's ability to serve the district and fulfill its mission? *

District Impact- How will the supported staffing or services contribute to managing district operations, engaging with businesses, or implementing district programs? *

Project Readiness- Is the project ready to begin upon receiving funding? Please describe any planning, staffing, or contracts already in place. *

Sustainability- How will your organization sustain these staffing or operational efforts beyond the grant period? *

Estimated Completion Date- When will all grant-funded staffing or operational activities be completed? *

mm/dd/yyyy



Budget- Provide a brief budget. How will the grant funds (up to \$10,000) will be used? Include estimated costs for personnel, contractors, insurance, or other eligible expenses. *

Requested Grant Amount *

Total Project Cost *

Attach Project Bid(s) for third party expenses: *

If proposal is solely for internal personnel expenses, attach a document outlining those costs.

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Community Engagement and Impact

What steps have you taken, or what is your plan, to engage local residents, businesses, and community organizations in the planning or implementation of this project or event? *

Will you be working with any community partners, businesses, or volunteers to plan or execute the project or event? If so, describe their roles. *

Explain your organization's financial need and how this funding is essential to the successful execution of your proposed activities. Include any relevant budget details or funding gaps. *

How will the project or event contribute to local economic development and actively support the growth, visibility, or resilience of businesses within the business district? *

General Grant Conditions and Requirements

Awardees must comply with City of Portland business license requirements and must be registered with the Secretary State of Oregon prior to execution of the grant agreement.

Awardees must complete, sign and submit a W-9 and ACH form prior to execution of the grant agreement.

Grantees must maintain insurance as set forth in the grant agreement for the duration of the project.

Grantees are required to retain records and may be audited.

The grant will not cover retroactive reimbursements for costs incurred or completed prior to the execution of the grant agreement.

Grantees must comply with the reporting requirements set forth in the grant agreement, including submission of supporting documentation for incurred costs.

Grantees are required to obtain any required City permits for grant funded work when applicable.

Grantees must comply with the requirements outlined in their organizational bylaws.

Grantees must remain in good standing with all Prosper Portland programs and contracts prior to award and throughout the grant period and, when applicable, must not be delinquent on loans, rent, or service delivery agreements.

I acknowledge and agree to the above conditions and requirements as part of this grant application *

☐

By entering my name below, I certify the information provided herein is true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization and agree to comply with all grant requirements if awarded.

Do not submit passwords through this form. Report malicious form

EXAMPLE
Do not submit