PROSPER PORTLAND

Grant Program Guidelines
Vacant Storefront Program

Program Overview

The purpose of the Vacant Storefront Program (Program) is to foster a vibrant central city and commercial districts by providing matching funds to lower the barrier to entry for eligible businesses to occupy vacant storefronts within the City of Portland. The Program will strengthen Portland's economic vitality and community identity by supporting local businesses and increasing commercial activity through targeted grant funding for tenant improvements to support restaurants, retailers and grocery stores.

Source of Funding

The Program utilizes one-time general fund resources provided to Prosper Portland from the City of Portland via intergovernmental agreement. All awards are subject to budget availability.

Grant Awards

Grants will be awarded on a rolling, first come, first served basis until all available funds are expended. The Program will reimburse up to 75% of eligible project costs. Funds will be disbursed on a reimbursement basis as set forth in an executed grant agreement. Where multiple businesses operate on a single tax lot, each business is treated separately and is subject to the same limits. Awards provided under this Program will count towards the maximum awards available through the Prosperity Investment Program (PIP) grant guidelines. If PIP funding is available in the applicant's district, the PIP grant program will be prioritized, subject to the availability of funds and applicant eligibility.

Maximum grant award amounts for the Program will vary by project category:

- **Grocery Store** – up to $100,000
    - May not be used in combination with Prosper Portland's Healthy Communities Grocery Access Grant to made be available in certain Tax Increment Finance Districts.
    - Grocery Stores are defined as a business that occupies over 5,000 rentable square feet and provides household products, packaged foods, bulk foods, produce, or meat for home consumption. For the purpose of this Program, grocery stores occupying 5,000 square feet or less are considered Retailers.
- **Restaurant –** up to $50,000
- **Retailer –** up to $25,000

Evaluation and Selection Process

Staff will review each application against the eligibility criteria. If the project and the applicant are determined to be eligible, funds will be awarded on a first-come, first-served basis through a grant agreement.

The Prosper Portland Executive Director, in consultation with the General Counsel, will review the application and evaluation process prior to launch.

Eligible Applicants

1. **Business Owner**. Owner of a grocery store, restaurant, or retail business that:
    - Is located in the City of Portland
    - Has secured a lease with at least 3 years in the term to occupy a vacant street-level storefront within the past six months. The property must be zoned for commercial/mixed use, employment, industrial or multi-dwelling.
    - Have a City of Portland business license and State of Oregon registry;
    - Has all financial obligations related to the property and with Prosper Portland paid current, including rent, taxes and debt payments, as applicable.
    - Is locally owned if it's a franchise or business with three or more businesses, regardless of location; and that the owner resides in Portland
2. **Property Owner**. If leasing to an eligible Business Owner.

Ineligible Applicants

- Non-profits
- National franchises that are not locally owned
- Businesses that exclude minors during all business hours
- Businesses that sell THC products
- E-commerce businesses without a storefront
- Food carts or food trucks
- Applicants that received the maximum Prosperity Initiative Program grant funds within the last five years, at any location.
- Property Owners unless leasing to an eligible Business Owner.

Eligible Projects or Expenses

Grant funds may be used for both physical improvements (hard costs) and eligible consulting assistance (soft costs) to support business-related and property-related improvements on commercial, industrial, and mixed-use property.

- Hard Costs: Signage, painting, lighting, storefront, or mechanical systems, tenant improvements, roofs, security, landscaping, or other permanent fixtures.
- Soft Costs: Design, architectural and engineering services, permitting fees, and third-party project management. Grant funds for soft costs may not exceed 20% of the grant and should reasonably lead to construction of improvements. Prosper Portland, at its sole discretion, may require use of a professional consultant for complex projects and where such advice is likely to improve the quality of the project.

Ineligible Projects or Expenses

The following are ineligible for funding:

- Costs incurred before grant agreement execution
- Inventory purchases or replacement
- Non-permanent fixtures and furnishings
- Equipment purchases
- Purchasing real property for development
- Operating expenses (e.g., owners or employee wages, marketing, equipment, research and development, rent)

Award

Applicants will be notified by email or telephone that their project has been selected. In addition, awards may be announced through a media release and posted on Prosper Portland's website.

Awards are not final until selected recipients and Prosper Portland have entered into a grant agreement, which will outline the terms and conditions of the grant and serve as the legal commitment of both parties as to the grant amount, scope, work, budget, reporting, and other requirements.

General Conditions

The following general conditions apply to all awards under this program:

- Prosper Portland requires at least one bid for each type of work proposed. All contractors must be licensed by the State of Oregon. All construction contracts will be between the applicant and contractor. Prosper Portland reserves the right to reject the Grantee's proposed contractor(s).
- Funds will be disbursed only for work completed after a Grant Agreement is executed. Prosper Portland will review and approve proposed work and ensure all other conditions are met prior to circulating a Grant Agreement for signature and allocating funds to the project.
- The Grant Agreement will outline additional terms and conditions of the grant and, only when signed, will serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed.
- Prosper Portland is the sole authority to determine eligibility under this program.
- Grantees must comply with City of Portland business license requirements and must be registered with the Oregon Secretary of State and in good standing prior to execution of the grant agreement.
- Grantees 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 grant.
- Grantees are required to retain records and may be audited.

- Improvements funded by the grant must be maintained in good order.
- 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 may be required to repay grant funds that are used for ineligible expenses, spent inconsistently with the grant agreement, or otherwise due to a material breach of the grant agreement.
- Grantees are required to obtain any required City permits or regulatory approvals 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. When applicable, grantees must not be delinquent on loans, taxes, rent, or service delivery agreements.

The Prosper Portland Executive Director, in consultation with the General Counsel, may revise these Program Guidelines on a going-forward basis as necessary to maintain alignment with Advance Portland, applicable TIF District Action Plans, community action plans, funding-source requirements, or Board direction. Each revision will be memorialized in a re-issued version of the Guidelines and recorded in the Adoption and Revision History below.

Adoption and Revision History

Version	Approving Authority	Effective Date
Original	CAFÉ Recommendation Executive Director Approval	Aug 06, 2026 Aug 10, 2026
Revised		
Revised		
Revised		