



ALBERTA MAIN STREET MATCHING MINI GRANT PROGRAM APPLICATION

SECTION I: APPLICANT INFORMATION (please print)

Applicant Name: _____ Business Name: _____
(if applicable)

Project Address:* _____ Mailing Address: _____

Phone: _____ Email: _____

* Project must be located within the Alberta Main Street target area

- I am a tenant at this location, the property is owned by others.
When does your current lease expire? _____ (month/year)
If your lease expires in less than two years, do you plan to renew? Yes No
- I am the property owner and I operate a business in the building.
- I am the property owner and do not occupy the building.

SECTION II: PROJECT DESCRIPTION

On a separate document, please provide the following information about your project.

- Detailed description of the proposed project including:
 - Brief description of proposed improvement
 - Plan for maintaining the improvement
 - Interior Improvements: *If you are proposing an interior improvement other than storefront window lighting, please explain how the improvement will increase the economic viability of your business or create job opportunities.*
 - Sustainability Bonus: *If your project includes an environmentally sustainable component, please include a brief description.*
- Sketches, drawings or mock ups of the proposed improvements including placement, color, dimensions and materials.
- Proposed project budget and funding assistance requested. The budget should include all anticipated costs, including but not limited to materials, labor, permits, insurance. Attach two bids on contractor letterhead. A sample budget template is available.
- Timeline including the proposed start date and estimated completion date. Include time for obtaining permits and approvals if applicable.
- Email two high-resolution, high quality color photographs (JPEG or PDF preferred) showing the existing conditions to minigrants@albertamainst.org. Photos will be used for before and after comparison.

SECTION III: MATCH

The level of match provided by Alberta Main Street will be determined based on the information provided below. Responding to questions 2-6 is voluntary and not required to request basic assistance. However, responses are required to receive additional match.

- When did you purchase your property/open your business on Alberta Street? _____ (month/year)
- Is the business or property owned and controlled (51%) by a member of a recognized minority group? What racial/ethnic group best describes you? (select all that apply)
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Hispanic or Latino
 - Native Hawaiian or other Pacific islander
 - White
 - Some other race, ethnicity, or origin, please specify: _____
 - Do not wish to provide

SECTION III: MATCH (continued)

- 3. Is the business or property owned and controlled (51%) by a woman? Yes No
- 4. Is the applicant living on income less than the 2015 Median Family Income as described below?

Yes No

Select **yes** if your annual family income is less than or equal to the amount listed for your household size. → Income verification may be requested.

Household size	Family income is less than or equal to:
1	\$51,731
2	\$59,120
3	\$66,510
4	\$73,900
5	\$79,812

2015 Housing and Urban Development (HUD) [guidelines](#)

- 5. Will you hire minority or woman owned contractors/vendors for the project? Yes No

If yes, name of contractor: _____

- 6. Does your project include an environmentally sustainable component? Yes No

SECTION IV: OPTIONAL BUSINESS DATA

Completing this section is optional but appreciated. This information is helpful in measuring economic indicators on Alberta Street. This information will only be used in aggregate.

- 1. How many people does your business employ? _____ Full Time _____ Part Time
- 2. How many people did your business employ one year ago? _____ Full Time _____ Part Time
- 3. How many square feet does your business occupy? _____
- 4. What is your monthly lease rate? _____
- 5. Comparing your last two fiscal years, by what percentage has your revenue changed?
 - Increased by more than 20%
 - Increased by 0 - 20%
 - Stayed about the same
 - Decreased by 0-20%
 - Decreased by 20% or more
 - New Business - No comparison data available

SECTION V: AFFIDAVIT AND SIGNATURES

AFFIDAVIT

Any person submitting an application for funding must truthfully complete this affidavit. Questions apply to you as an applicant and any co-applicant(s) or co-owner(s). The applicant and any co-applicants must sign this application.

- 1. Do you or any co-applicants owe the City of Portland any monies for incurred real estate taxes, rents, or other indebtedness? Yes No. *If yes, attach explanation.*
- 2. Were you or any co-applicants ever the owners of any property that the City of Portland foreclosed for failure to pay real estate taxes or other indebtedness? Yes No. *If yes, attach explanation.*
- 3. Have you or any co-applicants ever been convicted of any arson-related crimes, or are you currently under indictment for any such crime? Yes No. *If yes, attach explanation.*
- 4. Have you or any co-applicants ever been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three years? Yes No. *If yes, attach explanation.*
- 5. Are you, any co-applicants, or immediate family members* currently employed or employed in the last year by the City of Portland, the Portland Development Commission or Alberta Main Street? Yes No. *If yes, attach explanation. *Immediate family includes spouse/partner, parents, children and siblings. If yes, employed in what capacity? Please include name of principal, name of agency or department, and position held in that agency or department.*
- 6. Have you received any prior technical assistance or financial assistance from the Portland Development Commission or Alberta Main Street? Yes No. *If yes, attach explanation.*

SIGNATURES

By signing below, I hereby certify that all information contained in this application is correct to the best of my knowledge and that I am aware of its contents. Further, I understand that funds will be released when Alberta Main Street confirms acceptable completion of work, I submit two high quality 'after' photos, an IRS Form W-9, and a detailed invoice requesting reimbursement accompanied by proof that complete payment has been made. Proof of payment may be cancelled checks or invoices marked "paid".

Applicant Name _____
Applicant Signature _____ Date _____
Co-applicant Name _____
Co-applicant Signature _____ Date _____

If the applicant is not the property owner, the property owner or an authorized representative must review and approve your project application by signing below.

PROPERTY OWNER SIGNATURE

As owner of the property at _____ (address) I have reviewed the above application and authorize operator of _____ (business name) at said address to perform the improvements described above as part of the Alberta Main Street Mini Grant Program.

Signature of property owner or authorized representative _____ Date _____

Return completed application to:

Alberta Main Street
1722 NE Alberta Street
Portland, OR 97211

Submit electronically to:

minigrants@albertamainst.org

<i>For internal use only</i>	
_____	Length of ownership: < 3 years - 10%; 3-10 years - 15%; > 10 years - 25%
_____	+ 25% Priority population bonus: Minority, woman or low-income-owned business/properties
_____	+ 15% Diverse contracting bonus: Hire minority or women owned contractors for the project
_____	+ 5% Sustainability bonus: Projects include an environmentally sustainable component
_____	TOTAL