



**Yamhill County**  
**Board of Commissioners' Office**  
535 NE Fifth Street, McMinnville, OR 97128

## Yamhill County Economic Development Grant Programs

**Purpose:** The Yamhill County Economic Development Grants program supports innovation and sustainable growth through strategic investments and partnerships in economic development initiatives and projects that create or retain jobs, generate increased economic activity, and improve the economic and social livability and vitality of local communities.

**Grant Programs:** Small Grants – up to \$10,000  
Start-up Grants - \$25,000 (up to two annually)  
Strategic Investment Fund – up to \$100,000

**Match Requirement:** None required. Applicants are encouraged to demonstrate community commitment and support through matching cash, volunteer time, and/or in-kind donations.

**Eligibility:** Qualified applicants must be located within Yamhill County, and may include:

- Small businesses in good standing
- Nonprofits having a 501(c)(3) status with the IRS
- Nonprofits having a 501(c)(6) status with the IRS
- Educational institutions
- Local governments (city or township, special districts)

**Project Period:** Projects must be completed within 12 months of the contract start date. Costs incurred prior to the contract start date will not be eligible.

**Eligible Projects:** Projects must be located in Yamhill County and have economic development significance, including, but not limited to job creation and retention; business retention, relocation, or expansion; increased private investment; advancing innovation; enhancing manufacturing capacities; providing workforce development opportunities.

**Eligible Expenses:** The following types of expenses will be considered:

- Acquisition
- Capacity building
- Construction
- Equipment purchases
- Market research
- Technical assistance
- Workforce training programs

- Ineligible Expenses:** The following types of expenses will **not** be considered:
- Debt retirement
  - Events that do not have a direct economic benefit
  - Funding for political activities
  - Funding for faith-based organizations for the purposes of worship or instruction
  - Indirect or overhead costs
  - Individuals or organizations that unfairly discriminate based on race, ethnic origin, sex, creed or religion, in policy or practice
  - Pass-through funding to other individuals or organizations
  - Legal and accounting services
  - Support for on-going programs
  - Travel expenses

**Application Due Date:** Applications for the Small Grant and Strategic Investment Grant programs must be received by **June 30, 2019**. Applications for the Start-up Grant program may be submitted May 1, 2019 through December 31, 2019.

**Application Requirements:** Applications can be obtained in-person at the Board of Commissioners’ Office located at 434 NE Evans Street, McMinnville, OR 97128. Applications are also available online at: [www.co.yamhill.or.us/economicdevelopmentgrants](http://www.co.yamhill.or.us/economicdevelopmentgrants). Qualified proposals must include an Application Form and any additional supplemental documents identified on that form.

Applications may be submitted via email to [martinc@co.yamhill.or.us](mailto:martinc@co.yamhill.or.us); by mail to Carrie Martin, 535 NE Fifth Street, McMinnville, OR 97128; or in person to 434 NE Evans Street, McMinnville, OR 97128.

**Award Notification:** Awardees will be notified in August 2019.

For questions and more information, please contact Carrie Martin, Yamhill County Grants & Special Projects Manager at 503-474-4991 or [martinc@co.yamhill.or.us](mailto:martinc@co.yamhill.or.us).



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**YAMHILL COUNTY ECONOMIC DEVELOPMENT COMMUNITY GRANTS  
STRATEGIC INVESTMENT GRANT APPLICATION**

**APPLICANT & ORGANIZATION INFORMATION**

**Business Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Employee ID Number (EIN):** \_\_\_\_\_ **Year Established:** \_\_\_\_\_

**Number of Paid Employees** \_\_\_\_\_ **Total FTE:** \_\_\_\_\_

**Annual Operating Budget:** \_\_\_\_\_

With my signature I certify the following: (1) The above information is correct; (2) I am authorized by the organization to submit this grant application; and (3) This organization is in good standing with the IRS.

\_\_\_\_\_  
**Printed Name of Authorized Agent**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature of Authorized Agent**

\_\_\_\_\_  
**Date**

**PROJECT SUMMARY**

**Project Title:** \_\_\_\_\_

**Will this project take place in Yamhill County?**  Yes  No

**Project Category (select one):**

- Business Expansion  Business Relocation  Business Retention  Capacity Building
- Construction  Equipment Purchase  Job Creation  Technical Assistance
- Training  Travel/Tourism

**Amount Requested:** \_\_\_\_\_

**Amount of Matching Funds:** \_\_\_\_\_

**Source of Matching Funds:** \_\_\_\_\_

**Brief project description (500 characters max.)**

**Number of jobs being created by this project:** \_\_\_\_\_

**Total FTE created:** \_\_\_\_\_

**List three (3) project goals:**

<b>Project Goal #1</b>	
<b>Project Goal #2</b>	
<b>Project Goal #3</b>	

**List three (3) clearly defined outcomes that can be used to demonstrate project success:**

<b>Project Outcome #1</b>	
<b>Project Outcome #2</b>	
<b>Project Outcome #3</b>	

**Please list all grant applications submitted to any Yamhill County Economic Development grant program in the last five years. Include amounts requested and awarded. (100 characters max.)**

PROJECT NARRATIVE

**1. Business/organization history** *(1,200 characters max.)*

Describe the history of your business or organization, including years in business, mission and vision, type of products or services, market position, and number of employees.

**2. Describe the proposed project** *(1,200 characters max.)*

Provide a description of the project, including project location. How does this project relate to your existing products/services?

**3. Project timeline**

Provide a detailed description of project activities, including timelines for starting and completing each activity.

Project Activity	Start Date	End Date

**4. How does this project contribute to economic development in Yamhill County?**

*(1,200 characters max.)*

**PROJECT BUDGET**

1. Does your project create new jobs?  Yes  No

2. If your project will create new jobs, please complete the following:

Position Title	Expected Wage	Benefits Included? (Y/N)	Hours Per Year

3. Detailed project budget

Please feel free to change or add **Line Items** (rows) but do not add columns.

Line Item	Project Budget	Yamhill County Request
Salaries and Wages		
Benefits		
Equipment		
Office Supplies		
Marketing/advertising		
Other		
Other		
<b>TOTAL</b>		

**4. Project sustainability** *(1,200 characters max.)*

Describe how your project will be sustainable in the future.

**5. Additional comments** *(1,200 characters max.)*

Is there anything additional you would like to share about your project?



SUPPLEMENTAL INFORMATION

6. Identify all key members of your leadership team and their qualifications for managing this project and the grant.

Team Member	Position/Title	Summary of Qualification

7. Please provide Profit & Loss statements for the last three years.

8. Please provide a copy of your company's most recent audited or unaudited financial statements.

***Optional:*** You may also include up to two (2) additional documents from the following:

- Business plan
- Marketing plan
- Promotional material
- Product data sheet
- Other: \_\_\_\_\_

*Yamhill County reserves the right to request additional documentation in support of this application.*