

Boardman Community Development Association

Business Incentive Grant Program

PROGRAM GUIDELINES

Statement of Purpose:

The Boardman Community Development Association "BCDA" desires to support existing business expansion and promote new business relocation to our community. This program is designed to stimulate private investment, expand the tax base and provide job opportunities. To encourage business owners to expand, re-locate and invest in the appearance of their property, the BCDA has developed a Business Incentive Grant Program.

Summary & Overview:

The Business Incentive Program is meant to enhance the general business environment, attract further retail/commercial investment in Boardman, and to help local businesses improve their appearance. Funds, when available, will be awarded to targeted businesses on a first come, first serve basis.

Funding:

The BCDA expects several funding sources may be utilized for this program, depending on demand.

The Business Incentive Grant Program may contribute up to a maximum of \$25,000.00 or 50% of the project, whichever is less (subject to available funding.)

It is the intent of the BCDA that the funding process should move quickly and without undue restriction on how the business owner proceeds with expansion and/or relocation to Boardman. Invoices, receipts and/or contracts will be required for payment or reimbursement. All Grant fund requirements may change with a 30 day notice.

Area of Emphasis:

The focus of the Business Incentive Grant Program will be to support existing business expansion and promote new business relocation to our community, thereby attracting additional customers and visitors to our community.

Geographic Area of Program:

To be eligible for assistance under this program, the business must be located within the Boardman city limits.

Examples of Eligible Businesses, included but are not limited to:

- Retail/service storefronts
- Tourism projects which attract tourism expenditures from outside the region
- Office buildings located within a retail district
- Restaurants
- Relocation of home-based businesses to a storefront location
- Lodging
- Buildings having a significant impact on the retail community

Examples of Eligible Improvements and Use of Proceeds:

- Exterior Storefront Façade Improvements*
- Landscape/Parking Improvements*
- Signage
- Interior Leasehold and/or Building Improvements
- Business Equipment/Fixture Purchases
- Business Inventory Purchases
- Building/Space Rental Assistance
- Relocation Assistance including but not limited to utility deposits, phone installation, etc.

*Businesses should review the City Development Codes, especially Chapter 2.2 (Commercial District) and Chapter 3.2 (Landscaping, Street Trees, Fences and Walls) for guidance on appropriate construction and improvements.

Ineligible Use of Proceeds:

- Mileage Reimbursement
- Vehicle Purchase
- Real Estate Purchase
- Debt Refinance
- Equipment/Storage Space Rental
- Reimbursement for Business Owner's Labor
- Any expenses deemed to be inconsistent with Program Guidelines

Project Completion:

All business expansion/relocation projects must be completed within 365 days of the date the grant is awarded.

Application Process:

- 1.) Read the program guidelines
- 2.) Prepare the attached application and obtain applicable signatures
- 3.) Submit application to:
Boardman Community Development Association
P.O. Box 229
Boardman, OR 97818
- 4.) A BCDA representative will review application and discuss all details with business owner within 10 working days of receipt
- 5.) The BCDA Board will, within 30 working days, review and take action on application
- 6.) Disbursement process as per BCDA policy

Note: At any point in the review process, the application may be denied or sent back for further information.

Disbursement Process:

After inspection/verification process is complete and grant funds awarded, BCDA will disburse funds as per the terms and conditions of the grant award notification. Final invoices, purchase orders, lease agreements and/or receipts will be required prior to grant disbursement.

Note: Allow 10 working days from the time invoices are submitted for grant disbursement checks to be issued.

**Boardman Community Development Association
Business Incentive Grant Program
*APPLICATION***

Business Name: _____

Provide ONE contact person's name for the project:

| | | | |
|------------------|--|----------------|--|
| Contact Name: | | Telephone: | |
| Street Address: | | Cell Phone: | |
| Mailing Address: | | Email Address: | |

PERSONAL HISTORY/BUSINESS EXPERIENCE (attach separate sheet if needed):

BRIEF BUSINESS DESCRIPTION (attach separate sheet if needed):

SUMMARY OF PROJECT/USE OF FUNDS (attached separate sheet if needed):

PROJECT BUDGET (attach invoices, purchase orders, lease agreements, etc. if available):

| Description of Purchase/Work to Be Completed: | Amount (\$): | Notes: |
|---|--------------|--------|
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| | | |
| Total: | | |

Signature _____ **Date** _____

For Internal Use only:

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|----------------|----------------|-----------------|----------|
| Date Received: | Date Reviewed: | Date Disbursed: | Check #: |
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