



## CAPITAL COMMUNITY DEVELOPMENT PROJECT APPLICATION

### SUMMARY

The Port of Woodland Commission has allocated a specified fund deemed Capital Community Development Project (CCDP). A Capital Community project must meet the Port's mission as well as Washington State Auditor, RCW and WAC requirements. The Port of Woodland's mission is "to support the economic growth and recreational opportunities of a diverse array of businesses, industries and services that enhance the District." RCW requirements references to this fund are RCW 53.08.60 and 53.08.255. In addition, CCDP funds are subject to Port of Woodland Commission approval and any and all interest should be aware that funds accepted from the Port of Woodland would subject themselves to State Audits of use of funds and the Port of Woodland will require information on the use of funds be provided after funds are used to be included in the Port of Woodland's audit reports. CCDP annually funding is determined through the annual budget process.

Applications will be taken semi-annually and will be advertised through the Port of Woodland website, advertisement in media and in the Port of Woodland office. Only completed applications will be accepted. Applications will be reviewed by the Commission in a regularly scheduled Port meeting and applicants will provide a presentation of their project to the Commission in a regularly scheduled Port meeting. Allocation of funds will be completed through a regularly scheduled Port meeting.

### Application Schedule for 2019

#### Fall:

- Applications will be made available on June 1, 2019.
- Applications are due to the Port Commission on June 29, 2019 by 3 PM.
- Presentation will be on July 18, 2019 and any awards made will be on July 18, 2019 or August 1, 2019.
- Contracts must be executed within 30 days of approval or offer will be rescinded. Any approval required by the applicant for the submission of the project should be completed prior to the application deadline.

### **REQUIREMENTS OF PROGRAM**

#### GOALS:

The goal of the Capital Community Development Project funds are directed at improving the economic conditions within the Port of Woodland District through the following opportunities:

1. Economic Development- focus on attracting new businesses (priority to medium and high wage/family wage jobs), number of jobs to be created, amount of investment to create jobs. You will need to document this criterion, if checked.

2. Stewardship- project development, management and oversight that is a direct benefit to the betterment of Woodland and the Port District.
3. Increasing the tax base beyond current trends/rates. Please document how you derive this criterion.
4. Improving the quality of place of creating an attractive community to enhance the marketability to new businesses. Quality of place may include improving education, health, and beautification regionally. Quality of place should be directed district-wide, community-wide rather than neighborhood based.

#### Criteria:

The Port Commission will use the following criteria in selecting the amount of funding to **new** community projects or programs and is at the sole discretion of the Port Commission to fund any portion of to all of the request. All requests must include cost estimates or quotes with the application to be considered complete.

1. Applicants that have a proven track record of successful project or program implementation and having a proven history of positively impacting the Port District region.
2. The Port Commission, at their sole discretion, hold a specific percentage of funds for the fall allocation and will be determined on an annual basis.
3. Required presentations to the Commission will be limited to 15 minutes each and 5 minutes for questions.
4. The funds shall be used only for the applicant and cannot be re-granted, donated or reprocessed to other organizations, projects or programs that are not within the application. Any such violation will require repayment in full of funding to the Port of Woodland.

#### Reimbursement Requirements:

1. Applications must include a completed W-9, proof of current nonprofit status (if applicable), and board/official configuration. Applications without information will be disqualified.
2. For new programs and projects approved by the Port Commission, the Port will send a letter to the applicant confirming approval and contract terms.
3. Successful applicants will be required to submit all documentation and receipts for reimbursement to the maximum amount allocated by the Port Commission.
4. At the end of the project/program, the applicant is required to provide a letter to the Port detailing how the funds were used along with an overview of the project/program impact to the Port District.
5. The applicant agrees to promote the Port of Woodland including the use of the Port's logo, and including sponsorship notation or stating the financial support by the Port for the project/program.
6. The funds cannot be used for organizational operational expenses such as rent, salaries, utilities, and other monthly/annual regular expenses.

# Capital Community Development Project Application Form 2019

Applicant: \_\_\_\_\_

Please identify which application period you are submitting to:

Spring  Fall

Are you applying as a:  Non-profit  Government  Special Purpose District

Tax ID: \_\_\_\_\_

Do you serve/reside within Port of Woodland District?  Yes  No

Primary focus of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project name: \_\_\_\_\_

Date of Project/Event/Program: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_ Funds Requested: \_\_\_\_\_

Matching Funds:  Yes: Amount/Value \_\_\_\_\_  No

Secured  Applied  Planned: \_\_\_\_\_ \$ \_\_\_\_\_

Secured  Applied  Planned: \_\_\_\_\_ \$ \_\_\_\_\_

Secured  Applied  Planned: \_\_\_\_\_ \$ \_\_\_\_\_

Secured  Applied  Planned: \_\_\_\_\_ \$ \_\_\_\_\_

Have you received other funds from the Port of Woodland?  Yes  No

If yes, when and for what? \_\_\_\_\_

Have you received Port of Woodland Capital Community Development Funds in the past?  Yes  No

In-Kind:  Yes: Amount/Value \_\_\_\_\_  No

What is the primary purpose of your request for Capital Community Development Project funds?

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What benefit do you provide as an organization to the community?

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How does the project move the Port of Woodland mission further of “supporting the economic growth of a diverse array of businesses, industries and services that enhance the District” (if providing statistics, data, numbers- please ensure you provide all information and source of information)?

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Please identify which required economic conditions identified in the Requirements of Program will be met by your project. Explain how the conditions are met including data resources. Attach additional documentation if needed to meet this criterion.

- Economic Development
- Stewardship
- Increasing Tax Base
- Improving Quality of Place

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How does your request to the Port of Woodland meet your organization’s goals and objectives?

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Does the organization/entity have a board or committee? If so, please attach the names of all members of board/committee on a separate sheet.  Yes  No

Does your organization have a website?  Yes \_\_\_\_\_  No

Does your organization use social media? If so, which sources.  Yes  No

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Please provide recent (current to 3 years) data/information of successful projects that the organization has managed or been a partner to:

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For events, where will the event be held/located? \_\_\_\_\_

Do you have promotional material, flyers, advertising, etc. for your event?  Yes  No

Did you include your completed W-9 form, Board/Official configuration, and (if applicable) proof of nonprofit status?  Yes  No

Please list who will be presenting to the Port of Woodland Commission on behalf of the organization:

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Name

Contact Information

By signing this application, the applicant fully understands the requirements and conditions of the Capital Community Development Program. In addition, if approved, you will enter into a contract with the Port of Woodland to meet all the terms and conditions of the CCDP to be eligible for reimbursement. No funds will be provided to your organization prior to the contract being completed and required documentation submitted to the Port of Woodland.

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Authorized Signer's Name and Position

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Date