



Port of Vancouver USA

Community Fund Application 2024

Applications due Monday, January 22, 2024

Instructions

1. Answer each question as requested below. If you need more room, attach additional sheets.
2. Attach all required documents
3. Sign and date application
4. Send or deliver completed application to:
Nicole Lutton, Grants Specialist
Port of Vancouver USA
3103 NW Lower River Rd.
Vancouver, WA 98660
Or scan and email to: nlutton@portvanusa.com

Organization

Name _____

Address _____

City _____ County _____ State _____ Zip/postal code _____

Website _____

Organization is a: _____ non-profit (501c3) group _____ community group

Does the applicant group serve/reside within the [port district](#)? (Funds must be used within the port district.)

___yes ___no

Short description of organization's purpose/focus:

Organization Representative/Contact:

Name _____

Address _____

City _____ County _____ State _____ Zip/postal code _____

Phone: _____ Email: _____

What is your role in the organization? _____

Name of project:

Date of project/event/program if applicable:

Total project cost: _____

Total funds requested through the Community Fund:

Does your project offer funds to be matched with port funds? If so, please explain the match below: (See “additional points” in Program Overview document.)

Identify which required goal(s) are met by your project. Check all that apply:

_____ Economic development

_____ Tourism

_____ Workforce and skills development

_____ Diversity, equity and inclusion component

How will the Community Fund help further your project?

How does your project support the port's mission and goals outlined in the Port of Vancouver [Strategic Plan](#)?

Will the Community Fund help fill a funding gap in your project/event/program? If so, please explain:

Does your organization have a board of directors or oversight committee? If so, please attach the names and affiliations of all members on a separate sheet of paper.

_____ yes _____no

Is your organization on social media? If so, list platforms _____yes _____no

If your request is for an event, where will the event be held/located and on what date or time of year?

How will you promote your event?

What opportunities are available to promote the port's involvement? (Website/social media, logo on flyers, newsletter mention, attend event/port speaker at event, etc.)

Does your project have an equity component whereby it assists an underserved or disadvantaged community or population?

By signing this application, the applicant fully understands the requirements and conditions of the Port of Vancouver USA's Community Fund program. In addition, if approved, you will agree to meet all the terms and conditions of the Community Fund to be eligible for reimbursement. No funds will be provided to your organization prior to completion of required documentation submitted to, reviewed and approved by the Port of Vancouver USA.

Authorized Signer's Name and Title

Date

Documents to Attach:

- Completed W-9 form (required of all applicants)
- Proof of non-profit status (if applicable)
- Board configuration (if applicable)

Questions? Please contact Nicole Lutton, Grants Specialist, 360-823-5322, or nlutton@portvanusa.com.