

2024-2025 City of Canby Business Enhancement Grants

The City of Canby has opened the Business Enhancement Grant Program for fiscal year 2024-2025. The program was created to assist local, Canby businesses. The grant can be spent on projects, programs, events, or equipment that further improves or enrich the business. **The City of Canby has a Business Enhancement Grant for local businesses within City limits.**

Local businesses seeking funding from the Business Enhancement Grant program must be located within Canby city limits and the funding must be put toward a project also located within city limits that supports and engages the Canby community. Grant applications should focus on capacity building, program creation, investments in equipment, innovative or expansion programming.

Any and all changes to projects, programs, or events funded by the Business Enhancement Grant must be approved by City of Canby Economic Development staff. If the scope of the grant-funded work is changed without approval from the Economic Development department, the applicant may not be eligible to apply for the Business Enhancement Grant in the future.

INSTRUCTIONS

- Completed application packets must be received **Monday, January 6th at 4:00p.**
- A complete, descriptive, and thorough application is important – this includes:
 1. Filling out the application form.
 2. Signing and electronically submitting applications by the deadline date.
 3. Providing a W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
 4. Supplemental information including a narrative and demonstration of the financial need for event, program, or project which best supports the request should be included. *Not to exceed 5 pages.*
- Applicant must be an authorized representative of a local, Canby business.
- Applications can be mailed to **City of Canby, Attn: Tyler Nizer, PO Box 930, Canby, OR 97013** or emailed to NizerT@CanbyOregon.gov.

CONTACT INFORMATION

Contact Name:		Title:
Phone:	Email:	
Street Address:		
City:	State:	Zip:
Mailing Address (if different):		
City:	State:	Zip:

- I have previously applied for a Business Enhancement Grant** (if you have previously applied for a Business Enhancement Grant, you are still eligible to apply. This assists the City of Canby in prioritizing projects).

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BUSINESS INFORMATION

<i>Business Name:</i>
<i>Federal EIN:</i>

FUNDING REQUEST

Awards to eligible applicants will be made as a grant.

<i>Amount of Funding Requested:</i>
<i>Total Project Cost:</i>

CERTIFICATIONS AND REPRESENTATIONS

The information in this application, including all attachments and certifications, are to the best of the knowledge of the undersigned complete, current, and accurate.

The applicant certifies that:

- The applicant is an authorized representative of a business located within Canby city limits.
- The project, program, or event improves and enriches Canby, builds capacity, encourages innovation, creates programming, or investments in equipment.
- The applicant and project, program, or event is compliant with all federal, state, and local laws and will be held in compliance with all federal, state, and local laws.
- The applicant understands that these grant awards may be taxable.
- The applicant will only use these proceeds for expenses outlined in the grant application and approved as an eligible project - any and all changes to Business Enhancement Grant-funded must be approved by Economic Development staff. In the event that the applicant uses grant funds for expenses that are not approved by the City, the City may require reimbursement of the entire grant fund amount or any portion thereof.
- The applicant has a current Canby Business License.
- The applicant agrees to provide, at the completion of the project, program, or event for which the grant funds are used, a final report to include a narrative, questionnaire, financial report, and photos.
- The applicant understands that, if selected as a recipient of a grant award, the applicant will be required to enter into a grant agreement with the City prior to the disbursement of the grant award.

The City of Canby reserves the right to request additional documentation from the applicant to verify the accuracy and authenticity of the information provided. The City of Canby has the right to award or not award grants at its sole discretion. Any submission for a grant is not a guarantee of an award. The City of Canby reserves the right to cancel the grant program at any time.

GENERAL CERTIFICATION

I certify to the best of my knowledge that all information contained in this application, including all attachments and certifications, is valid and accurate. I further certify that to the best of my knowledge the application has been reviewed and approved by the authorized business representative.

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<i>Signature:</i>	<i>Date:</i>
<i>Printed Name:</i>	

Narrative (include overview of event, program, and/or project; estimated outcomes; anticipated community impact; and timeline of work):

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Explain how this project will build capacity, encourage innovation or expansion, create new programming, or investments in equipment:

How will this project benefit Canby? Explain how the event, program, or project will enhance and support Canby's unique history, culture, education, diversity, arts, needed services, or community involvement:

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Explain how the proposed work will promote community involvement (with diversity, equity, inclusion, and belonging at the forefront) to ensure all of Canby's unique and diverse residents benefit from the projects funded by the Canby Community Enhancement Grant:

Demonstrate the financial need (include budget details, financial match, and/or in-kind match):