



2019 URBAN RENEWAL “Call for Projects” GRANT APPLICATION INSTRUCTIONS

March 11 – April 17, 2019

The La Grande Urban Renewal Agency (URA) is accepting grant applications for project funding assistance until **5:00 p.m. on April 17, 2019**. Applications may be emailed to KVanCleave@cityoflagrande.org, or mailed or hand-delivered to the Economic Development Department located on the second floor at City Hall located at 1000 Adams Avenue.

Only the official URA “Call for Projects” (Revitalization Incentive Program) Funding Application will be accepted. **Please note that we are asking you to use the application for all information and to follow the word limit. If the word limit is exceeded, the application will be rejected. No additional sheets will be accepted for each question. Points are possible for a Business Plan. Use the Business Plan Template provided as part of the application packet or at this link [\(Business Plan Template\)](#)** Pictures of the property, as well as construction plans may also be provided. The on-line/fillable application is available on our website at: <http://www.cityoflagrande.org/muraProjects/muraLAG/lagcity/index.cfm/city-offices/community-development/>

Late or incomplete applications will not be considered. Applicants are encouraged to submit applications prior to the deadline for review. Incomplete applications received prior to the deadline will be returned to the applicant with comments and may be revised and returned by the April 17, 2019 deadline.

This is expected to be a competitive round of funding. Program funding is limited and is subject to the approval and adoption of the La Grande Urban Renewal Agency’s 2019-2020 Budget.

General project funding criteria:

- Projects must be physically located within the URA District boundaries. District maps are available on the City’s website: www.cityoflagrande.org.

- Eligible projects must have a minimum of \$10,000 in total project costs. The maximum funding available for any one project is 50% of total project cost, up to \$50,000 (\$75,000 for projects using primarily Union County contractors). Projects located at the La Grande Business and Technology Park may be eligible for up to \$100,000 in funding depending on the specific location within the Park and whether or not Union County contractors are used.
- Funding is on a reimbursement basis only and will require an agreement between the applicant and the URA prior to project start. Funding is expected to be available after July 1, 2019. Projects that are for downtown historic building façade improvements should contact the Economic Development Department or La Grande Main Street Downtown located at 102 Depot Street.
- Typically work on a project cannot commence nor be eligible for reimbursement until an award is made and an agreement signed by the applicant and the District Manager. However, with prior written approval, and following the submission of a completed application, projects MAY be allowed to commence prior to consideration by the Agency at the applicant's own risk.
- No applicant is guaranteed to receive any or all of the funds requested, even if permission to commence work is approved.
- The La Grande Urban Renewal Agency will convene a special meeting at 6 pm on Wednesday, June 26, 2019 at City Hall located at 1000 Adams Avenue to review the applications. This meeting date is tentative and may change. Applicants will be notified in writing of the actual meeting date when set. All submitted materials are considered public documents with the exception of those documents or sections of documents specified on the application.

Questions should be directed to Christine Jarski, Community & Economic Development Director; 541-962-1307; cjarski@cityoflagrande.org.