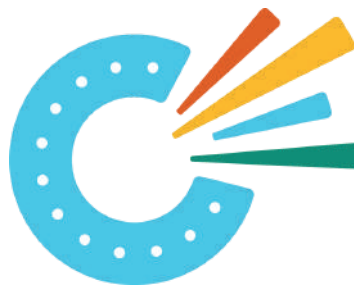


THE EXPERIENCE CHEHALIS

SMALL EVENT MICRO-GRANT PROGRAM





Experience Chehalis Small Event Micro-Grant Program

INTRODUCTION & INSTRUCTIONS

The Small Event Micro-Grant is offered by Experience Chehalis, a Main Street community. This program is offered to downtown business owners who host an event at their business within downtown Chehalis. Experience Chehalis works to support and foster the health and viability of our business community, and our Small Event Micro-Grant aims to encourage businesses to initiate events to increase commerce and visitors to our downtown.

The Small Event Micro-Grant is managed by our Economic Vitality Committee, whose role includes providing opportunities for business support and development.

Our grant program is funded, in part, by local businesses taking part in the Main Street Tax Incentive Program. Businesses can donate to Experience Chehalis and receive a tax credit in the amount of 75% of their donation the following calendar year. More information is available online at the [Experience Chehalis website](#).

1. Who is eligible?

1. Owner(s) of a business - Each business is eligible for 75% match of project costs up to \$500 (total event costs can exceed this threshold).
2. A business owner with multiple businesses may apply for funds for each business in downtown Chehalis.
3. Business must be located within Experience Chehalis's "Main Street Program" Area (see attached map on pg. 3).
4. While this grant program focuses on events by business owners, non-profits may be considered on a case-by-case basis if their application fits the scope and purpose of the grant program.

2. What is eligible?

Eligible grant expenses may include supplies, promotion, and/or additional staffing costs incurred by hosting an event at a downtown business. Events must be independent of existing downtown community events (e.g., events cannot be during ChehalisFest or the Santa Parade). Events may be hosted during or outside of normal business hours. Alcohol will not be reimbursed.

3. What grant funds are available?

1. No more than \$500 total grant funds will be awarded to a single business within a year.

4. When will grants be available?

1. The application process will be open as long as funding is available; funding cycle is based on calendar year and evaluated on an annual basis for renewal.

5. What are the limitations?

1. Funds will be reimbursed after event costs have been submitted.
2. Grants cannot be used to reimburse alcohol and similar purchases, although a business can use their own funds for these purchases.

6. What is the application process?

1. Submit grant application and materials to info@experiencechehalis.com.
2. Grant Committee reviews all applications and presents recommendations to Experience Chehalis Board.
3. The Experience Chehalis Board makes final decision for award of grants. Grant applicants are notified of the grant awards.
4. Within 30 days of event, the applicant must submit to the Grant Committee receipts showing payment for all project expenses. The Grant Committee reviews the documentation and makes a recommendation for payment to the Experience Chehalis Board.
5. A reimbursement check (not to exceed \$500 per event) will be mailed to the name of the applicant(s) as stated on the grant application form.

7. What is included in the application?

Initial application submitted to the Grant Committee must include:

- Completed Small Event Micro-Grant Application Form
 - A proposed itemized budget. Receipts detailing cost of event must be submitted after the event takes place.
 - Completed and signed Small Event Micro-Grant Agreement (included in application packet)
- A completed survey is required following the event.

8. Program Administration

The Grant Committee is responsible for overseeing review of all applications and is responsible for administration of the Small Event Micro-Grant Program. The Experience Chehalis Board awards grants and has final authority for the disbursement of funds.

Need more information or resources?

Contact Experience Chehalis by e-mail: info@experiencechehalis.com.



experience
CHEHALIS
**Main Street
District Map**

Adopted July 18th, 2019

Experience Chehalis Small Event Micro-Grant Project Application

Date Received: _____

BUSINESS NAME			
EVENT NAME			
GRANT FUND REQUEST	\$		Grant fund request is 75% match of total project cost, up to \$500
TOTAL EVENT COST	\$		
EVENT DESCRIPTION			

APPLICANT			
NAME:		DAY PH.	
MAILING ADDRESS:			
E-MAIL:		CELL PH.	

CONTACT PERSON			
NAME:		DAY PH.	
MAILING ADDRESS:			
E-MAIL:		CELL PH.	

EVENT INFO			
EVENT DATE		EVENT HOURS	
MATCH REQUEST	\$	TOTAL EVENT COST	\$

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

- Completed Small Event Micro-Grant Application Form
- Completed Small Event Micro-Grant Agreement
- Agreement to complete and submit Survey following event

Experience Chehalis Small Event Micro-Grant Agreement

The undersigned business owner acknowledges the applicant as:

_____ and affirms that:

Applicant name(s)

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the Experience Chehalis’s Small Event Micro-Grant Program: introduction, requirements and conditions.
3. I (we) agree to comply with all requirements and conditions.
4. Grant award may be noted in Experience Chehalis social media and press releases.

A. Printed Business Owner

Name*: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner Signature: _____ **Date:** _____

**Owner as determined by the Lewis County Tax Assessor's Office*

WA ST Business License #: _____

