



## **PARTNERS IN ECONOMIC DEVELOPMENT NON PROFITS**

### **PROGRAM PURPOSE**

The Chelan Douglas Regional Port Authority (CDRPA) is a regional leader in efforts to achieve long-term economic vitality for Chelan and Douglas Counties.

Effective economic development requires a dynamic synergy of people and organizations working together. The CDRPA acknowledges that nonprofits play a unique role, extending deeply into communities in a way no other entity can. The CDRPA has created the Partners in Economic Development Program to make strategic financial investments in nonprofits contributing to economic development.

The Partners in Economic Development Program is an annual grant program created to:

- Help start, scale, and/or improve programs that measurably contribute to the economic vitality of Chelan and Douglas Counties; and
- Fund capacity building to enhance long-term sustainability of organizations that have missions contributing to economic development in Chelan and Douglas Counties.
- Support tourism efforts that attract visitors from outside Chelan and Douglas Counties.

### **ELIGIBLE ORGANIZATIONS**

To qualify for potential funding through this program, an organization must be a nonprofit and provide proof of a current/active Washington State Secretary of State corporate registration. For organizations with an IRS tax-exempt status, they must be in good standing and provide proof of submission of their most recent Form 990.

### **ELIGIBLE PROGRAMS**

Programs that qualify must:

- Measurably contribute to the economic development of Chelan and Douglas Counties. Examples include projects that will:
  - Retain and/or create living-wage jobs.
  - Stimulate private sector capital investments.
  - Infrastructure investments that directly support economic development.

- Strategic planning efforts which have a strong probability of achieving measurable economic development results.
- Support tourism efforts that attract visitors from outside Chelan and Douglas Counties, when possible. Funding can be used if necessary, to cover event expenses, that without Regional Port support, the event could not be held.

## **PRIORITIES**

The CDRPA will prioritize proposals that fulfill one or more of the following:

- Address a proven need or gap;
- Illustrate a strong proof-of-concept for achieving measurable economic development impact;
- Demonstrate sustainability without continued financial support from the CDRPA;
- Demonstrate collaboration/partnership with other public and private entities;
- Clearly contributes to the long-term sustainability of an organization whose mission furthers economic development;
- Has membership dues as part of their funding structure;
- Nonprofit organizations that serve rural communities in Chelan and Douglas Counties.

## **REQUEST GUIDELINES**

- Proposals are typically funded between \$5,000 and \$20,000.
- Partial funding for a larger program may be requested; however the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year programs may be submitted, but a new proposal must be submitted each year with subsequent requests contingent upon availability of funds and satisfactory progress toward meeting program objectives.

## **FUNDING & DISBURSEMENT**

- For fiscal year 2024, the CDRPA has set aside \$50,000. Applications can be submitted for funding at any time until the fund is fully allocated.
- The CDRPA will reimburse funds quarterly by invoice. If an up-front investment is required, organizations should indicate the distribution plan necessary (and why) on the Application Form.
- Total Tourism Funding Requests are limited to 50% (\$25,000 for 2024) in any fiscal year.

- Successful tourism grants are limited to no more than two approved requests over a five-year period.

## **PROPOSAL REQUIREMENTS**

An organization must submit the **Application Form** to:

Chelan Douglas Regional Port Authority  
Attn: Brooke Lammert  
285 Technology Center Way, Suite 202  
Wenatchee, WA 98801  
[brooke@cdrpa.org](mailto:brooke@cdrpa.org)

## **EVALUATION CRITERIA**

- Adherence to proposal and submission requirements.
- Retain and/or create living wage jobs.
- Stimulate private sector capital investments.
- Infrastructure investments that directly support economic development.
- Strategic planning efforts which have a strong probability of achieving measurable economic development results.
- Tourism related applications must be able to demonstrate strategies for attracting visitors from areas outside Chelan and Douglas Counties.

## **FUNDED PARTNER EXPECTATIONS**

- Organization will enter into Partner Agreement defining expectations and Scope of Work
- Verbal presentation may be requested at a CDRPA Board of Directors Meeting

## **PROPOSAL TIMELINE**

Grant Applications will be evaluated by Regional Port staff and provided to the Board of Directors during an open public meeting for approval.

## **QUESTIONS**

Questions related to this program should be directed to Brooke Lammert, Economic Development Specialist, 509-884-4700 or via email at [brooke@cdrpa.org](mailto:brooke@cdrpa.org).



**Partners in Economic Development Program  
Nonprofits Application Form**

Organization Name:

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Organization Address:

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Organization Phone Number:

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Program Title:

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Program Contact:

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Contact Phone:

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Contact E-mail:

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Contact Title/Position:

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Is the Organization a dues paying entity? (Do members pay dues as part of membership requirement)  Yes  No

Investment request is to fund:

- Starting, scaling, and/or improving program/project
- Capacity Building (Investment in future sustainability)
- Other (Please Specify Below)

Provide a program description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how program/project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

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Program Start Date (if applicable):

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Program End Date (if applicable):

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Program timeline/milestones (by quarter):

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Total Program Cost:

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Requested Port Funding:

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Budget total, broken out by category. (Note: Indirect costs are not allowed)

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Is this request for partial funding of a larger project? If so, identify other funding **requested** for this project (entity, amount requested and anticipated award date), and other funding **secured** for this project (source, amount secured).

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Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

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If this program is not funded at the full requested amount, how will the organization adjust for less funding?

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Expenses are reimbursed quarterly by invoice/report; explain if another option is needed:

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Definition of success of the project/program, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics. If a tourism related project, please provide how your organization will substantiate attracting visitors outside Chelan or Douglas Counties:

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Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

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**In addition to a completed Application Form, please provide the following:**

1. Strategic Plan including mission and goals;
2. Current year budget (including all income and expenses by category);
3. Upcoming (proposal) year budget (including all income and expenses by category);
4. List sources of support (especially if public sector);
5. List of Board members;
6. Active WA Secretary of State corporate registration;
7. IRS Tax Determination Letter (if none, explain); and
8. Most recent federal tax filing (IRS 990 cover page or 990-N post card), if applicable.

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).

Questions related to this program should be directed to Brooke Lammert, Economic Development Specialist, 509-884-4700 or via email at [brooke@cdrpa.org](mailto:brooke@cdrpa.org).