



## **PARTNERS IN ECONOMIC DEVELOPMENT LOCAL GOVERNMENTS/MUNICIPALITIES**

### **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 local governments play an important role in economic development. The CDRPA has created the Partners in Economic Development Program to make strategic economic development investments in rural communities in Chelan and Douglas Counties.

### **ELIGIBLE ORGANIZATIONS**

To qualify for potential funding through this program, an organization must be a municipal corporation located in Chelan or Douglas County and recognized by the Washington Secretary of State as an active municipal corporation.

### **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.

### **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;

- Local governmental match as a percentage of the overall project cost;
- Clearly contributes to the economic vitality of the local community;
- Economic development projects in rural communities in Chelan and Douglas Counties.

## **REQUEST GUIDELINES**

- Proposals are typically funded between \$5,000 and \$30,000.
- Partial funding for a larger project may be requested; however, the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year projects 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**

- The CDRPA has set aside \$40,000 as an opportunity fund to assist with emerging projects during fiscal year 2023.
- Applications can be submitted at any time until the fund is fully allocated.
- The CDRPA will reimburse after the project has been completed. If a quarterly or up-front investments are required, the local government should indicate the distribution plan necessary (and why) on the Application Form.

## **PROPOSAL REQUIREMENTS**

Local government must submit the attached **Application Form**.

Proposals may be delivered in one of three methods:

- Electronically (PDF only)
- Mailed (3 printed copies)
- Delivered in-person (3 printed copies)

Chelan Douglas Regional Port Authority  
Attn: Sarah Deenik  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802-9290.

## **EVALUATION CRITERIA**

- Overall merit and quality of proposal
- Clear expectation of how program achieves measurable economic development impact
- Likelihood of achieving defined metrics/deliverables
- Demonstrated justification of requested funds

## **FUNDED PARTNER EXPECTATIONS**

- Local government will need to enter into a Partner Agreement defining expectations and Scope of Work
- Final report completed and 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 Sarah Deenik, Communications Coordinator & Finance Specialist, 509-884-4700 or via email at [sarah@cdrpa.org](mailto:sarah@cdrpa.org).



**Partners in Economic Development Program  
Local Governments/Municipalities  
Application Form**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Program Title: \_\_\_\_\_

Program Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Title/Position: \_\_\_\_\_

Investment request is to fund:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Start Date (if applicable): \_\_\_\_\_

Project End Date (if applicable): \_\_\_\_\_

Program timeline/milestones (by quarter):

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Total Project Cost: \_\_\_\_\_

Requested CDRPA Funding: \_\_\_\_\_

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

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Expenses are reimbursed after the project is completed by invoice/report; explain if another option is needed:

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Definition of success of the project, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

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

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