

**AGENDA**  
**ECONOMIC DEVELOPMENT COMMITTEE**  
**TUESDAY, SEPTEMBER 25, 2018 – 6:30 P.M.**  
Lowell City Hall, 107 East 3<sup>rd</sup> Street, Lowell, Oregon

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
  - a. July 16, 2018
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
  - a. Community Grant Program Applications – Discussion/Possible Action
  - b. RAIN Oregon Program Expansion – Discussion
  - c. The Ford Family Foundation Technical Assistance Grant – Discussion
- 6. OTHER BUSINESS**
- 7. ADJOURN**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Clerk, Joyce Donnell, at 541-937-2157.

**City of Lowell  
Economic Development Committee Meeting Minutes  
Monday, July 16, 2018  
Lowell City Hall**

**Call to Order: 6:36 PM by Committee Chair Bjornstad**

**Committee Members Present:** Jerry Bjornstad, Michael Galvin, Robert Burr, Lisa Bee Wilson, Bill George

**Approval of Minutes – Robert Burr moved to approve the minutes from June 4, 2018 second by Michael Galvin. PASS 4:0**

**Old Business:**

- **Consider Rural Development Initiatives Proposal for Small Business Organizational Assistance** – CA presented proposal including a breakdown of funding sources as follows: \$5,000 – The Ford Family Foundation Technical Assistance Grant, \$1,500 – RDI Business Retention/Expansion Program, and \$500 from the City of Lowell. **Jerry Bjornstad moved to approve proposal and budget as written, second by Michael Galvin. PASS 5:0**

**New Business:**

- **CA will present information from his conference on Branding and Marketing at next meeting.**

**Other Business: None**

**Adjourn: 6:45 PM**

---

Chair Jerry Bjornstad

---

Attest: Jared Cobb, City Recorder

## Community Grant Program

The Community Grant Program (CGP) exists to stimulate and assist local non-profit organizations and businesses with community projects, economic development activities, and special events in Lowell. The objective is to help organizations and agencies undertake activities that would not be considered without special funding. It is specifically designed to provide “seed” funding and invest in activities, projects, and events that have the potential for growth and self-sufficiency.

Program funds are derived from the Lane County Rural Tourism Marketing Program (RTMP) and the City’s share of transient room taxes. These funds are invested back into the community through designated projects and events that will enhance visitor appeal, increase local business activity, and encourage overnight stays.

### Eligibility Criteria

The program provides non-profit organizations and businesses resources for the following activities:

- Beautification of public property (i.e. benches, bike racks, planters, in public right-of-way)
- Tourism promotion and tourism related facilities
- Special events

### Priorities

The City of Lowell is interested in funding organizations that demonstrate they have planned their projects with respect to the community’s overall needs. Grant applications should keep in mind that priority is given to projects that:

- Attract visitors from outside the community
- Create additional overnight stays within the Lowell area
- Includes or involves multiple community and tourism partners
- Leverages additional dollars or resources
- Self-sustaining, have growth potential, or builds capacity
- Measurable or attainable Return on Investment (ROI)

### Maximum Grant Request

The program has been allocated \$3,000.00 for Fiscal Year 2017-18. Organizations may request up to \$2,000.00 per eligible project. The maximum allowable grant award is reviewed on an annual basis by the Economic Development Committee and may be adjusted, as necessary.

### Application Process

Grants are made on a rolling basis throughout the fiscal year until funding is exhausted. Applications are reviewed, scored and recommended by the Economic Development Committee at their monthly meeting. To be considered, applications must be submitted at least one week prior to their scheduled meeting, which is the first Wednesday of every month. Final review and approval is provided by the City Council at the following regularly scheduled meeting.

One hard copy of the grant application should be submitted for review. Applicants are required to present their request in person to the Economic Development Committee.

**Distribution of Funds**

Grants are paid to the applicant, not to vendors of products or services. Reimbursements are made only for those expenses itemized in the "Project Budget" upon receipt of paid invoices to the vendor by the applicant. Any changes to the approved budget must be approved by the Economic Development Committee. Decisions are general made within one month of review. Granting period is twelve (12) months from the date of award, with extensions granted upon written request and approved by the City Administrator. Unused funds shall be returned to the Community Grant Program. The City reserves the right to withhold any or all funding if the city determines the project is not proceeding according to the project outline.

**Final Report**

A final written report is required upon project completion. The report should include any reportable information, such as revenue, event attendance, or lodging rentals. When available, photographs should also be provided. Failure to submit a final report may impact future eligibility for program funds.

# Community Grant Program Evaluation Sheet

Applicant: \_\_\_\_\_

Project: \_\_\_\_\_

Reviewer: \_\_\_\_\_

**Reviewer Instructions:**

Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's eligibility criteria and priorities as provided.

Can project be completed within one year of award? Y / N

Does project meet the program eligibility criteria? Y / N

Does project align with the program funding priorities? Y / N

Evaluation Criteria	Notes	Maximum Points	Score
Likelihood of attracting visitors from outside the community		30	
Ability to create additional overnight stays within the Lowell area		30	
Involves multiple community or tourism partners		10	
Leverages additional dollars or resources		10	
Project is self-sustaining, has growth potential, or is capacity building		10	
Project has measurable or attainable Return on Investment (ROI)		10	
<b>Total:</b>			

Additional Notes:

---



---



---

RECEIVED

AUG 20 2018

jb

### Community Grant Program Application

#### Project Sponsor Information

Name: Joyce Weaver Organization: Pine Needlers Quilt Group  
Phone: 541-937-2881 Email: montjoyce@yahoo.com  
Address: 80445 Lost Creek Rd, Dexter Website: www.bbjamquiltshow.wordpress.com

#### Project Details

Request (\$): \$1,200.00 Match (\$): \_\_\_\_\_

#### Description:

We have successfully expanded our quilt show and displayed over 120 quilts this year with free standing equipment. In order to market and increase visitors and "outside" entries we will purchase postcards and posters to be distributed locally as well as statewide. (Sample attached) The purchase of additional crossbars and weighted stand covers will →

#### Project Budget

Request (\$): \$1,200.00 Match (\$): \_\_\_\_\_

#### Line Item Description:

#### Line Item Amount (\$):

- |   |                 |
|---|-----------------|
| 1. <u>Marketing</u>                                 | <u>\$350.00</u> |
| 2. <u>Crossbars &amp; Weighted<br/>stand covers</u> | <u>\$850.00</u> |
| 3. _____  | _____           |
| 4. _____  | _____           |
| 5. _____  | _____           |

allow us to continue to expand the show, as well as provide safety and stability. The additional crossbars will also provide a showcase for an expanding category of "art" quilts for the 2019 quilt show.



**To: City of Lowell, Oregon**  
**Re: Community Grant Funds**

Dear Members of the City Council:

The Pine Needler Quilt Group would like to thank you for approving the Community Grant Program grant funds up to the amount of \$1800. With this generous grant we were able to improve and expand our 14<sup>th</sup> annual quilt show. We estimate that we more than doubled the number of guests (estimated at 330 people this year), with guests coming from Eugene and surrounding communities to see the show.

The members of our quilt group volunteer their time to organize and run the show. Year-round we promote the show via word of mouth, our website at [www.bbjamquiltshow.wordpress.com](http://www.bbjamquiltshow.wordpress.com), our Etsy.com shop, and with printed postcards hand-delivered to local businesses. And, of course, as a result of that we are promoting the town of Lowell.

With our new location in Lundy Elementary Gym, we have the ability to continue to grow the number of quilts on display (this year we had 120 quilts), improve and expand our sale table area, and add additional vendors (which contribute 20% of their sales to the show).

We believe this event showcases the artistic talent of local quilters, and benefits the Blackberry Jam Festival by adding a unique and artistic flair to the event. The Pine Needlers look forward to future quilt shows and continue to work towards improving show logistics, sales, raffle ticket sales, and quilt displays to continue to improve the show.

Again, thank you for supporting our efforts. Attached are a few photos of the event. The invoices for our expenses are attached. Total for reimbursement = \$1,559.35.

Sincerely,  
Lisa Bee-Wilson  
Blackberry Jam Quilt Show Director





# Pine Needlers







# Pine Needlers

