

Port of Arlington

Small Business Assistance Program (SBAP)

Background

The Port seeks to enhance local small business and start-ups with enhanced technical support. In the past few years the Port of Arlington has worked to assist several businesses and business startups. Many businesses need basic support and assistance to get their business affairs in order. Necessary tasks such as developing a business plan, setting up a chart of accounts, learning QuickBooks, and establishing a legal business framework become daunting for these budding entrepreneurs or young businesses. The small business center is a wealth of information but hands-on assistance is needed for specific business issues. The Port seeks to support these local grown businesses with direct, targeted, and efficient assistance so the businesses start on a solid foundation and are established to grow. The assistance can include business plan development and support, legal counseling, accounting setup assistance, and product development assistance.

Program Funding Amount

\$20,000 FY 2019-2020

Eligibility

Business and Startups located in Gilliam County, Oregon

Maximum level of grant funding per applicant is \$5,000.

Grant Funds Uses

Funds will be used to assist each business or startup with needed professional and technical support that can include cost of business plan development, legal advice, accounting advice, accounting software, and product development cost. Funds can also be used for modest acquisitions or construction, conversion, or renovation, of buildings, plants, machinery, and equipment. Funds can be used for micro loans or grants for working capital.

Once a business plan and the organizational structure have been established *the Program can provide additional assistance in the form of working capital, equipment purchases, and or other modest asset acquisition needed to implement the plan.*

Requirements/Conditions

- 1. Quarterly reports, presented to the Board by the grant recipient, are required for the first year. They shall include a financial report and profit and loss spreadsheet along with a written progress report.*
- 2. One year residence in Gilliam County, following approval of the grant.*
- 3. Funds will be distributed on a reimbursement policy. Grant recipient will purchase materials and supplies and bring receipts to the Port for reimbursement.*
- 4. A grant agreement will be prepared by Port Attorney. The agreement will include the conditions of approval along with a clause that the grant recipient will reimburse the Port for all monies received if grant recipient does not comply with the conditions of approval.*

Application/ Proposal

The Applicant’s proposal should include: applicants name and contact information, a brief description of the business and the proposed cost of assistance requested. A Business and Financial Plan must be included with the application in order for the Board of Commissioners to consider approval.

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“Proposal”

Name of applicant:

Applicant’s business structure: Corporation Partnership
 Sole proprietor Other (explain) _____

Name of project:
(Use a brief descriptive title to allow for easy identification of the project).

Contact Person for this project:

Name: _____ Position: _____
Organization: _____ Telephone: _____
Mailing address: _____ E-mail: _____

Describe the Business briefly:

Source of funds for this SBAP project:

Fund Type	Program or Identity of Funds	Amount	%Total
Port of Arlington	Small Business Assistance Program Grant (SBAP)		
Non-Port of Arlington Funds	Other Grants or Loans		
Non-Port of Arlington Funds	Applicant’s Investment - Required		
	Total Project		100%

Explain what exactly the project funds (and especially the SBAP funds) will actually pay for:

How many new jobs do you expect this project to create? _____ jobs