



## WOODBURN ASSISTANCE GRANT NON-PROFIT GUIDELINES

**PROGRAM OVERVIEW:** The City of Woodburn has funded the Woodburn Assistance Grant Program to assist non-profit organizations experiencing increased demand for services and supplies as a result of the Governor's Executive Order 20-12 directly related to COVID-19.

This funding program will provide financial assistance to non-profits that have received **\$5,000 or less** in other CARES funds (Woodburn, Marion County, Oregon Health Authority, Willamette Workforce Partnership, PPP, EIDL, or other programs) and has experienced an increase in demand from Woodburn families and residents impacted by COVID-19.

Funds for this program is limited and will require an application process for consideration. Applications will be reviewed on a first-come, first-served basis and will be accepted until all funds have been distributed.

### **DETERMINE IF YOUR ORGANIZATION IS ELIGIBLE**

**Business Eligibility:** *Check all that apply.*

- ☐ Increased demand for services due to Governor's Executive Order due to COVID-19.
- ☐ Serves Woodburn residents and families in need.
- ☐ Is an eligible 501(c) (3)
- ☐ Has received **\$5,000 or less** of CARES funds.
- ☐

**If you have checked all of the boxes, your organization is eligible to apply.**

### **ELIGIBLE USE OF FUNDS: (CHECK ALL THAT APPLY)**

- ☐ Provide food to Woodburn families and residents impacted by COVID-19
- ☐ PPE for distribution to Woodburn families and residents.
- ☐ Provide other essential services or supplies to Woodburn families and residents impacted by COVID-19 and not currently being provided by another area non-profit.

Describe service or supplies: \_\_\_\_\_

**If you have checked one or more of the boxes, your organization is eligible to apply.**



**APPLICATION PROCESS:** Organizations can submit an online or printed application and **must** provide all applicable attachments for the funding request, including:

- ☐ IRS Determination Letter
- ☐ Mission and Goals Statement
- ☐ Documentation Supporting Increased Demand for Services
- ☐ List of CARES Funds Received
- ☐ Form W-9

**LINK TO APPLICATION:**

**[WOODBURN ASSISTANCE GRANT – NON-PROFIT APPLICATION](#)**

**FOR ADDITIONAL PROGRAM INFORMATION CONTACT:**

**City of Woodburn Economic Development**

**Phone: 503-980-6320**

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