

## Metro Enhancement Grant Eligibility Criteria

**Name of Organization: Oregon City Farmers Market**

Name of Project:	OC Farmers Market SNAP Match
Address:	PO Box 2931 Oregon City, OR 97045
Total amount requested (A):	\$18,500
Match cash (B):	0
Match in-kind (C):	\$ 7,950

The applicant organization must meet ALL of the following criteria to apply for a Metro Enhancement grant. Check to confirm that each condition is met.

<input checked="" type="checkbox"/>	<p>1) The applicant organization must be:</p> <ul style="list-style-type: none"> <li>• a charitable organization – such as a 501 c 3 certified organization or other tax-exempt nonprofit that engages in charitable work</li> <li>• a neighborhood association in the Oregon City</li> <li>• a department of the City of Oregon City</li> </ul>
<input checked="" type="checkbox"/>	<p>2) Application must be in good standing and have a current registration with the State of Oregon.</p>
<input checked="" type="checkbox"/>	<p>3) The project must meet at least <u>one</u> of the 10 Metro project criteria:</p> <p>_____ 1) Result in significant improvement in the cleanliness of the City.</p> <p>_____ 2) Increase reuse and recycling efforts or provide a reduction in solid waste.</p> <p>_____ 3) Increase the attractiveness or market value of residential, commercial or industrial areas.</p> <p>_____ 4) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.</p> <p>_____ 5) Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve the public awareness and the opportunities to enjoy them.</p> <p>_____ 6) Preserve or increase recreational areas and programs within the City.</p> <p>_____ 7) Improve safety within the City.</p> <p><u>  x  </u> 8) Increase employment or economic opportunities for City residents.</p> <p><u>  x  </u> 9) Provide work, training opportunities, or other benefit to youth, seniors and low- income persons or underserved population.</p> <p>_____ 10) Enhance art and culture within the City.</p>

<input checked="" type="checkbox"/>	<p>4) The services provided as a result of the grant must be provided within Oregon City and/or be for the benefit of Oregon City residents.</p> <p>EGPC will likely request that the FM continue to provide a record of recipient addresses.</p>
<input checked="" type="checkbox"/>	<p>5) The proposed project must meet the required project match.</p> <p>The total project cost is in column D. Match required for this size project (M): <u>30%</u></p> <p>Is <math>(B + C) / D \geq M</math></p> <p><math>7950/18,500 = 42\%</math></p>
<input checked="" type="checkbox"/>	<p>6) The proposed project must be completed by June 30, 2023.</p>
<input type="checkbox"/>	<p>7) Letter of support from the entity as described below:</p> <ul style="list-style-type: none"> <li>• A letter of support from affected parties within the geographical boundary of the grant project (e.g., a neighborhood association; business association; or government entity).</li> <li>• A letter of acknowledgement from each City Department that could be affected by the project.</li> <li>• If there is a project partner organization, a letter of support from the project partner should be included.</li> <li>• Written acknowledgment from applicable City Departments that the project meets requirements set forth by the City. Documentation should be included in the application packet.</li> </ul>
<input checked="" type="checkbox"/>	<p>8) Funds must not be used to replace any other public funds - federal, state or local funds.</p>
<input checked="" type="checkbox"/>	<p>9) Is the application signed by an appropriate person?</p>

Letter of support has not yet been received.

Does the proposed project meet the grant eligibility criteria?

☒ Yes      ☐ No



## Community Enhancement Grant 2024-2025 Application

Thank you for your interest in the Metro Enhancement Grant Program. Before filling out the application, please read the Enhancement Grant 2024-25 Program Guidelines for complete instructions and to be sure that your proposal qualifies for funding. Applications received after the deadline will not be accepted. Kindly limit your answers to the space provided.

Please note that your organization may need to apply for city building permits and/or liability insurance coverage to implement your proposed project. *You may be able apply grant funds toward these costs.*

If you have questions, please contact Ann Griffin at [agriffin@orccity.org](mailto:agriffin@orccity.org) or 503-974-5517.

Title of Project Oregon City Farmers Market SNAP Match

Applicant Organization Oregon City Farmers Market

Is this a Non-Profit Organization? Yes ☒ No ☐

Non-Profit Federal tax-exempt ID Number 27-4094762

Address PO Box 2931

City, State, Zip Oregon City, OR 97045

Project Manager responsible for the Enhancement Grant project

Jessica Land

Phone 503-507-4157 Email info@orccityfarmersmarket.com

Chairperson of Governing Board (If Applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature 

*(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)*

## **Proposal Information**

1. Is this your first grant application to the Community Enhancement Grant program?

Yes ☐ No ☐

2. If you answered "No" to Q1, have you received an Enhancement Grant in the last 3 years?

Yes ☒ No ☐

If yes, please describe the grant project(s) for which you received funding.

We had a 10,000 SNAP Match program for 2020 and 2021. In 2023 we were approved for 18,200 which will expire on June 30th, 2024.

These valued funds allowed our market to increase a SNAP match benefit for Oregon City residents who shop our market.

3. Briefly describe the project for which you are requesting funds.

This project has been ongoing for a few years now and we're so grateful because it allows our market to offer an additional 10.00 to SNAP customers. We have the 20.00 Double Up Food Buck match so offering that extra 10.00 makes an impact on folk's ability to shop for greater amounts of fresh produce and healthy EBT approved foods.

4. The proposed project must meet one or more of the following 10 goals. Please indicate which of the following outcomes your project will achieve by marking an "X" or a check mark.

- ☐ 1. Result in significant improvement in the cleanliness of the City.
- ☐ 2. Increase reuse and recycling efforts or provide a reduction in solid waste.
- ☐ 3. Increase the attractiveness or market value of residential, commercial or industrial areas.
- ☐ 4. Results in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
- ☐ 5. Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- ☐ 6. Preserve or increase recreational areas and programs within the City.
- ☐ 7. Improve safety within the City.
- ☒ 8. Increase employment or economic opportunities for City residents.
- ☒ 9. Provide work, training opportunities, or other benefit to youth, seniors, and low income people or other under-served groups.
- ☐ 10. Enhance art and culture within Oregon City.

5. Describe how the proposed project will meet the selected goal(s).

6. Project Period

Beginning Date: 7/1/2024

Ending Date: 6/30/2025

7. How will the community benefit from your project? What is the estimated number of people affected and anticipated outcome(s)?

This allows our SNAP recipients greater opportunities for local food access. It also benefits our farmers and local small businesses, keeping dollars in Oregon City. During the 2023 year we served 1600 EBT clients and expect those numbers to increase as food costs and inflation increase.

8. Briefly describe your organization's prior experience managing similar projects.

We receive grants for our Power of Produce and SNAP operations from individual donors, Clackamas Soil and Water Conservation District, OnPoint Credit Union, the Farmers Market Fund and more. All of these grants require quarterly and final reports. We've managed up to 50,000 per year in grant funding. All of this goes back to serving our community.

9. Describe the measurements you will use to assess the project's effectiveness? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

We will monitor weekly sales and SNAP numbers to determine growth. Our outreach includes many media platforms. We can track this to see what influence it has on our customers and if there is a greater number of SNAP recipients shopping at our market. We host interactive exhibits and WIC at our market as part of the Farm Direct Nutrition Program for women, infants and seniors. We collaborate with Clackamas Volunteers in Medicine and the Cougar Food Pantry at Clackamas Community College. We report all of our program effectiveness to grant funders, proving our funds are distributed ethically.

Our goal is to see a greater SNAP presence at our market which will also include CCC students, 40% of which are food insecure. We want to offer an experience that will allow for nutrition education and a destination for nutrient dense, locally grown foods.

**Proposed Budget**

<b>Project Costs</b>	<b>(A) Grant Dollars Requested</b>	<b>(B) Matching Funds(Cash)</b>	<b>(C) In-Kind Matching Support</b>	<b>(D) Total</b>
Personnel Services (salaries, administration)	4,000		2350	6350
Project Administration costs (clerical, advertising, graphics, printing, postage)	200.00			200
Materials				0
Equipment/Supplies	300.00			300
Construction Costs				0
Event Costs	14,000			16,000
Transportation Costs				
Insurance Costs (if needed)				
Consultants/trainers				
Use the lines below to add any additional costs:				
Porta Potty Rentals			5600	5,600
<b>Totals</b>	18,500	0	7,950	26,450

**10. Proposed Budget.** On the previous page, please describe the project's proposed budget. Please note that matching resources ARE REQUIRED. The total match amount required depends upon the total project cost. Matching funds may be either cash or in-kind. An in-kind match is a form of support for the project that does not need to be directly paid for. For example, the value of volunteer service is considered a match. Volunteer labor may be valued at an estimated rate of \$27.20 per hour.

Total Project Cost	Additional Funding Requirement
\$0 to \$9,999	10% of total project cost
\$10,000 to \$19,999	20% of total project cost
\$20,000 to \$39,999	30% of total project cost
\$40,000 to \$50,000	40% of total project cost

Using your proposed budget from the previous page, please list the Grant Amount Requested, the total Matching Funds (Cash) and total In-Kind Matching Support. The total project cost is the sum of these three amounts.

Grant Amount Requested:	18,500
+ Matching Funds (Cash):	0
+ In-Kind Matching Funds	7,950
= Total Cost of Project:	<del>26</del> 450

(26,450)

**11. Description of In-Kind Match.** List the sources of support for the project’s in-kind match (e.g., volunteer hours and donations). As described in the Enhancement Grant Program Information document, volunteer labor may be valued at an estimated rate of \$27.20 per hour.

Item	Source of Support	Estimated Value (\$)
Volunteer Hours	market volunteers	2,350
Porta Potty Rentals	market monthly bill	5,600

**12.** List all grants applied for in support of this project and commitments confirmed to date.

**13.** Administrative costs are allowed as part of the project. What percentage of Enhancement Grants funds will be used for personnel services or administrative costs? 19%



**Oregon State University**  
**Extension Service**  
**Clackamas County**

**Extension Service – Clackamas County**  
Oregon State University  
200 Warner-Milne Road  
Oregon City, Oregon, 97045

**P** 503-655-8631 | **F** 503-655-8636  
[extension.oregonstate.edu/clackamas](https://extension.oregonstate.edu/clackamas)

May 30, 2024

Dear Enhancement Grant Program Committee:

I am an Instructor with the Oregon State University Extension Service, Family & Community Health Program, based in Clackamas County. I am writing this letter in support of funding requested by the Oregon City Farmers Market (OCFM) to expand its capacity to provide fresh fruits and vegetables to low income, underserved residents through the Double Up Food Bucks (DUFb) program. When SNAP shoppers spend their SNAP benefits (formerly known as food stamps) at the OCFM, they double their benefits, up to \$20 per day, to spend on locally grown fruits and vegetables grown by local farmers. Double Up Food Bucks is a triple win for underserved families, small family farmers, and Oregon's economy.

The OCFM has participated in DUFb since 2016. SNAP shoppers travel from throughout the county to participate in the program. OCFM's DUFb participation numbers and its fiscal impact are significant. During the months of May-October of 2023, the market experienced a total of 1500 SNAP transactions that yielded almost \$27,000 of DUFb redemptions in sales of fresh fruits and vegetables by local farmers.

Increasing the funding levels for DUFb will allow the program to continue to expand its reach to additional SNAP shoppers who desire more fresh fruits and vegetables for their families, but struggle to afford them. The extra revenue generated will continue to support the viability of local farmers and support economic development.

Thanks for your consideration of this request.

Sincerely,

Kelly

**Kelly Streit, MS, RDN**

**OSU Extension Service, Clackamas County**

College of Health|Family & Community Health  
200 Warner Milne Road|Oregon City, OR| 97045

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