

February 16, 2021

Mayor Wayne Fournier  
City of Tenino  
PO Box 4019  
Tenino, Washington 98589

RE: Small City Economic Development Fund Program

The Port of Olympia (the Port) invites the Cities of Bucoda, Rainier, Tenino, and Yelm to participate in its Small City Economic Development Fund Program.

This Port program offers matching funds for use in economic development projects. The Port's 2021 budget provides for a total of \$40,000 in program funds to assist partnership communities with small economic development projects. Each City is eligible for up to \$10,000 for proposals that meet the program requirements.

Please begin the 2021 application process by completing the enclosed form. Information about the program is also enclosed. We suggest the following timeline for this year's Program:

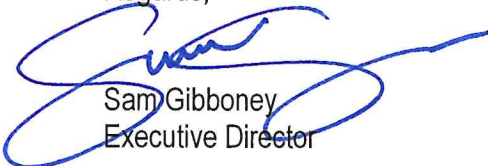
- February 16: Application process opens
- April 5: Deadline for proposals
- April 19: Commission work session
- April 26: Awards made
- December 31: Deadline for submitting all costs from awards

Please plan to attend the Commission work session on April 19th at 2:30 pm to discuss your proposal with the Commission.

Please email [DannyK@portolympia.com](mailto:DannyK@portolympia.com) with your preferred email to address to receive the link to the remote commission meeting on the 19<sup>th</sup>.

If you have any questions, please call Danny Kim at 360-528-8021 or email [DannyK@portolympia.com](mailto:DannyK@portolympia.com).

Regards,



Sam Gibboney  
Executive Director

CC: Interim, City Clerk & Treasurer, Charmayne Garrison.  
CC: Utility/Admin Clerk, Jen Scharber,  
CC: Court/Admin Clerk, Ronna Barnes

## SMALL CITY ECONOMIC DEVELOPMENT FUND

### 1. Applicant Information

City:		
Address:		
Phone:	Contact:	
Date:	Amount Requested:	\$

### 2. Project Information

Title:
Description:
Use of Funds: (e.g. professional services, site readiness, feasibility)

### 3. Benefits / Needs of Project

1) Is project related to job expansion/retention, recruitment or feasibility? 2) Describe job creation: direct or potential impacts? 3) Is it consistent with local or area plans? 4) Is status "ready-to-go," "last-dollars-in," or will help secure other sources, 5) will it help meet developer/business need timeline?
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### 4. Budget

Total cost:	\$	Dollars committed from own/other sources (attach evidence):	\$
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### 5. Schedule

Attach a timeline for the project.
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### 6. Interlocal Government Agreement

Agreement is in place.
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