

We are the Oregon Convention Center.
We are Living Our Go.

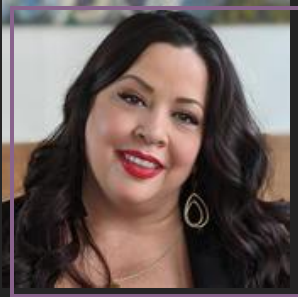
WELCOME

SPACE TO GROW FUND

VIRTUAL INFORMATION SESSION



Meet the team



Michelle Hedegard (she, her)
OCC Director of Equity, Culture, and Comms
Space To Grow Fund Program Manager



Lolitta Brown (she, her)
OCC Sales Manager
Space To Grow Fund Sales Manager



Sabrina Tina Catholina (they, them)
OCC Equity Analyst
Space To Grow Fund Program Support



Monica Pea (she, her)
OCC Director of Sales
Space To Grow Fund Sales + Events Support

Agenda

1. Welcome
2. Program information
 - About, details and key dates, who can apply, requirements
3. Application and review process
 - How to apply, review panel, evaluation criteria
4. Resources and support
5. Questions and answers



About

1. Resource communities of color and other historically marginalized communities
2. Increase cultural, community, or growth outcomes
3. Support event readiness by providing tools, resources, and assistance



Details and key dates

Total funding available

- Up to \$150,000 in in-kind funds

Award amounts

- Up to \$25,000 per event



Details and key dates

Application periods

FIRST ROUND ➤ **February 3, to March 3, 2025**
First awards announced by March 31, 2025

FINAL ROUND ➤ **February 3, to August 15, 2025**
Final awards announced by September 30, 2025

Events not awarded in the first round will be rolled into the next review for final award consideration.



Who can apply

1. Organizations located in and servicing Clackamas, Multnomah, and/or Washington County
2. Organizations demonstrating a commitment to diversity, equity, inclusion and accessibility through their programming, staffing and operations
3. 501(c)(3) non-profit
4. Individuals or groups supporting community-led initiatives without nonprofit status
5. Firm certified by the Oregon Certification Office of Business Inclusion and Diversity (COBID)



Requirements

1. **Events must occur between April 1, 2025, and June 30, 2026**
2. **Events contracted within the past 5 years are ineligible**
 - March 3, 2025, and before
3. **No funding for expenses outside OCC services**
4. **General liability insurance \$2M**
 - Estimated cost: \$200
5. **Post-event reporting on impact**



How to apply

Application steps

1. Apply through the Space To Grow online portal at **OregonCC.org/SpaceToGrow**



oregoncc.org/en/space-grow-fund

ORESON Oregon Convention Center

Calendar Parking Accessibility Eat now Contact

ATTEND PLAN EXHIBIT ABOUT IN THE NEWS

Space to Grow Fund

Space to Grow Fund

Building relationships with local communities to gather and grow using OCC's world-class event spaces.

Michelle Hedegard
Director of Equity, Culture, and Communications
503-731-7924
michellehedegard@oregoncc.org

Building relationships with local communities to gather and grow.

APPLICATIONS NOW OPEN

Unlock the opportunity to host your event at OCC!

The Space to Grow Fund is here to support local communities by providing financial assistance to bring your vision to life at the Oregon Convention Center. Let's make your event unforgettable!

[Apply now!](#)

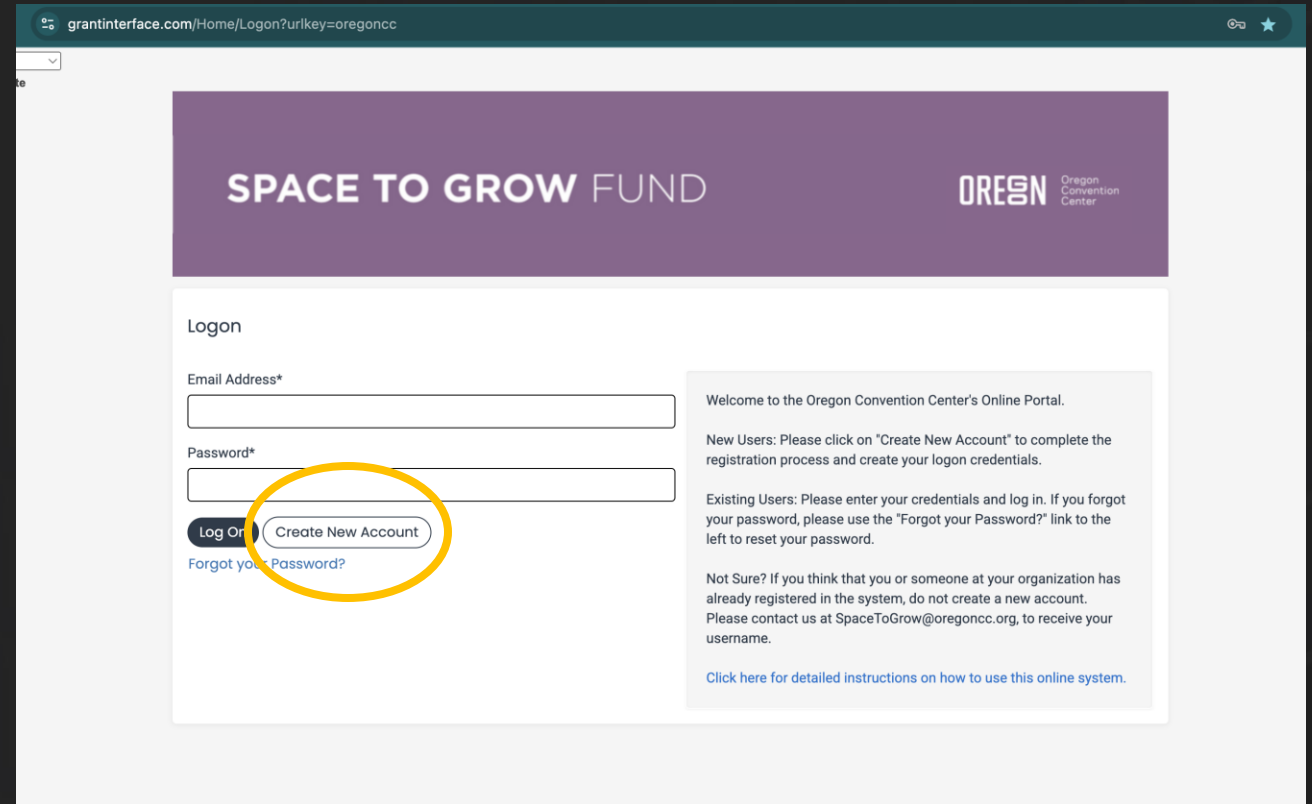
UPCOMING EVENTS

Virtual Information Session
February 20, 2025

How to apply

Application steps

1. Apply through the Space To Grow online portal at **OregonCC.org/SpaceToGrow**
2. Create your account



How to apply

Application steps

1. Apply through the Space To Grow online portal at **OregonCC.org/SpaceToGrow**
2. Create your account
3. Fill out application details



The screenshot shows the Oregon Convention Center application portal. The header includes the OREGON logo and navigation links for SEARCH, TOOLS, COMMUNICATIONS, and REPORTING. The user is logged in as Michelle Hedegard. The page title is 'Application' and it shows the user is viewing the 'Space to Grow Fund Application' under the 'Space to Grow Fund 2025' process. A message indicates that fields with an asterisk (*) are required. The application steps are listed as follows: Logo, Intro; First review deadline: March 3, 2025; Eligibility; and Organization Information. The Organization Information section is expanded, showing the 'Organizational Mission*' field with a text area and a character count of 5,000 characters left of 5,000. Below this are the 'COBID certification(s)' section with checkboxes for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Veteran Business Enterprise (VBE), and Emerging Small Business (ESB). The 'Geographic areas served*' section has checkboxes for Clackamas County, Multnomah County, and Washington County.

How to apply

1. **Applicants can work together on a single request.**
2. Multiple applicants from an organization need to work together on a request.
3. An applicant needs someone else to upload a document, fill out certain questions, or sign off on their request

Collaborate

Invite someone

Email Address

Email address / username of the person you are inviting

Permissions

Can view

Can edit

Can submit

Message

This message from you will be included in the email that is sent to the person you are inviting

Cancel Invite

Review panel

1. Community members
2. Metropolitan Exposition and Recreation Commission (MERC) member
3. OCC staff
4. Travel Portland



Evaluation criteria

Criterion	Questions
Eligibility	<ul style="list-style-type: none"> • Event date range • Geographical location
Equity	<ul style="list-style-type: none"> • Event goals • Methods for measuring their success
Impact Potential	<ul style="list-style-type: none"> • Impact of funding (select) • Impact narrative
Feasibility and Readiness	<ul style="list-style-type: none"> • Mission • Event experience • Audience • Marketing and outreach

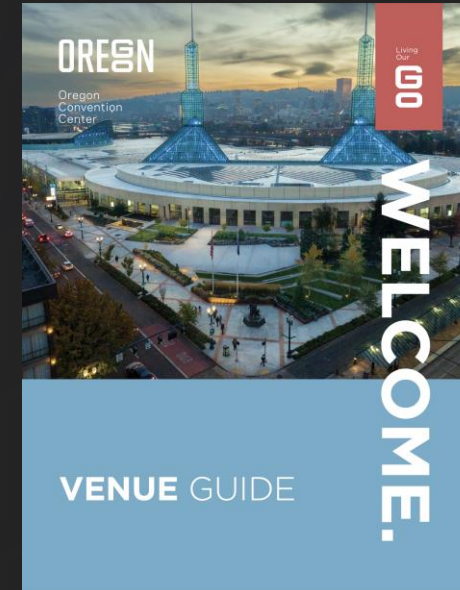
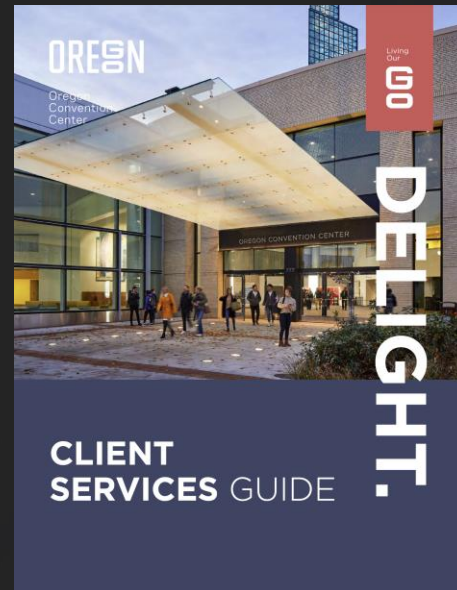
Evaluation criteria

Criterion	Questions
Accessibility and Inclusion	<ul style="list-style-type: none">• Accessible and inclusive
Budget	<ul style="list-style-type: none">• Event budget• Category breakdown• Funding requested

Resources and support

Resources available

- Sample application
- Event budget examples
- Cost and service guides
- Full program guide



Resources and support

Contact us

Email SpaceToGrow@OregonCC.org

Online OregonCC.org/SpaceToGrow

Space to Grow Fund Launch Celebration and Tasting

February 26, 2025, 3:00-5:00 pm

OCC, Portland Ballroom 254



Allan Wambaa (he, him)
Sr. Executive Chef PCIII
Levy Restaurants for OCC and MERC venues

Up to \$25,000 of in-kind event support per award.

Living Our

GO

SPACE TO GROW FUND

PROGRAM GUIDE 2025

Designed to build relationships with local communities to gather and grow using OCC's world-class event spaces.

oregoncc.org/SpaceToGrow

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What questions do you have?



SPACE TO GROW FUND | THANK YOU

Thank you.

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