



Living
Our

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SPACE TO

GROW

FUND

Application Question List

oregoncc.org/spacetogrow

OREGON Oregon
Convention
Center

Space to Grow Fund 2025



2025 Space To Grow Fund

Thank you for your interest in partnering with the Oregon Convention Center to host your event through our Space to Grow Fund. Space to Grow Fund provides an open process for the Oregon Convention Center to support local communities and events through in-kind funding for facility rental and services.

We are committed to a clear and easy application process. **Have questions? Need help?** Check out the resources on our website, attend an information session, or contact us at SpaceToGrow@oregoncc.org

For complete program details and resources for applicants, [visit the Space to Grow website](#).

If you wish to collaborate with other individuals on this request, click the blue "Collaborate" button in the top-right corner. For detailed instructions on the [collaborate feature click here](#).

First review deadline: March 3, 2025

First review of applications, deadline: March 3, 2025 at 5:00 PM PDT.

First awards announced: late March 2025.

Eligibility

Who can apply

Organizations located in and servicing Clackamas, Multnomah, and/or Washington County.

Organizations demonstrating a commitment to diversity, equity, inclusion and accessibility through their programming, staffing and operations.

501(c)(3) non-profit

Individuals or groups supporting community-led initiatives without nonprofit status

Firm certified by the Oregon Certification Office of Business Inclusion and Diversity (COBID): Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Veteran Business Enterprise (VBE), and Emerging Small Business (ESB).

Events attracting over 200 attendees will be prioritized.

An organization may submit multiple applications but is only eligible for one grant per cycle.

Funding requirements

Event must occur between April 01, 2025 - June 30, 2026, at the Oregon Convention Center. Awardees are required to carry general liability insurance for the event period. Applicants must not have hosted their proposed event at the Oregon Convention Center within the last five (5) years.

Events currently under contract (signed before March 3, 2025) are not eligible.

Campaign and proselytizing activities are not eligible.

Confirm eligibility*

Does your application meet the eligibility and funding requirements?

Choices

- Yes
- No

Organization Information

Organizational Mission*

What is your organization’s mission, and how does it align with the goals of the Space to Grow Fund?

Character Limit: 5000

COBID certification(s)

If applicable, select certification(s) your firm has received from Oregon's Certification Office for Business Inclusion and Diversity (COBID).

Choices

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Veteran Business Enterprise (VBE)
- Emerging Small Business (ESB)

Geographic areas served*

What area does your organization serve?

Select all that apply.

Choices

- Clackamas County
- Multnomah County
- Washington County
- Other (specify below)

Specify 'other' if selected above

Character Limit: 250

Event Proposal and Organizational Readiness

Event name*

Character Limit: 100

Event type*

Select all that apply to best describe your event.

Choices

- auction
- breakfast
- concert/performance
- consumer show (e.g. Crafty Wonderland Marketplace, My People's Market)
- convention
- cultural celebration
- dinner
- fundraiser event (gala)
- lunch
- meeting
- public event (non-ticketed)
- public event (ticketed)
- reception
- seminar/lecture
- trade show/exhibition
- other (specify below)

Specify 'other' if selected above

Character Limit: 250

Experience*

Have you hosted an event like this before? If so, describe when, where, and size of audience.

Character Limit: 1500

Awarded events must occur April 1, 2025 - June 30, 2026.

Indicate your preferred event start and end date?

Start date*

Start date

Character Limit: 10

End date*

End date

Character Limit: 10

Estimated # of attendees*

What is the estimated attendance for this event?

(Please include the total attendance for all days if the event is a multi-day event.)

Character Limit: 7

Event goals*

List your event goals. How do the event goals include communities of color or historically marginalized communities.

Character Limit: 250

Event goals*

How will you measure the success of these goals? (Character limit guidance: 500)

Character Limit: 1500

Key activities*

Share a general description of the key activities an attendee can expect at your event.

Character Limit: 1500

Event Audience*

Describe your event's primary audience?

Character Limit: 250

Outreach and marketing*

Describe your strategies for event outreach and marketing. Include partnerships or tools you will use to reach diverse communities.

Character Limit: 3500

Inclusive event space*

Give a specific example(s) of how you will ensure your event is accessible, welcoming, and inclusive.

Character Limit: 1500

Event Budget

Provide an estimated budget for your event, including a breakdown of major cost categories.

Exclude volunteer time and in-kind contributions.

Event Budget*

See applicant resources for OCC rates and examples.

Character Limit: 20

Event budget, breakdown major cost categories*

(Character limit guidance: 1500)

Character Limit: 3500

Funding Request*

Please review the application instructions for details on exclusive services, fees, and examples of events including costs.

Maximum event funding: \$25,000

Amount requested?

Character Limit: 20

Funding request*

What specific event costs will the requested funding cover? (Character limit guidance: 500)

Character Limit: 1500

Impact of funding (select)*

Would the requested funding increase your impact in the areas listed below?

Select all that apply.

Choices

Cultural: cultural celebration, cultural festival, cultural awareness event

Connection: convening, collaboration, celebration

Community investment: education, leadership development, fundraising

Growth: size, scope, reach

Other, specify below.

If 'other' selected above

Specify other areas of increased impact.

Character Limit: 250

Impact of funding (narrative)

If applicable, describe how requested funding will increase your impact in the areas selected above.

(Character limit guidance: 500)

Character Limit: 1500