



# Food Truck Pod Grant REQUIREMENTS

**APPLICATION DEADLINE FEBRUARY 15, 2023**

**For more information contact:**

Tim Wood, Finance Director, 503-856-3413, [woodt@keizer.org](mailto:woodt@keizer.org)

- **ARE YOU A PROPERTY OWNER INTERESTED IN DEVELOPING A FOOD TRUCK POD?**
- **ARE YOU A FOOD TRUCK POD DEVELOPER OR OPERATOR?**
- **WOULD YOU LIKE UP TO \$5,000 TO HELP CREATE THE NEXT GREAT FOOD TRUCK POD?**

**Include copies of the following for this application to be complete:**

- Current (before) photos of the subject property**
- Applicant's W-9**
- Owner Authorization Form (If applicant is not the sole property owner, see page 6)**
- Concept plan, if available (not required)**

## **Grant Purpose**

Food Truck Pods are an evolving trend in the region, offering an attractive amenity to local employees, visitors and residents. This Food Truck Pod Competition offers a grant of up to \$5,000 towards predevelopment work, required studies, and development of a food truck pod within the City of Keizer. Through the grant, the City of Keizer will support the establishment of Food Truck Pods that meet multiple objectives, including small business development, meeting community standards around aesthetics and health, fostering innovation, and building upon models established within the region.

## **Grant Funding & Eligibility**

### **GRANT ELIGIBILITY**

- Property must be located entirely within the City of Keizer.
- Applicants/teams must have some form of site control. If the Applicant is not the owner, enclosed Owner Authorization form must be included.
- Preference will be provided to applicants/teams with prior experience with food truck pod development and operations.
- Preference will be given to properties on River Road.
- Complete applications are due no later than February 15, 2023.

### **GRANT FUNDING & RESPONSIBILITIES**

- The city can provide one 50% matching grant up to \$5,000 in city funds. (For example: \$5,000 applicant match for a \$5,000 city grant equals a total project of \$10,000).
- City staff can assist the Grant Recipient through the pre-development process.
- City will reimburse the Grant Recipient's fully paid expenses up to the grant award amount, once the project is complete. The Grant Recipient must submit all paid receipts to the Program Manager for city reimbursement.

## Grant Funding & Eligibility, Continued

### GRANT USE, EXPIRATION, & REQUIREMENTS FOR FUNDS

- The city grant funds can be used towards predevelopment work, studies, infrastructure and construction of a Food Truck Pod as agreed to in a formal Letter of Commitment to be executed and awarded no later than March 15, 2023.
- If the Letter of Commitment is not executed on or before March 15, 2023 the city is under no obligation to fund the award.
- Grant funds must be expended and receipts provided to City no later than June 15, 2023.

### GRANT EVALUATION CRITERIA Applications will be evaluated based on the criteria below:

1. Proposal's Proximity to Transit
2. Proposal Site Located to Support Nearby Employment Uses
3. Applicant/Team Experience
4. Proposed Site Operations
5. Whether the location is on River Road
6. Proof of Potential Proposal Funding
7. Timeframe to complete the proposal

### GRANT EXCLUSIONS

- Permits and Governmental Fees
- Expenses Incurred Prior to Executed Letter of Commitment

## Application Submittal

### PLEASE RETURN COMPLETED APPLICATION AND REQUIRED SUPPLEMENTAL DOCUMENTS NO LATER THAN FEBRUARY 15, 2023 TO:

Attention: Tim Wood, Assistant City Manager  
By Email: [woodt@keizer.org](mailto:woodt@keizer.org)  
In Person: 930 Chemawa Rd NE  
By Mail: City of Keizer  
Attn: Tim Wood, Assistant City Manager  
930 Chemawa Rd NE  
Keizer, OR 97303



# Food Truck Pod Grant APPLICATION

APPLICATION DEADLINE FEBRUARY 15, 2023

For Internal Use Only: Date Received \_\_\_\_\_

## 1. Applicant Information - Person authorized to sign grant application on behalf of applicant / entity.

Applicant 1 Name: \_\_\_\_\_

Applicant 1 Business Name: \_\_\_\_\_

Applicant 1 Food Truck Pod Role (select all that applies): Property Owner  Developer

Operator/Manager  Food Truck Owner  Other : \_\_\_\_\_

Applicant 1 Phone: \_\_\_\_\_ Applicant 1 Email: \_\_\_\_\_

Applicant 1 Mailing Address: \_\_\_\_\_

Contact Name, if Different than Applicant 1 Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

State of incorporation/organization documents filed? Oregon  Other : \_\_\_\_\_

### IF JOINT APPLICATION, PLEASE COMPLETE APPLICANT 2 INFORMATION. ADD ADDITIONAL AS NECESSARY ON SEPARATE PAGE.

Applicant 2 Name: \_\_\_\_\_

Applicant 2 Business Name: \_\_\_\_\_

Applicant 2 Food Truck Pod Role (select all that applies): Property Owner  Developer

Operator/Manager  Food Truck Owner  Other : \_\_\_\_\_

Applicant 2 Phone: \_\_\_\_\_ Applicant 2 Email: \_\_\_\_\_

Applicant 2 Mailing Address: \_\_\_\_\_

Contact Name, if Different than Applicant 1 Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

State of incorporation/organization documents filed? Oregon  Other : \_\_\_\_\_

## 2. Project Information

Application Site Address: \_\_\_\_\_

Application Site Tax ID Number: \_\_\_\_\_

Applicant's site control: Own Site  Rent Site  Option Site  Other : \_\_\_\_\_

If Applicant is site owner, list all property ownership interests (if not see Owner Authorization):

Is the Property located entirely within the City of Keizer? Yes  No

Is this property currently a church, non-profit or government owned? Yes  No

Are there existing uses on the Application Site? (If yes please describe including plans for uses with Food Truck Pod.)

Brief Description of Proposed Project:

1. How does your proposal implement City Vision, Goals & Objectives?

2. How does your proposal provide a catalyst for area private investment? *For example: Proposal provides beneficial changes that would attract additional private investment which may include additional new living wage employment in the area, area redevelopment and/or improvement efforts.*

3. How does your proposal provide strategic placemaking? *For example: Proposal project provides strong area attraction; creates a sense of place; improves aesthetics key to strategic placemaking, etc.*

4. What is your site's proximity to existing transit, pedestrian and bicycle routes? *For example: Proposed location is accessible to transit, bicycle and/or pedestrian connections.*

5. Is the proposed site located to support nearby employment and/or housing uses? *For example: Proposed location's walkability or accessibility to support significant employment or densely populated housing.*

6. Please describe the roles and experience of yourself and/or your team in relation to the development and operation of a food truck pod.

7. Please describe how the proposed site may work operationally. *For example: Site Access, pedestrian connectivity, utilities serving the site, and use of existing infrastructure*

8. How will you be funding the development of a food truck pod?

9. What is your projected timeframe to complete a food truck pod?

### 3. Design / Feasibility

Attach a draft site plan, if completed. If not, describe in detail the infrastructure and improvements that are planned.

For the following, check all that apply and the dollar amounts::

Source(s) of project funds (other than City grant): Bank Loan  Friend/Family Loan   
Gift  Business Savings  Personal Savings  Grant  Other  \_\_\_\_\_  
If Grant is checked, name the entity providing the Grant: \_\_\_\_\_

(If awarded, the Keizer Food Truck Pod grant is a reimbursement grant. The applicant must pay 100% of the project costs and then the City will reimbursement 50% of the costs up to \$5,000.)

### 4. Property Owner - If applicant is not the Sole Property Owner, Owner Authorization Form is required with this application.

What is the Applicant's ownership status in the property?

Sole Owner  Joint Owner  Applicant has Property under Contract/Lease

### 5. STATEMENT OF UNDERSTANDING & CERTIFICATION BY APPLICANT

I, \_\_\_\_\_, (The Applicant) understand that the City of Keizer must approve the proposed scope of work. Certain changes or modifications may be required by the City of Keizer prior to final approval.

**Costs for any work started before a Letter of Commitment is sent will not be eligible for reimbursement.**

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Food Truck Pod grant and is true and complete to the best of the Applicant's knowledge. Verification of any of the information contained in this application may be obtained by the City of Keizer from any available source.

**If the Applicant is not the sole owner of the property, the Owner Authorization Form must be completed and attached. The Applicant is aware the items requested on page 1 must be attached to this application for it to be complete.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Food Truck Pod Grant OWNER AUTHORIZATION FORM

NOTE: This form is only required if the applicant is not the property owner

## Property Information

List all property owners:

\_\_\_\_\_  
\_\_\_\_\_

**If not sole owner, please attach proof of ability to sign on behalf of ownership entity.**

Primary Owner Contact Name: \_\_\_\_\_

Primary Owner Phone Number: \_\_\_\_\_

Primary Owner Address: \_\_\_\_\_

Primary Owner Email Address: \_\_\_\_\_

Property Tax ID Number: \_\_\_\_\_ Year Built (if applicable): \_\_\_\_\_

Has this property received other public funding or grants in the past five years? Yes  No

If yes, please describe:

\_\_\_\_\_

## OWNER AUTHORIZATION

I, \_\_\_\_\_, am the owner of the property that is located at \_\_\_\_\_ in Keizer, OR. I hereby give authorization for \_\_\_\_\_, who has my permission to apply for this grant for the above property. This person has site control through an option, lease or purchase and sale agreement or other legal authority to use this City of Keizer grant for this property, OR should this grant be awarded to the Applicant for this property, we will work in good faith towards a purchase and sale agreement, lease or option for the purpose intended under this grant.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_