

High Impact Opportunity Project

Feasibility Study Projects that still require design and/or proof of concept before they are ready for implementation

Implementation Projects Projects that are ready to be implemented because some level of design and scoping has already occurred and the need can be clearly demonstrated.

I am making application for: Feasibility Study Implementation Project

Project Title _____ Requested Funding Amount _____

Applicant Information

Firm

Legal Name _____

Street Address _____

City _____ St _____ Zip _____ County _____

Mailing Address (if different than above) _____

Phone _____ FAX _____

Employees

in Oregon _____ # outside Oregon _____

Authorized Signatory

Name _____

Title _____

Phone _____ Email _____

Project Contact (if different from Signatory)

Name _____

Title _____

Phone _____ Email _____

Signature

By signing this application I certify that the applicant has not received concurrent funding support from other sources that duplicates the purpose of the requested grant. All statements, attachments and information contained herein are true and correct to the best of my knowledge. I understand that this application will be reviewed by Business Oregon and that submission of a complete application does not guarantee an award of grant funds.

Authorized Signatory (on behalf of applicant)

Date

Printed Name & Title

Federal Tax ID Number

Attachments

The following is a checklist of **required PDF files** that must be submitted along with this signed application form.

Project summary that provides a brief (1 page or less) overview of the project and its impacts.

Project description (no more than 10 letter-size pages with at least 11-point font and 1" margins) that describes the project activities, who will conduct the project activities, the benefits of the project, how the project meets the criteria listed above, and any other information necessary for a reviewer to understand the project and its potential impacts. Project description should include a discussion of the estimated return on the state's investment, i.e., describe how this funding will help the industry sector. (Feasibility study proposals are expected to be briefer than implementation project proposals, but both are limited to no more than 10 pages.)

Line-item budget with brief justification for each item. Indirect costs are capped at 10%.

Bios of key personnel on the project with summaries of relevant experience

Proposed list of performance measures (metrics) and targets for these measures for the project that show the return on the state's investment in the project. The measures will ultimately be negotiated as part of developing a grant agreement, but proposers are asked to submit initial ideas of what these might be. Selected projects will also likely be held to performance measures relating to the criteria listed above as well as other possible performance measures.

List of committed collaborators on the project with a letter from each collaborator signed by someone in a position of authority to commit that collaborator to participate in the project. Letters must state that the collaborator would participate in the project if it is funded and briefly describe what the collaborator's participation would look like (e.g., cash contributions, staff time, equipment, space, etc.). If a collaborator is making a significant contribution to or plays a key role in the project, include that information in the project description as well as in a letter from the collaborator. Generic letters of support will not be considered.

Submit the Materials

- Application materials should be submitted via email to Mark Brady, mark.brady@oregon.gov
- **The total size of an email sent to Business Oregon cannot exceed 10MB.** This includes all of the attachments. Check the total size of the email before sending. If it is larger than 10MB you will need to submit your materials in two (or more) separate emails.
- Email subject line must include **HIOP Application and Firm Name**. If more than one email is needed for your submission, include the Firm Name, submission # (e.g., 1 in the first email, 2 in the second email, etc.) as the first line of the email body.