

Ecotrust

**Ecotrust Event Spaces
2020 Community Grant Application**

**Please include a cover letter with your
application**

Date _____

Nonprofit Organization _____

Address _____

City, State, Zip _____

Website _____

Contact Person

Name _____

Phone _____

Email _____

**How did you hear about
the Community Grant?** _____

Event Range of Dates Requested* _____

**Please note we are not able to extend the Community Grant award to events after 5:00 PM on Fridays or anytime on Saturdays or Sundays.*

Your organization's mission (brief):

1. Please give a description of your event. Also, note if the event is mission driven.
2. What are your primary event goals and how will you measure success? Preference is given to applications that provide specific metrics and benchmarks for success, including number of people reached.
3. Please provide an outline of the timeline of your event including setup and clean-up, as well as a brief agenda. All load-in, setup, tear-down and load out must take place within the specified rental times.

4. Is the event open to the public and free of charge? If there is a charge, what is it, what does it cover, and what happens with proceeds?

5. Who is your target audience? How many people do you hope to have in attendance? Please cite how and why they will be targeted.

6. Ecotrust's Community Grant program prioritizes organizations and events that support environmental and social equity, and that meaningfully involve diverse communities within our region. How will your event engage the values of equity and diversity in a meaningful way?

7. What is your budget for the event? Please include your breakdown for marketing, event coordination, rentals, day-of staff, and food and beverage. Please indicate if you give special preference to hiring goods and services from *MWESB* (minority, women, and emerging small business) entities. Note that Ecotrust offers an [exclusive catering list](#). We allow self-catering when specific purchasing and logistical guidelines are met. Please review the catering options prior to submitting your application and base your budget on actual pricing estimates. If alcoholic beverages are present at the event, they must be served by either an approved caterer or OLCC-licensed server. Liquor liability insurance is required. Please inquire for additional information.

8. What is your event outreach and marketing plan? Please include details regarding your communication strategy, social media outlets and metrics, and targeted press and media coverage goals.

9. Do you see alignment between your event and the mission of Ecotrust, and if so, what? See ecotrust.org to read our mission.

10. Would you like to use Ecotrust's Billy Frank Jr. Conference Center, Rooftop Terrace, Irving Street Studio or the Redd on Salmon Street? How do you intend to use each space?

11. Will you be documenting the event with photography, or via audio or video? If so, are you willing to share this documentation with Ecotrust for our community outreach and marketing purposes?

Award recipients will be asked to provide a one-page summary of the event within one month of its conclusion. Event summaries are an important component that enable us to evaluate and share the impact of the Community Grant program. Awardees that do not fulfill the follow-up report will not be considered for future Community Grants.

Please send applications to:

Brittanie Grayson, Event Logistics Manager

bgrayson@ecotrust.org

721 NW 9th Avenue, Suite 200 • Portland, OR 97209

Venue Details:

Billy Frank, Jr. Conference Center

721 NW 9th Avenue • Portland, OR 97209

Located in Ecotrust's flagship building, the Natural Capital Center, the Billy Frank, Jr. Conference Center can divide or open to accommodate 10 to 200 people.

Amenities included in rental rate:

- Staging kitchen with refrigerator, deep sink, counter space, and convection oven
- Podium
- Forty 5' x 2' Herman Miller workshop-style tables
- 150 Herman Miller chairs
- Two portable flip charts/white boards

Audiovisual equipment:

- InFocus high definition data projector
- 10' projection screen
- High-fidelity speaker system
- Corded microphone, handheld cordless microphone, and lavalier microphone
- MP3 player connection
- Wi-Fi wireless internet access (upgraded speeds available for rent; see pricing below)
- 10/100 BASE-T ethernet line

Rooftop Terrace

721 NW 9th Avenue • Portland, OR 97209

2,240-square-foot space featuring an outdoor fireplace, four picnic table-and-bench sets made from repurposed wood. The Rooftop Terrace rental includes the use of our sound system with indoor and outdoor speakers. MP3 players may be connected, and DJs are welcome. All outdoor sound must end by 10 pm.

Terrace Capacity:

Outdoor Terrace with Rental Furniture: Banquet-150 Stand-up Reception-200

Indoor Foyer with Rental Furniture: Banquet-30 Stand-up Reception-50

The Irving Street Studio

907 NW Irving Street • Portland, OR 97209

Conveniently located on the ground floor of the Natural Capital Center. It is an energizing event space to host rainmaker fundraisers, unique markets, and elegant social gatherings. With more than 7,000 square feet of beautiful wood floors, historic brick archways, original wood beams, and ample natural light, the Irving Street Studio is a timeless industrial warehouse

Amenities included in rental rate:

- 350 chairs
- 28 banquet tables
- Basic audiovisual package, including microphones, ceiling-mounted projector, drop-down screen, and surround-sound system

Capacity:

With provided furniture: Seated Banquet-280 Seated Theater-350 Standing Reception-500

Redd on Salmon Street

931 SE Salmon Street • Portland, OR 97214

With multi-functional indoor and outdoor options, including the Board Room, Outdoor Plaza and Patio, and expansive Main Hall, the Redd has spaces for 10 to 3,000 people. A full audiovisual system and the state-of-the-art Community Kitchen equip the Redd for any event. An original metal stamping press roots this bright space and gives it endless character.

Please inquire for capacities and amenities.