CITY OF SHERIDAN
City Hall • 120 SW Mill Street • Sheridan, OR 97378
Phone 503-843-2347 • Fax 503-843-3661
www.cityofsheridanor.com

Community Development Grant Application Process

Thank you for your interest in doing good for the Sheridan community! The Sheridan City Council recognizes the good being done by the many organizations in the community and would like to show these groups their support through this Community Development Grant Application process.

Purpose:
The purpose of the Community Development Grant is to support non-profits and for-profit entities and organizations that serve the Sheridan community.

Eligibility:
Community Development Grants are available to Community entities and organizations, non-profits and for-profit entities that serve the Sheridan community. Entities that are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Sheridan.

Grant Budget:
The annual Community Development Grant donation budget is $10,000 per fiscal year, as approved by the Sheridan City Council. There will be a total of $2,500 available per quarter and each approved grant will be limited to $500 per grant. If there are remaining funds at the end of the fiscal year, then the council will contact past recipients requesting an additional application for the remaining funds.

Grant Calendar:
The 2026-2027 Community Development Grant application period is July 1, 2026 to June 30, 2027. The Sheridan City Council will consider Community Development Grant applications on a quarterly basis. Please see the quarterly application due dates below. Grant applications are available at Sheridan City Hall, 120 SW Mill Street, or on the city's website at www.cityofsheridanor.com. For best results, download the application and complete it offline. Please return completed application, letter(s) of support, and any additional information to Sheridan City Hall, Attention: Omega Rodela Garces, or email to orodela@cityofsheridanor.com.

Application Due Dates At-A-Glance:

Quarter	Application Due Date	Council Meeting Date
First Quarter	October 13, 2026 by 4:00 pm	October 19, 2026
Second Quarter	January 12, 2027 by 4:00 pm	January 18, 2027
Third Quarter	April 13, 2027 by 4:00 pm	April 19, 2027
Fourth Quarter	June 15, 2027 by 4:00 pm	June 21, 2027

Important Reminders:

- ❖ Don't forget to respond to all the criteria that are listed on the application in your letter, or the Council will not be able to award your request.
- ❖ Applications received after the quarterly deadline due date will not be considered until the next quarter.

Community Development Grant Application

120 SW Mill Street | Sheridan, OR 97378 | ph. (503) 843-2347 | www.cityofsheridanor.com

The City of Sheridan may provide community assistance grants to non-profits and for-profit entities and organizations that serve the Sheridan community. Community entities and organizations that serve the Sheridan community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Sheridan.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits, or for routine operating expenses.
- Grant Closure Report: To include one paragraph with receipts(s) within 60 days of receipt of grant funds. *****

Please type or print clearly:

1. Organization: _____
2. Non-Profit ID #: _____
3. Mailing Address: _____
4. Telephone No.: _____
5. Email: _____
6. Contact Person: _____
7. Attach a letter explaining: a) how the funds will be used; b) how the criteria will be met; c) your previous and/or current involvement in community activities for the betterment of Sheridan; and d) any other information relevant to the request.
8. Requested Amount: _____
9. Total Cost of Project or Activity: _____
10. Project/Use for Funds: _____

***** I have read the above grant criteria and I agree to submit a grant closure report with receipt(s) within 60 days of receipt of grant funds.

Requestor Signature: _____ Date: _____

Title of Requestor: _____

Return completed applications and letters to:

City of Sheridan
Attn: Omega Rodela Garces
120 SW Mill Street Sheridan,
OR 97378

For additional information, please contact City Recorder, Omega Rodela Garces at 503-843-2347.