

**2026**  
**CAPITAL IMPROVEMENT**  
**GRANT PROGRAM**



**A MAIN STREET ORGANIZATION**

## **2026 Capital Improvement Grant Information Packet**

### **INTRODUCTION**

The Capital Improvement Grant Program encourages business expansion, retention, and beautification by providing resources to downtown merchants and property owners to invest in capital improvements. The program is administered by the Stevenson Downtown Association, a local non-profit Main Street organization, whose mission is to promote and revitalize Downtown Stevenson and enrich our local heritage.

### **PURPOSE**

To provide downtown Stevenson business and/or property owners with financial assistance for:

- Permanent equipment and machinery.
- Long-term investment that enhances the value, functionality, or lifespan of property, building, or infrastructure.

### **GRANT AMOUNT & REIMBURSEMENT**

The Stevenson Downtown Association may award up to \$10,000 in funding, contingent upon the business providing an equal match of approved project costs. The applicant will be responsible for any remaining costs of the project.

As a reimbursement grant, the Stevenson Downtown Association will reimburse monies for the Capital Improvement project in full within 30 days of receiving the grant report form. The grant report should be submitted upon project completion, including photos, expenses, project receipts, and proof of required inspection approval from applicable city, county, state, and federal agencies.

### **ELIGIBILITY**

- Business or property must be physically located within Downtown Stevenson, which includes the waterfront.
- Applicant must be in good financial standing with the city.
- All work must comply with city codes and ordinances and may be independently confirmed by the SDA directly with Skamania County.
- Preference will be given to businesses that have not previously received a Capital Improvement Grant.

## GRANT USE

Here are examples of acceptable and unacceptable projects:

<b>Acceptable Projects</b>	<b>Unacceptable Projects</b>
Exterior building remodeling and improvements	Funds intended for debt financing, accounts payable, or payroll
Structural improvements	Inventory
HVAC repairs or improvements	Events
Equipment acquisition associated with permanent improvement efforts	Advertising
Plumbing repairs or improvements	Parking lot resurfacing
Infrastructure improvements	Impermanent decor, furnishings, and equipment
Masonry	
Fire suppression/sprinkler systems	

## REQUIREMENTS

- Facade projects must improve the appearance of downtown. Projects should enhance facades and complement the historic character of downtown.
- Written approval from the property owner.
- Copies of city permits (if required).
- Proof of inspection approvals upon completion of the project (if required).
- Projects must comply with city code.
- Approved projects must be completed and grant report submitted to the Stevenson Downtown Association by the respective quarterly deadline, unless mutual arrangement is made with the downtown association.
- Any approved projects, photos, and business stories can be used on marketing channels managed or paid for by the Stevenson Downtown Association, including web, email, social platforms, and print, and/or submitted to state or national Main Street entities.

## PROCESS

1. Submit grant application via email to [grants@stevensonmainstreet.org](mailto:grants@stevensonmainstreet.org), in person at our office at 167 2nd Street (shared with Chamber), or by mail to Stevenson Downtown Association, PO Box 1037, Stevenson WA 98648.
2. The Stevenson Downtown Association Economic Vitality Committee will review applications quarterly and will approve or deny them within a month of quarters' end.
3. If denied, a letter will be sent with an explanation.
4. Denied applications may be held for consideration in future cycles in the same calendar year.
5. If selected, the applicant will be notified by email or phone.
6. Deviation from an approved plan may disqualify the applicant from the grant program. Changes must be approved by the downtown association in order for funding.
7. Projects in each grant cycle must be completed and a grant reimbursement report submitted by the end of the following quarter.
8. Once you've submitted your reimbursement report, the SDA committee will schedule a collaborative walkthrough to review the completed project together.
9. One payment, in full, shall be paid to grantee within 30 days of downtown association receiving a grant report with approved receipts and proof of inspection approvals.

## TIMELINE

### Q2

Applications open 4/1/26 - 6/30/26

Award notification date 7/31/26

Project completion deadline 9/30/26

### Q3

Applications open 7/1/26 - 9/30/26

Award notification date 10/31/26

Project completion deadline 1/31/27

### Q4

Applications open 10/1/26 - 12/31/26

Award notification date 1/31/27

Project completion deadline 3/31/27

*\*Stevenson Downtown Association has final approval on any and all grant-funded components of the project. The downtown association has the right to reject any project and reserves the right to postpone, end, or extend the project timeline at any time.*



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**Capital Improvement Grant Program  
2026 Application**

**Please provide as much detail as possible**

1. Name of Applicant: \_\_\_\_\_
2. Business Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Physical Address: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. E-mail: \_\_\_\_\_
7. Amount of funding requested (not to exceed \$10,000): \_\_\_\_\_
8. Does the applicant own the building? YES \_\_\_\_ NO \_\_\_\_

If NO, has the applicant received written approval from the building owner?  
YES \_\_\_\_ *\*Please attach signed approval from the property owner.*  
NO \_\_\_\_ (We will not be able to approve Capital Grants projects without approval.)

9. Please describe the project for which you are seeking grant funding and explain your current challenge and potential opportunity, and how this grant will help:

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10. Please explain how the project will enhance your business (or property) AND our downtown community:

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11. What is the proposed project implementation timeline?: \_\_\_\_\_

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12. Estimated project cost (attach estimates): \_\_\_\_\_

13. Provide an attached cost breakdown by major categories such as construction, interior design, painting, lighting, repair, carpentry, etc.

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14. List all permits required for your project. Mention any coordination with the county.

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15. Grants will be awarded for amounts up to \$10,000, and you are required to match the granted amount. However, if your project exceeds \$20,000, or if you don't receive full funding from the Stevenson Downtown Association for total project costs, are you able to cover the additional expenses?

YES \_\_\_\_ NO \_\_\_\_

16. Have you received a grant from SDA in the past?: YES \_\_\_\_ NO \_\_\_\_  
If yes, when did you receive it and what was it for?

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17. An onsite interview may be required to award this grant, are you open to this?:  
YES \_\_\_\_ NO \_\_\_\_

18. Please add any additional information you would like to share with the review committee about your project, building or business that may inform the decision-making process:

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I certify that the above information is correct to the best of my knowledge and that the requested grant funds will be used only for purposes described in this application. I understand it is my responsibility to obtain all necessary permits and to make sure my project meets all state and local laws and codes. I certify that I will not change the proposed project description if awarded a grant, unless there is written approval from the Stevenson Downtown Association.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Capital Improvement Grant Program Application Checklist

Thank you for your interest in the Stevenson Downtown Association's Capital Improvement Grant Program.

Please submit a **complete** application packet by email, in person, or by mail (contact info on page 4 of this packet) with the following items:

- Application form
- Estimated project cost breakdown
- Estimated project timeline and completion date
- Current and old photos of building or site
- Building drawings or sketches illustrating proposed project
- Property owner's written approval as necessary
- Copy of any permit(s), if required