



Business License Reserve Program

Guidelines and Procedures

Eligible Uses

Per Richland Municipal Code (RMC 5.04.385), each project applied for under this program must be used to promote Business Activities for the purpose of:

- Core Development
- Tourism
- Capital Expenditures for Community Improvements
- General Economic Development
- Prevention of Blight
- Small business development programs for Richland businesses

Eligible Entities

- Tri-City Regional Chamber of Commerce
- Tri-Cities Visitor and Convention Bureau
- SCORE Mid-Columbia
- Richland Chamber of Commerce
- Commercial Façade Improvement Program (COR)
- Business Improvement Districts
- Small Business Development Center
- Other entities deemed eligible by the Economic Development Committee on an individual program basis.

Eligible entities (identified in RMC 5.04.386) or those seeking funding for an eligible program, may apply for the program and make a presentation to the Economic Development Committee for eligibility and program funding.

The Economic Development Committee will make determination as to whether the program is an eligible use of funds and meets the program guidelines.

If a project is approved, the entity representing the program shall contract with the city and is responsible for providing a project accounting, invoicing the program for reimbursement, and providing the programming as presented.

This does not expressly determine future eligibility.

An eligible organization shall have as their charter the enhancement of the local business community and the improvement of the environs of the City of Richland (RMC 5.04.386).

Applicant Requirements

- It shall be the responsibility of the applicant to demonstrate that their application meets the criteria as an eligible use for funding under this program.

Guidelines

In reviewing the applications and making recommendations the following guidelines should be considered:

- The project must directly benefit the Richland business community.
- The fund is intended to operate as a seed fund to help new projects, events and other economic development initiatives get started and grow to success.
- In order for projects to apply for funds more than three consecutive years, the project needs to evolve in some way, showing progress and growth.
- The Economic Development Committee has the right to hold applications for funding until another funding cycle if the applicant can accommodate a delay in funding.
- The application period opens in the fall each year with final approval of applications in December of each year with awards made by the end of January each year. Applicants are to spend the funds by December 31 of the award year.
- Unused funds will remain in the fund and roll over at the end of each year, not to exceed a year-end balance of \$200,000.
- In the event that there are not enough applications, and the reserve exceeds \$200,000 at the end of the year, city departments may apply for public art projects to bring the balance of the fund back to \$200,000.

Review Procedures

- Applications must be received by 5p on the application due date. Late applications will not be accepted.
- Applications must be completed, and each question answered. Applications are updated annually to reflect relevant updates to the goals, policies, and procedures of the Economic Development Committee.
- Economic Development Staff will review each application. Incomplete applications or applications that do not fully answer each question or meet all of the program guidelines will be returned to the applicant.
- Complete applications will be reviewed by the Economic Development Committee during one of their regular meetings. Applicants or their designee is strongly encouraged to make a presentation at the Economic Development Committee review meeting. In the event that the applicant is unable to attend the meeting and there are questions from the Committee, the Committee may table the application until the applicant may be present. The eligible entity will also be required to attend the review meeting representing their collaboration with the subordinate entity before the Economic Development Committee.
- The Economic Development Committee will provide a recommendation for approval, denial, or approval with conditions to the Richland City Council. The Committee reserves the right to reject or table any application for further review and discussion if they determine that the application does not meet the intent of the program.
- After review by the City Attorney, recommended applications will be forwarded to City Council for review and action.

• Next Steps

- Upon City Council Approval of the fund award staff will reach out to the entities to execute signed agreements and review the required reporting and reimbursement procedures.

• For More Information

- Contact the Business and Economic Development Office at 509.942.7583 or email info@richlandbusiness.com.