

Up to \$25,000 of
in-kind event
support per award.

Living
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GO



SPACE TO

GROW

FUND

PROGRAM GUIDE 2025

Designed to build relationships with local communities to gather and grow using OCC's world-class event spaces.

oregoncc.org/SpaceToGrow

OREGON Oregon
Convention
Center

WE ARE A CENTER IN MOTION.

Defined by you and what you can accomplish inside our walls.

We don't decide the future.

We provide a place where you can.

Where you can

Join. Change. Dismantle. Engage.

Cherish, Love, Uphold, Refute, Challenge, Galvanize and Improvise –
until you figure out what will come next.

THIS IS A PLACE OF ACTION.

There are no nos, no if onlys, no maybes.

There is only right now.

Ready? Go.

OREGON

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Convention
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ABOUT THE SPACE TO GROW FUND

The Space to Grow Fund is designed to build relationships with local communities to gather and grow using Oregon Convention Center's (OCC) world-class event spaces—spaces that might otherwise be out of reach.

This is more than just offering a venue; it's about supporting your organization in hosting powerful, mission-driven events that bring people together, elevate your work, and help you make a lasting impact in the community.



Apply through the online portal located on our [Space to Grow Fund website](#).

IMPORTANT DATES

Applications Open

February 3, 2025 - August 15, 2025

Applications Due for First Review

March 3, 2025, by 5:00 pm PDT

First Awards Announced

March 31, 2025

Applications Due for Final review

August 15, 2025, by 5:00 pm PST

Final Awards Announced

September 30, 2025

FUNDING AVAILABLE

Up to \$150,000 is available for the 2025 cycle, in grants up to \$25,000 of in-kind facility and event services.

STAFF CONTACT INFORMATION

For questions about the Space to Grow Fund or the application process, please email SpaceToGrow@oregoncc.org.

WHO CAN APPLY

- Organizations located in and servicing Clackamas, Multnomah, and/or Washington County.
- Organizations demonstrating a commitment to diversity, equity, inclusion and accessibility through their programming, staffing and operations.
- 501(c)(3) non-profit
- Individuals or groups supporting

community-led initiatives without nonprofit status

- Firm certified by the Oregon Certification Office of Business Inclusion and Diversity (COBID):
 - Minority Business Enterprise (MBE)
 - Women Business Enterprise (WBE)
 - Veteran Business Enterprise (VBE)
 - Emerging Small Business (ESB)
- Events attracting over 200 attendees will be prioritized.
- An organization may submit multiple applications but is only eligible for one grant per cycle.

FUNDING REQUIREMENTS

- Event must occur between April 1, 2025, through June 30, 2026, at the OCC.
- Awardees are required to carry general liability insurance for the event period.
- Applicants must not have hosted their proposed event at the OCC within the last five (5) years.
- Events currently under contract (signed before March 3, 2025) are **not eligible**.
- Campaign and proselytizing activities are **not eligible**.

RESTRICTION ON USE OF FUNDS

- In-kind funding for OCC facility rental and services only, no cash awards.

- Materials and services not tied to the OCC event license agreement, or more than funds awarded.
- OCC will make every effort to accommodate preferred event date(s) and spaces. If your event has a firm date or preferred space, please email SpaceToGrow.org to check availability.

CONTRACTING AND AGREEMENTS

Application of awarded funds will be applied to the client's invoice at the close of the event. **Award recipients enter into a License Agreement with the OCC.**

Recipients must also comply with all applicable requirements and laws related to event operations, safety and security, food handling, and other obligations outlined in these agreements. Insurance coverage

OCC requires event hosts to secure a certificate of insurance at a minimum \$2 million comprehensive general liability insurance covering the event period through a company such as [Gather Guard](#).

APPLICATION ASSISTANCE AND RESOURCES

Preview Application

A copy of the application and questions can be previewed [on our website](#).

Launch Celebration and Tasting

Join us on February 26, 2025, to learn more about the program, with food by [Executive Chef Allan Wambaa](#). All are welcome! [RSVP here](#).

Information Sessions

Virtual and in-person information sessions will be held between February 2025, through May 2025. Visit the [Space to Grow Fund website](#) to register.

Frequently Asked Questions

FAQs will be available on the [Space to Grow Fund website](#).

Examples of events and their costs

Three examples of event costs are available for your budget planning. [Click to view](#).

Contact us for assistance

Please contact Space to Grow for assistance with your application.

- [Event services](#)
- [Venue guide](#)
- [Rental rates](#)
- [Equipment, service, and labor rates](#)
- [Rules and regulations](#)

Need a vendor?

The [Travel Portland service directory](#) includes over 1,000 event-related vendors.



ONLINE APPLICATION

- Apply through our online portal located [here](#) or on the [Space to Grow Fund website](#).
- All applicants will be required to create a user account. Detailed instructions and video tutorials available.
- Completed applications must be submitted through the online portal by March 3, 2025, at 5:00 PM PST for first review or by the final deadline on August 15, 2025, at 5:00 PM PDT.



Apply through the online portal located on our [Space to Grow Fund website](#).

REVIEW TEAM

Our review team includes **OCC staff** representing a breadth of roles within the sales and executive divisions; **leadership from the Metropolitan Exposition and Recreation Commission (MERC)** which manages and protects the public investment of select regional facilities including OCC; **seasoned staff from our affiliate partner, Travel Portland**; and gracious participation from focus group participants who were convened spring 2024 and whose efforts led to the development of the Space to Grow Fund.

OBJECTIVES

The Space to Grow Fund aligns OCC's mission with our racial equity plan by incorporating community feedback and developing resources that make hosting local events at OCC more accessible.

As we launch this inaugural funding year, we are committed to adapting and refining our approach based on ongoing insights to better support the needs of our community partners.

Equity

Resource communities of color and other historically marginalized communities through the following.

- Directly benefit people of color or members of other historically marginalized communities
- Led by or actively supported by communities of color or other historically marginalized communities

- Strengthens cultural and community assets
- Provides opportunities for expression of culture

Impact

Increase cultural, community, or growth outcomes

- Event growth in size, scope, or reach
- Increase number of regional cultural events
- Supporting local opportunities to convene, collaborate, and celebrate
- Community investment through education, leadership development, and fundraising

Feasibility

Support event readiness by providing tools, resources, and assistance to applicants.

SCORING GUIDE AND RUBRIC

Scoring categories are weighted equally to ensure a balanced assessment. Excluding eligibility, a total possible score is 25 points.

- **Applicants with a score of 20+ points** are highly recommended for funding.
- **Applicants scoring 10-19 points** are recommended for further consideration or partial funding
- **Applicants scoring below 10 points** are not recommended for funding.

Each application will be reviewed based on the following criteria.

CRITERION	SCORE RANGE	SCORING DESCRIPTION
Eligibility	Pass/Fail	Must meet geographic and event-specific requirements to qualify.
Equity Event goals and methods for measuring their success.	0-5	<p>5: Event goals include people of color or members of other historically marginalized communities including examples and measurable actions.</p> <p>3: Some commitment but lacks specific measures or examples.</p> <p>0: No evidence of equity efforts.</p>
Impact Potential Impact of funding select, narrative	0-5	<p>5: High potential for cultural, community, or growth-related impact.</p> <p>3: Moderate impact but less clearly articulated.</p> <p>0: Low or no impact.</p>
Feasibility and Readiness Mission, event experience, audience, marketing	0-5	<p>5: Clear readiness: realistic audience/attendance strategies, and event experience.</p> <p>3: General feasibility but lacks detail or unclear strategies in achieving goals.</p> <p>0: Unrealistic or absent readiness plan.</p>
Accessibility and Inclusion Accessible and inclusive	0-5	<p>5: Well-defined and strong accessibility and inclusivity plans.</p> <p>3: General plans but lacking specifics.</p> <p>0: No clear accessibility or inclusivity plans.</p>
Budget Event budget, breakdown, funding request	0-5	<p>5: Budget reflects awareness of OCC event-related facility and service costs. Total event budget is reasonable by showing how costs will be covered.</p> <p>3: Lacks specificity of OCC event-related costs and minimal details in breakdown of cost categories.</p> <p>0: Unrealistic budget details or no budget details.</p>

AWARD ANNOUNCEMENT

One-third of the program funds (up to \$50,000) will be disbursed at the first award announcement, with the remaining two-thirds (up to \$100,000) awarded at the final announcement of the cycle to ensure a balanced application period.

Award recipients must submit a post-event outcomes report via in-person/virtual meeting, written summary, or an optional feedback survey. Meetings cover event goals, community impact, and equity measures.



QUICK LINKS

Need a link referenced in this guide?

Here's all the resources in one spot.

oregoncc.org/SpaceToGrow

[Space to Grow Application Portal](#)

SpaceToGrow@oregoncc.org

[Sample Application Questions](#)

[Space to Grow Fund Celebration and Tasting RSVP](#)

[Examples of events and their costs](#)

[Gather Guard](#)

[Executive Chef Allan Wambaa](#)

[Travel Portland Service Directory](#)

OCC Rates and Service Resources

- [Event services](#)
- [Venue guide](#)
- [Rental rates](#)
- [Equipment, service, and labor rates](#)
- [Rules and regulations](#)

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UPDATED FEBRUARY 2025

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