

Portland Economic Development Commission Community Partners Program Guidelines

Mission:

Local businesses support a wide variety of activities, including educational programs, recreational programs, religious organizations, organized sports programs, community outreach programs and nonprofit groups. The Portland Economic Development (EDC) Commission will recognize these contributions and convey the importance of this involvement in the success of many community programs and projects through the Community Partners Program (CPP). The CPP will provide recognition for the time and money spent by local businesses in supporting activities important to the community.

A window decal will be issued to each business receiving the CPP designation. The decal will indicate the year of issue, and a new decal will be issued for each year the business qualifies to participate in the CPP. The decal is intended to recognize the contributions made by the business and serve as a reminder to customers of the importance of local businesses contributions in the success of community, educational and charitable programs.

Criteria for Recognition:

Businesses located within the Town of Portland may complete an application documenting the financial assistance and in-kind goods and services provided to the community during the previous calendar year. All applications must be submitted to the following:

The Portland Economic Development Commission
P.O. Box 71
Portland, CT 06480

The EDC or its designee will review each application for verification of contributions and hours of service. Any questions regarding the validity of an organization or contribution will be decided by the EDC members.

Recognition:

Businesses may complete the application process anytime during the calendar year and receive a decal for the previous year's contributions recognizing them as a Community Partner. The EDC will host a Recognition Breakfast, to be held the second Monday of March at the Portland Library. Applications received by the EDC by January 31, will be recognized by the EDC at the Recognition Breakfast. Names of businesses receiving the recognition, a description of their service or contribution and a description of the Community Partners Program will appear in local newspapers. Businesses whose applications are not received in time for the Recognition Breakfast, will receive their

decal for display and will have their name submitted to the Rivereast for publication.

Classes of Recognition:

General Members

Businesses who contribute less than 200 hours of service and/or less than \$5,000., in monetary or in-kind contributions during the previous calendar year will receive recognition as General Members.

Gold Members

Businesses who have contributed more than 200 hours of service and/or more than \$5,000., in monetary or in-kind contributions during the previous calendar year will receive recognition as Gold Members.

Acceptable Contributions:

Activities that will be accepted can include but are not limited to; financial contributions or donations from a businesses product line to a charitable organization or event; service hours by the owner of a business or by an employee or family member on behalf of that business to a charitable organization or event.

Donations must be made to help a nonprofit, educational, sporting or community activity that relies on donations and fund raising to augment or sustain its activities. Community activity is not limited to contributing to activities and organizations established within the Town of Portland.

Examples of such organizations include but are not limited to:

Public or Private School Activities: sports, clubs, classes or activities to fund trips, the purchase of equipment or to defray program costs.

Religious Organizations: Fundraisers, community activities and benefits held to raise funds for charitable purposes or community outreach programs.

Community Groups: Portland Fair Association, Portland Fireworks Committee, Portland Historical Society, Exchange Club, Lions Club, Brownstone Quorum, Arrigoni Business Association, Portland Police Union, Portland Fife and Drum Corps, Scouting Groups, Garden Club, Cellar Savers and charitable organizations organized to raise funds for a specific event or cause.

Non-Professional Sporting Groups: Little League, T-Ball, Youth Basketball, Youth Soccer, Softball, and Running Clubs.

Community/Town Partnerships: Youth Services Programs, Portland Library Programs, Portland Police Union Programs, CERT, Portland Volunteer Fire Department, Portland Food Bank and Portland Senior Center.

**Portland Economic Development Commission
Community Partners Program Application**

Name of Business: _____

Address: _____

Phone Number: _____

Application for Recognition of Services Provided During the _____ Calendar Year

Documentation of Service Hours:

Name of Organization: _____

Date of Service(s): _____

Description of Service(s): _____

Total Number of Hours for This Organization or Event: _____

Name of Organization: _____

Date of Service(s): _____

Description of Service(s): _____

Total Number of Hours for This Organization or Event: _____

Name of Organization: _____

Date of Service(s): _____

Description of Service(s): _____

Total Number of Hours for This Organization or Event: _____

Name of Organization: _____

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Total Number of Hours for This Organization or Event: _____

Name of Organization: _____

Date of Service(s): _____

Description of Service(s): _____

Total Number of Hours for This Organization or Event: _____

Name of Organization: _____

Date of Service(s): _____

Description of Service(s): _____

Total Number of Hours for This Organization or Event: _____

**Portland Economic Development Commission
Community Partners Program Application**

Name of Business: _____

Address: _____

Phone Number: _____

Application for Recognition of Services Provided During the _____ Calendar Year

Documentation of Financial or In-Kind Contributions:

Name of Organization: _____

Date of Contribution(s): _____

Description of Contribution(s): _____

Total Monetary Value to This Organization or Event: _____

Name of Organization: _____

Date of Contribution(s): _____

Description of Contribution(s): _____

Total Monetary Value to This Organization or Event: _____

Name of Organization: _____

Date of Contribution(s): _____

Description of Contribution(s): _____

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Total Monetary Value to This Organization or Event: _____