

LEXINGTON

Community Development Grant Program

PROGRAM GUIDELINES AND APPLICATION

The Lexington Community Development Group supports practical projects that strengthen housing, businesses, community spaces, public safety, and long-term opportunity in Lexington and the surrounding 97839 area.

Completed Applications can be submitted by email to
lexcommunitydevelopmentgroup@gmail.com

Or as a physical copy at the Lexington Town Hall

Program cycle	_____
Application deadline	November 30th 2026
Grant category	_____
Amount requested	\$ _____
Applicant name	_____

Lexington Community Development Group

Lexington, Oregon 97839

Program Overview

The Lexington Community Development Group is a private nonprofit organization established to support projects and development initiatives that promote the well-being, growth, and sustainability of Lexington and the surrounding area. The Community Development Grant Program provides financial assistance for eligible projects that align with these purposes.

Grant Categories

Category	Purpose
Technical Planning	Professional planning, design, feasibility, engineering, or other technical work that helps move an eligible project toward implementation.
Residential Improvements	Permanent improvements to existing housing that help keep properties safe, functional, and livable.
Business Improvements	Improvements or investments that support the operation, appearance, accessibility, or growth of an eligible Lexington-area business.
Community Development	Projects that strengthen a sense of place, public safety, community gathering, recreation, beautification, or shared community benefit.

General Eligibility

- The project must be located in Lexington or the surrounding 97839 area, or must primarily benefit that area.
- The applicant must demonstrate a clear need, a feasible project plan, and alignment with an eligible grant category.
- Individuals, property owners, businesses, nonprofit organizations, public entities, and community groups may apply when eligible for the selected category.
- Applicants must have legal authority to complete the proposed work. Property owners must provide proof of ownership; tenants or other applicants proposing work on property they do not own must provide written owner authorization.
- Expenses may not be incurred before the date allowed in the Grant Agreement unless LCDG gives prior written approval.

Geographic eligibility. A mailing address alone may not establish eligibility. LCDG may request documentation showing the project location or its primary benefit to the Lexington area.

Matching Contributions

LCDG may consider cash, donated materials, volunteer labor, professional services, or other documented in-kind contributions as part of the project funding plan. Any required match amount will be stated for the applicable funding cycle or award. Applicants should describe all proposed contributions and how their value was calculated.

Eligible Uses and Restrictions

Residential Improvements

Eligible residential projects generally include construction, modification, replacement, repair, remodeling, or renovation of an existing structure, or an addition that helps keep a property safe, functional, and livable. Examples include septic systems, roofing, plumbing, electrical work, and heating or cooling systems.

Not eligible. Movable appliances, equipment, or furnishings that are not integral or permanently fixed to the structure; improvements to short-term or vacation rental properties; and routine personal expenses unrelated to the approved project.

Rental housing. Long-term rental properties may be eligible when they provide housing for periods longer than 30 days in the Lexington area. LCDG may include affordability, rent, or continued-use requirements in the Grant Agreement.

Other Grant Categories

Applicants in the Technical Planning, Business Improvements, or Community Development categories must complete the applicable category supplement in this application. LCDG may publish additional eligible-use rules, funding limits, or match requirements for a particular cycle.

Costs That Are Generally Ineligible

- Costs unrelated to the approved project or incurred outside the period authorized by the Grant Agreement.
- Debt payments, fines, penalties, litigation costs, or taxes owed.
- Political campaign activity, lobbying, or activities that unlawfully discriminate.
- Goods or services purchased from a related party without disclosure and evidence that the cost is reasonable.
- Work that lacks required permits, licenses, owner authorization, or regulatory approval.

Required Application Materials

- ☐ Completed and signed application
- ☐ Itemized project budget showing all sources and uses of funds
- ☐ At least one written estimate or supporting cost document; additional estimates may be requested
- ☐ Project photos, plans, drawings, or scope of work, when applicable
- ☐ Proof of property ownership or written property-owner authorization, when applicable
- ☐ Documentation of cash or in-kind match, if proposed or required
- ☐ Any category-specific materials identified in this application

Sensitive information. Do not submit a Social Security number with this application. LCDG may request a completed W-9 or other tax documentation from selected recipients before issuing payment.

Review and Award Process

Application Review

LCDG will first review each application for geographic and program eligibility and for required materials. Incomplete applications may be returned for correction or held until a future review cycle. LCDG may request clarification, additional estimates, or other supporting information.

Eligible applications will be evaluated by a Grant Review Panel selected by the LCDG Board of Directors. The panel will score applications using the criteria below and make funding recommendations to the Board. The Board makes all final award decisions and may approve full, partial, or conditional funding. Decisions are final.

Evaluation Criterion	Points	What Reviewers Consider
Community need and benefit	25	Importance of the need and the people, properties, or community interests served.
Alignment with LCDG purposes	20	Fit with the selected category and contribution to Lexington's well-being, growth, or sustainability.
Project readiness and feasibility	20	Clear scope, realistic timeline, responsible project management, and required permissions.
Budget and cost reasonableness	15	Complete budget, credible estimates, appropriate costs, and other committed resources.
Long-term value and stewardship	15	Durability, maintenance, lasting impact, and responsible use of funds.
Leverage and collaboration	5	Cash or in-kind match, partnerships, volunteer support, or coordination with other resources.

Conflicts of Interest

Applicants must disclose any family, financial, employment, or business relationship with an LCDG director, reviewer, employee, contractor, or proposed vendor that could create an actual or perceived conflict of interest. LCDG will manage disclosed conflicts according to its policies. Disclosure does not automatically disqualify an application.

Grant Agreement and Payment

Selected applicants must sign a Grant Agreement before funds are released. The agreement will identify the approved scope, budget, payment method, completion period, documentation, and reporting requirements. LCDG may pay by reimbursement, direct vendor payment, milestone payment, or another method stated in the agreement. Changes to the approved project or budget require prior written approval.

Reporting and Recordkeeping

Recipients must submit the reports and documentation required by the Grant Agreement, which may include receipts, invoices, proof of payment, photographs, a completion summary, or an in-person update. Failure to comply may result in repayment obligations or ineligibility for future LCDG funding.

Application Timing

Applications are accepted on a rolling basis until available funds are committed. LCDG expects to evaluate applications up to two times each year and may consider an application outside the regular cycle when urgent circumstances justify expedited review. Submission instructions and current contact information will be posted on the LCDG website.

Application Checklist and Applicant Information

Complete every question that applies. If a question does not apply, write "Not applicable." Attach additional pages if needed and label them with the applicant name and question number.

Application Checklist

- ☐ Signed application
- ☐ Detailed budget
- ☐ Cost estimate or bids
- ☐ Photos or plans
- ☐ Ownership or owner authorization
- ☐ Match documentation
- ☐ Category supplement
- ☐ Other supporting materials

Applicant Information

Applicant or organization name	
Primary contact and title	
Mailing address	
Project address or location	
Phone	
Email	
Applicant type	☐ Individual ☐ Property owner ☐ Business ☐ Nonprofit ☐ Public entity ☐ Community group ☐ Other

Grant Request

Grant category	☐ Technical Planning ☐ Residential Improvements ☐ Business Improvements ☐ Community Development
Amount requested from LCDG	\$
Total project cost	\$
Proposed cash or in-kind match	\$

Property Information

Property owner name *Complete if different from the applicant*

Applicant’s relationship to the property

- ☐ Proof of ownership is attached
- ☐ Written property-owner authorization is attached

Project Description

1 Project Summary

Briefly describe the project, where it will occur, and what the grant funds will pay for.

2 Need and Urgency

What problem or opportunity does this project address? Describe any health, safety, housing, economic, accessibility, or community impacts and explain whether the need is urgent.

3 Community Benefit

Who will benefit, and how will the project strengthen Lexington or the surrounding 97839 area?

4 Project Management

Who will manage the project? Identify the contractor, consultant, partners, or volunteers, if known, and describe relevant experience.

Project Readiness and Funding Plan

5 Timeline

Milestone or Activity	Expected Start	Expected Completion

6 Permits and Approvals

List required permits, licenses, zoning approvals, utility coordination, owner permissions, or other regulatory requirements. State whether each has been obtained.

7 Project Budget

Expense	LCDG Request	Applicant Cash	In Kind or Other	Total
TOTAL	\$	\$	\$	\$

8 Other Funding

List other grants, loans, donations, or funding requested or committed for this project. Explain how the project will change if other funding is not received.

9 Long Term Maintenance

Who will own, operate, or maintain the completed improvement, and how will future costs be covered?

Category Supplements

Complete the section for the category selected on this application.

Technical Planning

- Describe the planning question, deliverable, and decision the work will support.
- Identify the proposed consultant or professional qualifications, if known.
- Explain how the resulting plan will lead to implementation or additional investment.

Residential Improvements

Property occupancy	☐ Owner occupied ☐ Long-term rental ☐ Vacant but intended for occupancy
Length of occupancy or ownership	
Approximate age of structure	
Primary work type	☐ Septic ☐ Roof ☐ Plumbing ☐ Electrical ☐ Heating or cooling ☐ Other
Condition and prior work	Describe the current condition and any related repairs or improvements completed previously.
Long-term rental confirmation	If applicable, confirm that the property provides rental housing for periods longer than 30 days.

Business Improvements

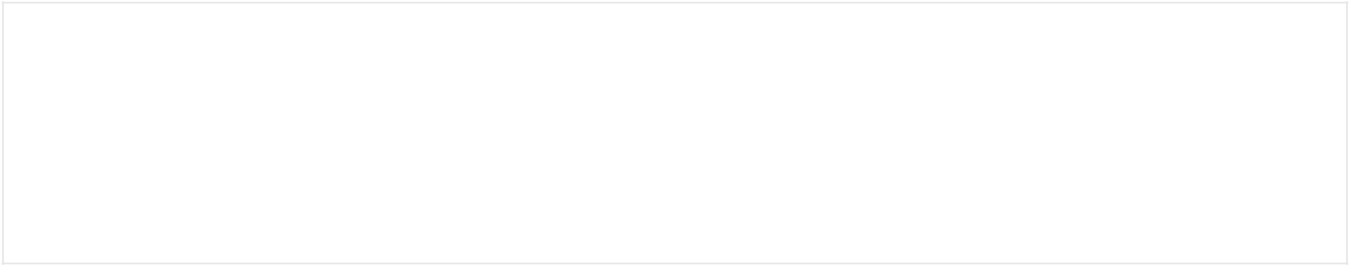
- Describe the business, its current operations, and how long it has operated in the Lexington area.
- Explain how the project will improve business stability, appearance, accessibility, employment, services, or customer activity.
- For a new or expanding business, identify any planning assistance from the Small Business Development Center or another advisor.

Community Development

- Describe the public or community benefit, intended users, and expected level of use.
- Identify project partners, site control, and responsibility for ongoing operations and maintenance.
- Explain how the project supports sense of place, public safety, gathering, recreation, beautification, or another shared priority.

Category Response

Provide the information requested above for your selected category.



Disclosures and Certification

Related Parties and Conflicts

Disclose any relationship between the applicant or proposed vendors and an LCDG director, reviewer, employee, contractor, or other person involved in the grant decision. If none, write "None."

Property or Project Disputes

Disclose any known lien, ownership dispute, code-enforcement matter, litigation, or other legal issue that could prevent completion of the proposed project. Disclosure does not automatically make the project ineligible.

Applicant Certification

By signing below, I certify that I am authorized to submit this application; the information provided is true and complete to the best of my knowledge; and the applicant has the authority to complete the proposed project. I understand that an award is not final until LCDG and the recipient sign a Grant Agreement. If funded, the recipient will use grant funds only for the approved purposes, obtain required approvals, maintain supporting records, report as required, and request written approval before changing the project scope or budget.

I authorize LCDG to verify application information and to use non-confidential information about an awarded project in reports and public communications. LCDG will not publish sensitive tax, banking, or personal identification information.

Applicant or authorized representative	Property owner, if different and required
Printed name: _____	Printed name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Submission

Submit the completed application and attachments using the instructions posted on the LCDG website. Keep a copy for your records. LCDG may contact the primary contact listed in this application with questions or requests for additional information.

Grant Review Score Sheet

For LCDG review use

Applicant

Project title and category

Reviewer

Criterion	Max Points	Score	Reviewer Notes
Community need and benefit	25		
Alignment with LCDG purposes	20		
Project readiness and feasibility	20		
Budget and cost reasonableness	15		
Long-term value and stewardship	15		
Leverage and collaboration	5		
TOTAL	100		

Eligibility Review

- ☐ Project is geographically eligible
- ☐ Applicant and project type are eligible
- ☐ Application is complete or required clarification has been received
- ☐ Property authority and required permits are documented or reasonably obtainable
- ☐ No unresolved conflict prevents consideration

Recommendation

- ☐ Recommend full funding
- ☐ Recommend partial or conditional funding
- ☐ Hold for additional information
- ☐ Do not recommend funding

Recommended amount \$

Comments and proposed conditions

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