



**COMMUNITY ENHANCEMENT PROGRAM  
COMMITTEE MEETING  
THURSDAY, JUNE 11, 2015**

6:00 PM – CEP Presentations

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

Thomas L. Johnston  
Richard G. Kidd  
Victoria J. Lowe

Peter Truax, Co-Chair  
Kathryn Harrington, Co-Chair

Ron Thompson  
Elena Uhing  
Malynda Wenzl

All public meetings are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at 503-992-3235, at least 48 hours prior to the meeting.

**A G E N D A**

<b>6:00</b>	1.	<b><u>ROLL CALL:</u></b>	
	2.	<b><u>CITIZEN COMMUNICATIONS:</u></b> Anyone wishing to speak on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the form provided.</i> In the interest of time, please limit comments to three minutes.	
<b>6:05</b>	3.	<b><u>APPROVE MINUTES FROM MEETING ON APRIL 16, 2015</u></b>	
<b>6:10</b>	4.	<b><u>DISCUSSION ON FUNDS AVAILABLE FOR ALLOCATION IN 2015-16</u></b>	
	5.	<b><u>PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM PROJECT APPLICATIONS FOR FY 2015-16:</u></b>	
		<b><u>PROJECT</u></b>	<b><u>SPONSOR</u></b>
6:20	1.	Sidewalk Chalk Art Festival	Valley Art Association
6:25	2.	Quality of Life Enrichment for Seniors	Adventures Without Limits
6:30	3.	Local Tourism Small Business Support & Promotion	FG Chamber of Commerce
6:35	4.	Fire Station Mural	Western Wash Co Firefighters Assoc
6:40	5.	Improving Community Garden Infrastructure	FG Community Gardens
6:45	6.	Farmers Market Support	Forest Grove Farmers Market

6:50	7.	STEM, College & Career Readiness Initiative	Adelante Mujeres
6:55	8.	Archival Storage for Old Train Station Collection	Friends of Historic Forest Grove
7:00	9.	Forest Grove Gleaning Project Pilot	Dairy Creek Community Food Web
7:05	10.	Landscaping Update for Chamber of Commerce	FG Chamber of Commerce
7:10	11.	Commercial Dishwasher Replacement	FG Senior & Community Center
7:15	12.	Downtown Economic Sustainability Through Events/Training	City Club
7:20	13.	Building Permits/fees for House #3	West Tuality Habitat For Humanity
7:25	14.	ReStore Maintenance	West Tuality Habitat For Humanity
7:30	15.	Youth Football Safety Equipment Update	FG Little Guy Football
7:35	16.	Promote the Urban Forest	Community Forestry Commission
7:40	17.	Recreation & Park Brochures	Parks & Recreation Commission
7:45	18.	Collaborative Sustainable Community	Sustainability Commission
7:50	19.	Sustainability in Schools	Sustainability Commission
7:55	20.	Don't Waste Food, Dude!	Sustainability Commission
8:00	21.	Reusable Bags Initiative	Sustainability Commission
8:05	22.	HLB Renovation Grant Program	Historic Landmarks Board
8:10	23.	Arts for a Community	Public Arts Commission
8:15	24.	Art Goes to the Park	Public Arts Commission
<b>8:20</b>	6.	<b>ADJOURN</b>	

**COMMITTEE evaluation forms due Wednesday, June 17, 2015.**

**NEXT MEETING: JUNE 22, 2015, 6 PM. Committee will discuss allocation of funds and designate CEP projects for 2015-16.**

FOREST GROVE COMMUNITY ENHANCEMENT  
PROGRAM COMMITTEE MEETING  
APRIL 16, 2015 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1

*Minutes are unofficial until approved by the Committee.*

**1. ROLL CALL:**

Co-Chair Peter Truax called the Community Enhancement Program Committee (CEPC) meeting to order at 6:07 p.m. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Richard Kidd, Ronald Thompson, Elena Uhing, Malynda Wenzl and Co-Chair Peter Truax. **EXCUSED:** Victoria Lowe. **STAFF PRESENT:** Tom Gamble, City Manager Pro-Tem; Paul Downey, Administrative Services Director; Matt Brown, Senior Management Analyst; and Beverly Maughan, Executive Assistant to City Manager. **GUEST:** Roy Brower, Metro.

**2. CITIZEN COMMUNICATIONS:** None.

**3. ADDITIONS/DELETIONS:** None.

**4. APPROVAL OF COMMITTEE BYLAWS:**

The proposed bylaws were reviewed and corrections noted in consistency of the name of the Committee.

**MOTION:** Johnston moved, seconded by Uhing, to approve the Bylaws with corrections. **ABSENT:** Victoria Lowe. **MOTION CARRIED 7-0 by voice vote.**

**5. ESTABLISHING PROGRAM CRITERIA:**

The Committee discussed the enhancement area boundary with consensus to designate the Urban Growth Boundary as the established boundary.

The Committee discussed proposed program goals, eligibility criteria for projects and process for soliciting and selecting CEP projects. Discussion focused on the \$5,000 cap limit, the grant as the sole source funding for projects, and if applicants should be required to attend the presentation meeting.

**MOTION:** Thompson moved, seconded by Kidd, to increase the cap limit to \$8,000 in funding in any grant cycle. **ABSENT:** Victoria Lowe. **MOTION CARRIED 7-0 by voice vote.**

There was consensus with the proposed process with the amended cap limit.

**6. ADJOURNMENT:**

Mayor Truax adjourned the CEPC at 7:04 p.m.

Respectfully submitted,

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Beverly Maughan, Executive Assistant to City Manager

## **Community Enhancement Project Evaluation**

**Evaluation Process:** Following presentation of the proposals, each CEPC member will evaluate the project and allocate their share of funds available. Based on funding requests and money available, the CEPC will determine which projects receive funding. Funding may be full, partial, or none.

**Criteria:** Projects must meet **one or more** of the following criteria to be eligible for funding. If not, the application will not be considered further.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement in safety.
- (h) Benefit youth, seniors, low income persons and/or underserved populations.

**Guidelines:** Project enhances sustainability in the City, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

### **COUNCIL GOALS FOR FISCAL YEAR 2015-16:**

- GOAL 1      PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS  
AND A PROSPEROUS DYNAMIC GREEN CITY
  
- GOAL 2      PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN  
EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY
  
- GOAL 3      PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN  
LOCAL, STATE, AND NATIONAL AFFAIRS

### **NOTES:**

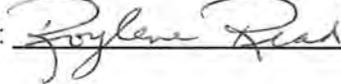
## COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Valley Art Association (VAA) Tax ID# 93-0623083

Contact Person: Roylene Read Daytime Phone: 503-352-2283  
Philip Thias 503-359-8137 Ext. 282  
Skip Buhler 503-747-9087

Address: 2022 Main Street/P.O. Box 333

City: Forest Grove State: Oregon zip: 97116

Signature: 



### Project Information

A. Project Title	Amount	Funds
	Requested:	Needed By:
<u>25th Annual Sidewalk Chalk Art Festival</u>	<u>\$4000.00</u>	<u>Aug. 1, 2015</u>

#### Proposed schedule

Project Start Date: March, 2015

Project Completion Date: September 20<sup>th</sup>, 2015

#### B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used:

The Forest Grove Sidewalk Chalk Art Festival is hosted by Valley Art Association with the financial help from the City of Forest Grove Cep Grant, business sponsorships and revenue generated from participants at the event and In-Kind Support. Squares of sidewalk in the down town area are reserved for individuals or groups to draw on using high quality pastel chalk. There is entertainment throughout the day by local musicians and performers. Valley Art Association staffs the event with volunteers from the organization, their family members, Forest Grove High School students and community members. Since this will be the 25<sup>th</sup> annual event, we want to enhance it with more entertainment and expect a larger turn out resulting in the need for a larger inventory of chalk. CEP funds would help pay for chalk, entertainment, advertising, rental furnishings and supplies.

#### C. Estimate how many residents will benefit if this project is funded.

We estimate that from 350-500 people will draw on squares this year and even more will come to view the art work. All residents of Forest Grove benefit from this event as it brings good publicity and new people to the city.

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes.

If so, amount received: \$4067 in 2014

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project complete?

We have not received a Community Enhancement Grant this year.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

The project from last year was completed on Sept. 20<sup>th</sup>. We had a record number of participants with 460 squares drawn on and many of those squares were drawn on by more than one person. The downtown sidewalks continued to draw attention for the next several days. The CEP grant was spent in full.

#### D. Project Budget

**Total Estimated Costs: \$15,780.** How were these costs estimated (quotes, catalog, previous projects, etc.? The cost for this year is an estimate based on cost to run the project over the last several years. Assumed increases in the cost for services by entertainers, supplies, advertising, etc., the value of in-kind

volunteer hours and the need to make this 25<sup>th</sup> event extra special with a little more entertainment including having the balloon man there for a longer length of time.

**Breakdown estimated costs by sources:**

<b>Category</b>	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services In-Kind +Volunteers @ \$23.07/hr=\$9270.				
Supplies	\$440.00	\$220		
Materials (chalk)	\$1200 (1/2 chalk)	\$1200(1/2 chalk)		
Other-Entertainment	\$1800	\$500 (certificates for featured artists, poster)		
Other		\$400 (high school art student scholarships)		
Other	\$470. (advertising)	\$280 (advertising)		
<b>Total</b>	<b>\$3910.00</b>	<b>\$11870.</b>		

% of Total Budget provided by Sponsor: 75%

**E. Is there secure funding for Sponsor's share of the total costs and what are the sources of funding?**

Yes- sources of revenue for the 2015 SCAF event are:

1. Valley Art Association
2. SCAF Registration Fees
3. Sponsorships from local businesses, community members, and organizations

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The 2015 Sidewalk Chalk Art Festival will be completed with proposed funding. We will continue to need the CEP Grant funding for Sidewalk Chalk Art festivals to take place

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

The Annual Sidewalk Chalk Art Festival attracts new people to Forest Grove each year. The downtown sidewalks explode with color and creative art work that celebrates this town's appreciation for the arts. The Chalk Art Festival also serves as a social venue bringing families and friends together for a day full of fun. This year we are bringing back a local grad-school mariachi band to perform that will enrich our event with its cultural music.

**PROJECT MANAGEMENT**

**A. Provide a brief narrative outlining the major tasks and projects time schedule for completing of each task.**

March-Begin planning meetings and search for entertainment performers.

March-September- Solicit volunteers.

May- Write CEP Grant.

May-June- High School Students submit drawings to be judged to use as advertising poster.

June- Contact City Light and Power to have banners hung on light poles and across Pacific Avenue. Take banner to Miracle Signs for updates. Order Chalk.

July- Contact Waste Management to line up extra waste containers for use on day of event. Prepare letters to potential sponsors to be mailed by the 1<sup>st</sup> of August. Apply for street closure permit. Begin publicity with local newspapers. Rent tent for event day.

August- Coordinate use of UCC lawn, chairs and power during event day. Contact city to have water turned off to hanging flower baskets during event week and to sweep the streets a few nights before the event.

September- Confirm volunteers and performers. Hold Pre-Registration event on the Wednesday before event day. Mark squares that do not have the brass number markers the weekend before event day.

**B. Describe prior experience managing similar projects, include prior Community Enhancement Projects.**

Valley Art has applied for and received CEP funding for several years. I have co-chaired the event for the past 11 years along with Philip Thias who has been involved with the Sidewalk Chalk Art Festival since its inception in 1991. Skip Buhler who has also been a co-chair for the last three years.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Our event requires coordination with the City of Forest Grove, the School District, UCC church, Waste Management, Pacific University, the Forest Grove/Cornelius Chamber of Commerce, News-Times, Maggie's

Buns and other businesses on Main Street. The coordination has already begun and will continue through the day of the event.

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Applications must be submitted by 5 pm, May, 29, 2015 at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

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**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

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Sponsor: Adventures Without Limits Tax ID # 72-1572963  
(N/A for City Board or Commission)

Contact Person: Larz Stewart Daytime Phone: 503-359-2455

Address: 1341 Pacific Avenue Email: larz@awloutdoors.org

City: Forest Grove State: Or Zip: 97116

Signature: \_\_\_\_\_

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**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Quality of Life (QOL) Enrichment for Forest Grove Seniors</u>	<u>\$2690</u>	<u>8/01/2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: 8/01/2015 Project Completion Date: 2/29/2015

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

Our QOL Enrichment for Forest Grove Seniors through outdoor recreational activities will target seniors from the Forest Grove Senior and Community Center. Participants will have access to at least one activity per month from August to October, and then January to the end of February. Activities will include: kayaking, canoeing, hiking, recumbent biking, caving, snowshoeing, and/or cross-country skiing. Outdoor activities would be offered to individuals at the FG Senior Center at a subsidized cost of \$15 per participant for each activity. Our goal with this project is to increase the number of accessible healthy activity programs available to our seniors, while also making it affordable for those on limited budgets.

The requested funds will be used to subsidize the participant cost to facilitate 5 trips for this first year of the program — With each trip costing an average of \$675 to operate. A maximum of nine individuals per trip will be provided with equipment/gear, snacks/water, ADA accessible transportation, activity appropriate clothing, and experienced trip guides.

**B. Project Description Continued:**

By making recreational opportunities available to people of all ages, we are making Forest Grove a better place to live and retire. These activities are essential for older adults and research indicates numerous benefits spanning emotional, physical, and mental. The primary outcome of these activities would be to increase overall wellness. More specifically, decrease anxiety/depression, enhance positive mood, lower risk of heart disease, boost bone density and build muscle strength, increase cardio-respiratory fitness, decrease joint pain and tissue inflammation, improve flexibility, enhance independence and self-confidence, and foster an environment to develop a connection with peers.

**C. Estimate how many residents will benefit if this project is funded.**

45 Forest Grove Seniors. Upon completion, all seniors in FG will benefit from new program.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? Yes <input checked="" type="radio"/> No <input type="radio"/> If so, amount received \$ \$2,500</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year</u> grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. N/A</p>
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**D. PROJECT BUDGET**

**Total Estimated Costs:** \$9,515 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous projects

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$1300	\$580	\$675	
Supplies				
Capital		\$5,380		
Materials		\$90		
Other	\$990			
	\$400	\$100		
<b>Total</b>	\$2690	\$6150	\$675	

% of Total Budget provided by Sponsor: 65 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. \$5,380 in funds are secured from the Storms Family Foundation to purchase adaptive equipment that will be needed for the recreational water activities for this project.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

This is the first phase, of a three year project to engage Forest Grove Seniors in outdoor activities to improve quality of life. Future funding would help subsidize the cost for seniors, but is not absolutely necessary.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

We will be offering new recreational resources for senior residents that reside within the boundary area. Some of the activities will be carried out on waterways such as the Tualatin River or Hagg Lake, but the program will be based from the Forest Grove Senior Center.

One of the most amazing things about Forest Grove is it's central location to forests, waterways, beaches, and mountains; this wealth of resources. We hope to give our seniors the same opportunity of sport, recreation, reflection, and leisure as everyone in the community.

## **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Once funding has been secured from Forest Grove Senior Center, we will contact the director to go over final recreational programming dates, logistics and education resources for community center members. Our goal is to begin this program in August 2015, and conclude the first years program by March 2016. April 2016 would be a time for evaluation and review by both Adventures Without Limits and the Forest Grove Senior and Community Center, with the goal to continue the program in August 2016.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

We have recently completed a year of recreational programing with the Hillsboro Senior Center, which has been very successful. Prior to AWL, there was no activities available to the seniors other than idle leisure activities. A common theme was that individuals didn't think they had the ability to kayak, hike, snowshoe, etc. anymore because of age or certain impairments. After some informational education sessions, and a few inaugural trips, the program has become one of the favorite activities of the center. In fact, the seniors were featured in an article for a snowshoeing adventure they had this winter.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes. The private organization has been completed to secure funds for adaptive equipment that will be needed to facilitate these trips. The Forest Grove Senior Center has been contacted regarding this new program, but we cannot take further steps with setting calendar dates and making resources available until funding is secured to subsidize costs for senior participants.

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Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

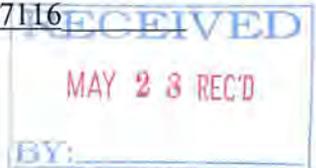
Sponsor: Forest Grove/Cornelius Chamber of Commerce/Forest Grove Econ Dev Commission  
Tax ID # 93-0427010

Contact Person: Howard Sullivan Daytime Phone: 503-357-3006

Address: 2407 Pacific Ave Email: director@visitforestgrove.com

City: Forest Grove State: OR Zip: 97116

Signature: Howard Sullivan Howard Sullivan



## PROJECT INFORMATION

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>Local Tourism Small Business Support &amp; Promotion</u>	<u>\$ 7,000</u>	<u>August 1, 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## **Proposed schedule**

Project Start Date: July 15, 2015 Project Completion Date: November 30, 2015

## **B. Project Description:**

This project is a joint application between the Forest Grove Economic Development Commission –Tourism Committee and the Forest Grove-Cornelius Chamber of Commerce. The project is to develop and distribute a printed and digital map and guide of local tourism Amenities, particularly those related to farms, food and beverages, to support and sustain our small local tourism businesses. The 11" x 17" two-sided sheet will have on the front side a map and a visual representation of where these businesses/amenities are located. The backside will provide lists and specific contact information so that visitors can access this information all in one location. Developed in tear sheet form, they are a handy, easily foldable product that the visitor can use or carry in any manner they wish.

Forest Grove offers the greatest amount of tourist and visitor amenities and attractions in Washington County. In addition, Forest Grove sits a scant 25 miles from Portland, which is a starting point for many arriving national and international tourists and is part of a metro area of 2.2 million persons. Forest Grove is also growing with many new subdivisions and recent residents who are unaware of what the area offers. These amenities combined with a location in close proximity to Portland, represents an economic opportunity for growth of the tourism in Forest Grove.

Visitors to Forest Grove have the chance to actually meet a winemaker, beermaker, farmer, a cheese maker at the source. They can pick fresh fruit or produce, or visit the only Sake Brewery in the US. The setting is also unique where one can stroll the historic downtown,

## **B. Project Description Continued**

The college campus, a farm or a winery with a stunning view. Visitors can also package food and beverage activities with a wide range of other unique experiences such as, birding at Fernhill, boating or fishing at Hagg Lake, recreating and camping in the Tillamook State Forest or Stub Stewart, ziplining, or a cultural event at Pacific University, and biking among a variety of trails or routes.

Forest Grove businesses that serve the visitor industry directly or indirectly are often small, independent, locally owned and family run. There are two broad sectors that represent growth opportunities, both, at their base, maintain and preserve the environment. Outdoor activity, mostly passive recreation, and nature and culinary and agri-tourism. This latter sector is emerging with organic farm products, farmers markets, farm to table dinners and wine dinners, and craft wine, sake, beer and food. At the same time outdoor amenities such as Hagg Lake, Tillamook State Forest, Fernhill Wetlands and scenic bikeways are creating expanded recreation offerings. This CEP seeks to enhance the growth of the local tourism industry which in turn will strengthen our local small business by increasing revenue, adding jobs and business ownership opportunities while preserving the environment which they base their livelihood from. This type of tourism development supports both economic and environmental sustainability. Many of these farms and wineries practice sustainable farming techniques. Together with the forest, park and other outdoor amenity managers, they are good stewards of the land.

Specifically the product of this small business local tourism project is:

- Printing of 10,000 copies of a two-sided 11" x 17" sheet. The front side would consist of a color map with icons for various amenities. Included would be a detailed map of the downtown. Icons/Numbers with legend to be placed on map indicating: wines & wineries, farms & gardens, craft beer/cider/sake/, restaurants/dining, recreation sites, and shopping/other. The backside would provide lists and contact information for these amenities in an easily readable and organized format. The Map Guide will be printed on recycled paper.
- Development of a digital version that will be placed on websites including the Chamber of Commerce, City of Forest Grove, City Club, Dairy Creek Community Food Web and others.
- Distribution of the map guide to various locations to increase exposure

### **Need:**

Looking at the current situation, money and opportunity are clearly being "left on the table" There is no single location or guide that identifies all of the outdoor recreation, nature, farm, food and drink assets of the area. These are small businesses that have little marketing budget or might not even be aware of what marketing opportunities are available.

Furthermore, when information does get out there it can get lost within regional or state agencies or product associations. Thus it has been difficult to market and promote all these local resources, products and events in Forest Grove specifically. Overall as a result, the opportunity to increase revenue, to add jobs to grow or even to stay in business are lost.

### **Project Goals:**

1. Support the growth of our local tourism amenities such as outdoor passive recreation, farms, food and beverage, small businesses through increased awareness, promotion, marketing, and events to attract more tourists, visitors and residents.
2. Provide a benefit to our downtown and commercial area by strengthening the viability and prosperity of our of tourism related, lodging, gift, art, food and drink businesses. Increase

dollars from visitors to locally owned businesses circulates to support other businesses as well. Growth also supports new job and business start-up opportunities and adds to the prosperity of our City. Increases residents and local businesses opportunity to purchase or locally source fresher and higher quality food and drink products and meals.

3. Sustainability of local tourism businesses. Maintaining locally producing farms that provides healthy, fresh and higher quality products; Support of a sector that is environmentally friendly and practices sustainability of land through good stewardship of land. Promoting social equity by strengthening locally owned, small family businesses vs. corporate ones; recirculating the wealth in the community, creating and sustaining local job opportunities, supporting a viable Forest Grove downtown and commercial areas and increasing city tax base.

**C. Estimate how many residents will benefit if this project is funded.**

3,500 Forest Grove workers and their families who work in businesses that cater to visitors and tourists will benefit directly. As important this project will help sustain local, farms, wineries, restaurants and other related small business by helping to increase revenues. The indirect benefit will be larger as more dollars will be circulating in the community as new visitors are introduced to the City may plan future return trips or relate a pleasant experience to other friends or relatives.

Has the sponsor received a Community Enhancement grant for this project in the past? **NO**  
 If so, amount received \$ 0

Has the sponsor received a Community Enhancement grant for the current year? **Yes**  
 If so, is the project completed? **1 project completed, 2<sup>nd</sup> mostly completed at this date.**

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.  
 The chamber received a grant for \$830 for a shredding day. Over 250 benefited. All funds were expended. A second CEP of \$2,890 was for the holiday design team. All Forest Grove residents benefited from the lighted tree dec expended. Most fund have been expended and the remainder will be spent shortly.

**D. PROJECT BUDGET**

**Total Estimated Costs: \$10,880** How were these costs estimated (quotes, catalog, previous projects, etc.)? Direct quotes from vendors, project experience

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		<b>1,840</b>	<b>1,840</b>	
Supplies		<b>100</b>	<b>100</b>	
Capital				
Materials: Map Guide	<b>\$5,000</b>			
Other- Printing & Dist	<b>\$2,000</b>			
<b>Total</b>	<b>\$7,000</b>	<b>\$1,940</b>	<b>\$1,940</b>	

% of Total Budget provided by Sponsor: 35.6 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. Match is secure. Mostly In-kind support from Chamber staff, City of Forest Grove-Economic Development and committed tourism business and organization stakeholders. In kind match expenses include volunteer personnel services for project management and review, and map guide distribution. Match includes 80 + hours of personnel labor and supplies such as gas, postage and other supplies.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Project will be completed with proposed funding. Sufficient number will be printed to last a number of years, while the digital copy can be easily updated with minimal cost. Future versions developed with funds from ads/sponsors.

**G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**

Ultimately these tourist businesses bring in new revenues from outside visitors but also provide benefits and enhanced quality of life for our residents.

- Supports economic and environmental sustainability and a prosperous green city. Helps strengthen and grow locally owned small businesses by increasing revenue sources. Provides job and business ownership opportunities for local residents for all skill levels. Supports stability/growth of a green sector of local food and beverage artisans, small food processors, family farms and local restaurants. This also results in a positive ripple effect of increased dollars locally and new revenue for small gift and art shops and lodging. Many farmers and wine growers are organic and use practices that promote good stewardship of land. The Map Guide will be printed on recycled paper.
- Enhances social sustainability: supports opportunity of local residents to enjoy diverse amenities, natural attractions, fresh foods, exercise and recreation. Stabilizes owner-proprietor's social as well as economic needs. Help lead to income increases of residents working in this sector.
- Criteria (a) Since many of these businesses are outdoor recreation, food or farming, based they seek to preserve or improve the environmental quality of their business. Reduces commuting/auto travel out of area. Adds to vibrancy and appearance of downtown by sustaining healthy businesses.
- Criteria (h) local job opportunities are enhanced for all skill levels that benefit youth, seniors, low-income and other underserved populations.

**PROJECT MANAGEMENT**

**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Complete CEP contract with City:	July 2015
Sign Contract with Vendor for map guide	August 2015
50% complete	Late September, 2015
Map guide 100% complete	November 15, 2015
Digital version placed on web sites	Late November, 2015
Printing Completed	Late November, 2015
Distribution	December, 2015 -on-going

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The team, a partnership of the Forest Grove EDC-Tourism Subcommittee and the Chamber of Commerce leading this project is very experienced in managing community, small business, tourism and similar community and CEP projects over the last 10 years. The various completed CEP projects have supported small business development and tourism efforts. The project management team includes: Chamber of Commerce staff, City of Forest Grove Economic Development –Jeff King, Hope Kramer- EDC Vice Chair and small business owner, Adelante Mujeres-Kaely Summers, Urban Decanter –Rebecca Kramer, and Dairy Creek Community Food Web-Robin Lindsley. These skills include grant management, project management, economic development, community/tourist events and managing volunteers. The Chamber and EDC tourism committee, bringing together public-private organizations, will contribute to project management. A number of the members have also managed CEP grants for their own organizations.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes, there is coordination with a coalition of tourism stakeholders that is in place through the EDC Forest Grove Tourism Committee and the Farms, Food and Drink Subcommittee. The key stakeholders in place include: Forest Grove-Cornelius Chamber of Commerce, McMenamins Grand Lodge, Tillamook State Forest, Plum Hill Vineyards, Apolloni Vineyards, Adelante Mujeres/Farmers Market , Dairy Creek Community Food Web, Urban Decanter, and Washington County Visitors Association. This coordination includes grant project development, project and task management, information.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

## COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Western Washington County Firefighters Association Tax ID # 93-0756481  
(N/A for City Board or Commission)

Contact Person: Michael Kinkade Daytime Phone: 503-992-3175

Address: 1919 Ash Street Email: mkinkade@forestgrove-or.gov

City: Forest Grove State: OR Zip: 97116

Signature: 

### PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Fire Station Mural</u>	<u>\$2500</u>	<u>July 1, 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

### Proposed schedule

Project Start Date: July 1, 2015 Project Completion Date: October 1, 2015

### **B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

The funds will be used to develop a six-panel art mural on the south side of the fire station, along 19th Street. A local artist has been identified (Emily Lux), and this project is being done with the cooperation and support of the City of Forest Grove Public Arts Commission. This project will provide antique pictures/historical photographs from the fire department archives. A sample is attached. This will extend the downtown corridor with attractive artwork along what is currently an unattractive plain brick wall. The total cost of this project is \$5000 as bid upon by the artist, which includes all necessary materials. The Western Washington County Firefighters Association has agreed to fund 50% of this cost. We are requesting \$2500 to provide complete funding for this artwork.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

All residents in the community (22,000) will benefit from this art work.

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$5000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Quote from Artist \_\_\_\_\_

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$1875	\$1875		
Supplies	\$625	\$625		
Capital				
Materials				
Other				
<b>Total</b>	<b>\$2500</b>	<b>\$2500</b>		

% of Total Budget provided by Sponsor: 50 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, 50% of the funding is sponsored by the contributions of a non-profit, the Western Washington County Firefighters Association.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

No.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

This project meets Council Goal #1 to "Promote safe, livable and sustainable neighborhoods and prosperous, dynamic green city." It will enhance the community socially through the provision of a neighborhood art project, increasing the city's attractiveness and livability. It increases the value of surrounding neighborhoods which has an indirect impact on the desire of future residents and businesses to stay or relocate to our community. It also recognizes and honors the historic significance of our fire department, one of the oldest institutions in Forest Grove. It celebrates the history and accomplishments of our community. All of these criteria would enhance the vision and values of the community and the City Council.

## **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

This project has been worked on since it was first envisioned in early 2013. The current timeline would call for the project to be started on or about July 1 and be completed in time for a public unveiling at the Annual Sidewalk Chalk Art Festival and Corn Roast.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The fire department and the firefighters association has a long history of successful community participation and projects, with events such as the July 4 Fireworks event, the December Holiday Light Parade, and participation in almost every major event that our community holds. The Western Washington County Firefighter Association has not received a CEP grant in the current year, but has received them in the past years to help maintain the community flag. All of these projects were completed on time. CEP grants are no longer required for this project as alternative funding sources were identified. WWCFWA has a long history of completing projects and coordinating events in the community.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

It has been coordinated and supported by the City of Forest Grove Public Arts Commission. All necessary coordination has been completed.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

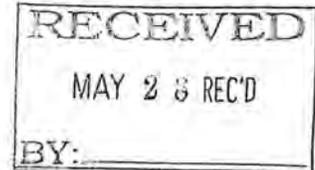
Sponsor: Forest Grove Community Gardens Tax ID # 030473181 Adelante Mujeres sponsor  
(N/A for City Board or Commission)

Contact Person: Ellen Hastay Daytime Phone: 503-357-8428

Address: P.O. Box 384

City: Forest Grove State: OR Zip: 97116

Signature: Ellen T. Hastay



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Improving Community Garden Infrastructure	\$ <u>7960.00</u>	July, 2015

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: June 1, 2015 Project Completion Date: June 30, 2016

## B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

The Forest Grove Community Gardens has provided space for local residents to grow vegetables, fruit, herbs, and flowers since 2009. Situated on Forest Grove City Parks land at the north end of Maple St, it is composed of two parcels of land: to the east, the smaller parcel is operated by Adelante Mujeres for its members, and the one to the west by a committee of volunteers as the Forest Grove Victory Garden. The latter is divided into 147 plots, each approximately 240 sq ft. Yearly cost for a plot is \$30, with a discount for those eligible for SNAP benefits. This fee also covers water, soil amendments, and garden tools. There are seven 4'x6' raised beds that have a yearly rental fee of \$6 each, built with materials provided by Natural Yards Raised Beds. From the beginning, space has been set aside to grow fresh produce (approximately 2000 lbs last growing season) to supplement food for low-income residents at local food pantries.

The primary challenge at the community garden the past two growing seasons has been reducing water usage and its cost. A substantial portion of our grant last year was spent on a system of pressure reducers and flow restricters to lower the flow of water, encouraging gardeners to use drip or soaker hoses. In meetings with city officials we arrived at goals for water use reduction in exchange for holding water costs at a level that is affordable within our limited budget.

**B. Project Description Continued:**

In this year's project we will continue to work on refining the water system but also turn attention to the infrastructure of the garden that has been neglected these past few years. Past grants provided soaker hoses which have been appreciated and used by many gardeners. Other gardeners would prefer to use drip irrigation that is even more effective in conserving water and more efficient for watering plants than soaker hoses. We hope to provide drip pipe and fittings to gardeners at an attractive reduced rate through grant funds. The other water related item in our project proposal is for meters to more clearly quantify how much water is being used in the Adelante Mujeres garden versus the Victory Garden, so that costs can be shared more accurately.

The present half gate at the east entrance to the garden does little to regulate people, vehicle, or animal traffic into the garden. While we believe it would not be practical to actually lock an entrance gate, having one that fills the entire space and could be closed securely would be a great improvement. Besides being a more definite barrier to entering the garden, it would also help keep small children inside the garden. This large gate will be opened for authorized vehicles. A human traffic gate would be installed beside it.

Many gardeners do not use computers and therefore do not read updates and information on our website. We propose to use grant funds to build a kiosk larger than the present one, where messages and information would be easily accessible to all gardeners. Compartments would house resources to take and forms for plot rental registration.

We would like to purchase new tools and wheelbarrows to replace ones that are missing, battered, or broken from constant use. We will undertake a renovation of the garden shed to better organize the tools, at the expense of the garden budget. Finally, as in years past, we need to purchase compost to amend the hard clay soil, sold to us at a discount by Nature's Needs.

**C. Estimate how many residents will benefit if this project is funded.**

The 65 families who have plots in the community garden and thousands of Forest Grove residents who receive produce from the garden donated to local food pantries will benefit.

Has the sponsor received a Community Enhancement grant for this project in the past? Yes  
If so, amount received \_\_ \$9,000 (approx. over the last 6 years) \_\_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year? Yes.  
If so, is the project completed? No.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

Approximately 62 families benefitted directly from growing fresh produce in their plots, connecting and cooperating with other gardeners of all ages and a variety of ethnicities, and engaging in the healthful activity of caring for their plots. In addition, thousands of low-income people in the Forest Grove area benefitted from the produce that was grown in the community garden and donated to local food pantries. Work continues on the new watering system.

## D. PROJECT BUDGET

**Total Estimated Costs:** Quotes from Hardwood Design, HPS Pipe, Forest Landscaping, Nature's Needs, Fred Meyer.

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$2000 kiosk labor	\$2380 In-kind labor		
Supplies	\$600 compost			
Capital	\$900 meters \$1785 gate			
Materials	\$750 kiosk \$1625 drip irrig \$300 whlb/tools	\$40 shed		
Other				
Total	\$7960	\$2420		

% of Total Budget provided by Sponsor:  30  %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. The sponsor's share of the total costs is labor donated by steering committee members and experienced gardeners @ \$17 per hour to renovate the garden shed, install water meters, rebuild the gate, instruct gardeners in building drip irrigation systems, and provide on-going maintenance of water system. Also, we will pay for lumber and hardware for the shed renovation.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The project as described will be completed with the proposed funding.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**

This project meets eligibility criteria in that the redesigned kiosk structure will improve the appearance of the garden, which is located on city land. Gardeners are required to repurpose the green waste within their plots, therefore reducing the city waste stream. The new gate will keep children within the garden, thus improving their safety and increasing the sense of a recreational area. Water meters, the kiosk, and drip irrigation system are all upgrades of real property for this 501(c)3 sponsored organization. The project provides youth with opportunities to learn about gardening, and it economically benefits seniors and low-income residents from a variety of ethnicities. Drip irrigation contributes to economic and environmental sustainability by reducing water usage. The City Council goal to promote safe, livable, and sustainable neighborhoods and a prosperous, dynamic green city is met through proposed garden improvements. The project provides access to growing food for financial security and promotes local, state, and national visibility.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Our proposal requests resources to complete the new water saving system and address previously neglected aspects of the community garden infrastructure.

- Renovate garden shed to better organize tools – June, 2015
- Purchase and install water meters to accurately measure water usage on the Adelante Mujeres/Victory Garden sides of the garden. July, 2015
- Make drip irrigation pipe and fittings available to gardeners. July, 2015
- Remodel kiosk to provide improved information to gardeners. July, 2015
- Purchase and install new gate at the east entrance to the garden. July, 2015
- Purchase wheelbarrows and tools. August-September, 2015
- Purchase compost to amend clay soil. April-May, 2016

Donated labor will be utilized to renovate the garden shed, install water meters, assist gardeners in building their drip irrigation systems, and install the entrance gate.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Members of the steering committee purchased and installed the new water-saving system in the garden. Last year, a steering committee member designed and constructed a shade structure over the picnic table at the garden. Several garden members who have refined their drip irrigation systems have expressed willingness to assist others with their watering systems.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe. Yes.**

The Forest Grove Community Gardens has an understanding with Adelante Mujeres that they will act as the 501(c)3 non-profit sponsoring organization. This provides FGCG with liability insurance through WSC Insurance.

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Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Forest Grove Farmers Market Tax ID # 03-0473181  
(N/A for City Board or Commission)

Contact Person: Kaely Summers Daytime Phone: 503-992-0078 ex 213

Address: 2036 Main Street Suite A Email: ksummers@adelantemujeres.org

City: Forest Grove State: OR Zip: 97116



Signature: *Kaely Summers*

**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
Forest Grove Farmers Market Support	\$ <u>8,000</u>	<u>July 1, 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: May 2015 Project Completion Date: December 2015

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

The Forest Grove Farmers Market is now in its 10th year of operation under management from the non-profit Adelante Mujeres. We offer a wide selection of local goods ranging from fresh produce, eggs, meat, honey, baked goods to prepared foods, flowers and more. We provide an outlet for small farmers and food producers to connect with the community directly. The market attracts a weekly crowd of over 2,000 visitors from diverse backgrounds and highlights what makes Forest Grove unique.

For the Community Enhancement Grant proposal we would like to refresh the equipment and materials we use to sustain weekly operations and we would like to provide outreach to families and individuals on limited incomes. As the largest weekly community event in Forest Grove, the market provides a healthy space that supports the city's sustainability goals and we need your support in continuing this valuable resource.

Our street signs and banners need updating to promote the weekly market and inform the public of street closures. The light post banners are worn from weather over the years and we will be working with the City Club of FG to split the cost of having new ones made to promote both the market and 1st Wednesday events.

The chairs and tables we provide for market guests to use are also worn. Some have broken over the years and are no longer functional. We would like to replace these with new ones and increase the amount of seating we have available. Other operational costs include renting portable restrooms to keep up with the number of people attending the event, which has risen over the last few years. The portable restrooms are in addition to two restaurants who offer their facilities to the public. In order to maintain the existing restrooms we will also need to purchase toiletry supplies.

**B. Project Description Continued:**

Although we have increased the overall number of people attending the market on a weekly basis, we have identified two specific target populations who have not been frequenting the market and who could benefit from both the access to fresh produce and social atmosphere. Those two groups are seniors and families using federal nutrition benefits.

We know that Forest Grove has a large population of older adults and the market is a great social outlet for them to stay connected with the community. The King neighborhood farmers market in Portland welcomes many seniors and started a very successful "bingo at market" program that we would like to replicate in Forest Grove. Along with additional outreach materials, we will work with the Washington County Office for Aging and Veteran services, the Forest Grove Senior and Community Center and Ride Connection to make the market a place more seniors feel comfortable attending.

To reach more families who use federal nutrition benefits we would like to continue the Match Program. This program allows families with SNAP (Supplemental Nutrition Assistance Program, i.e. food stamps) or WIC (Women, Infants, and Children benefits) to redeem their benefits at the market and receive additional tokens to purchase more fruits and veggies. The Match program will help these families double their purchasing power and allow for healthy choices. Since 2008, the Match program has been the most successful tool in welcoming families on limited incomes to participate in the market and support local businesses.

**C. Estimate how many residents will benefit if this project is funded.**

On average, we welcome 2,000-3,000 people to the market each week. We have seen as many as 4,400 visitors on one market day.

Has the sponsor received a Community Enhancement grant for this project in the past?  
Yes  No  If so, amount received \$ 2,380 (2014 award)

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

Using the entire 2014 CEP award, the Forest Grove Farmers Market accomplished the following:

- Market garbage has gone from at least eight 30-gallon size garbage bags each week to only one per week. This is true even though the average market attendance has almost doubled since the initiation of the Waste Center program.
- We used an average of 120 ceramic plates per market, keeping them out of the waste stream.
- All reusable to-go containers were sold at the market and continue to be in use.
- We offered 3 indoor winter market events with 25 vendors in attendance.
- Over 700 people visited the winter markets during November and December.
- \$19,453 was spent at the market using federal nutrition benefits and SNAP Matching funds.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$76,500 How were these costs estimated (quotes, catalog, previous projects, etc.)? Estimated costs are based on previous market season, quotes from suppliers and on-line bids.

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$1,109	\$25,000 (Adelante Mujeres)	\$11,000 (Grants)	\$8,000 (volunteer time)
Supplies	\$390	1,000	3,000	
Capital	\$3,976	3,000	\$4,000	
Materials	\$525			\$500
Other	\$2,000 (Match Tokens)	\$1,000	\$12,000	
<b>Total</b>	<b>\$8,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$8,500</b>

% of Total Budget provided by Sponsor: 90 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes - The sponsor portion of funding will come from vendor booth fees, sponsorships and grants from New Seasons Market, Farmers Market Fund and the Kellogg Foundation. Additional funds and in-kind services will come from AmeriCorps Member services, community donations and volunteer time.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

All equipment and project items will be purchased during the 2015 CEP grant term and activities (including the Match Program and Bingo) will take place over the 2015 Farmers Market Season. We will need additional funds as available in the future for operational costs and other special projects.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

City support helps us provide quality programs and events for the Forest Grove community and helps make the market a successful entity. Success to us means economic growth for small locally owned farmers and artisan food businesses, it means trending lightly on the earth by following operations that generate little to no waste and contribute to the health of the natural environment, and finally success means providing a space for community to happen; where people can connect and feel connected.

At the Forest Grove Farmers Market, we are a small business incubator, creating jobs, increasing income for local residents and promoting greater diversity of economic activities. Through our Waste Center, we offer education and advise for residents so that they may increase their habits of reusing, recycling and reducing waste. The Farmers Market provides free entertainment, activities, and a welcoming space for all walks of life including youth, seniors, low-income persons and other under-served populations. This increases the livability and attraction to the City of Forest Grove for residents and visitors alike.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

This project will begin with the Market Season. Off-season fundraising and season sponsors allow sufficient funds to offer the Matching program until CEP funds are awarded. We can manage until July, when new equipment will be purchased such as the tables and chairs. Projected time-line:

- o Collaborate with First Wednesday for joint marketing efforts and purchasing new street banners (July 2015)
- o Purchase new chairs, tables, marketing signs, and reserve portable restrooms (July 2015)
- o Plan, organize, and advertise Bingo games at market in collaboration with organizations working with older adult populations (July – December 2015)
- o Distribute matching tokens to low-income shoppers (July - December 2015)
- o Conduct crowd counts and shopper surveys to collect Match Program data (every week throughout the 2015 season)

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The Forest Grove Farmers Market has been coordinating CEP grants for many years now, using the funds for a variety of projects that enhance visitor's experiences to the market and livability for Forest Grove. From offering kid's activities, free musical entertainment, and more, we have increased the number of visitors that attend the event weekly and the number of small businesses we are able to support.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes, we will be working with the City Club of Forest Grove and the Economic Development Commission to purchase joint marketing banners that both promote the weekly market and 1st Wednesday events. We have worked with these groups for several years to coordinate the event and cross marketing.

We will also work with Washington County's Service offices such as DHS, WIC, FG Senior and Community Center, Ride Connection and the Office of Aging and Veteran Services in order to promote and outreach services for the market to disadvantaged populations. We have met with these groups in the past to distribute fliers and inform them of the SNAP/WIC Matching we currently offer at market.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

CEP Proposal from Forest Grove Farmers Market 2015

<b>Grant Categories</b>	CEP	Adelante Mujeres	Grants/ Donations	Volunteers/ In- kind
<b>Personnel Services</b>	Total			\$8,000
Market Manager	\$300	\$15,000	\$6,000	
Outreach Assistant	\$419	\$10,000	\$5,000	
Restroom Cleaning Services	\$390			
<b>Supplies</b>		\$1,000	\$3,000	
Paper/restroom supplies	\$390			
<b>Capital</b>		\$3,000	\$4,000	
Portable Restrooms for 6 weeks (1 <sup>st</sup> Wednesdays)	\$1,362			
20 Chairs at \$10 each	\$200			
5 Round Tables at \$85 each	\$425			
2 Rectangle 8ft Tables at \$85 each	\$170			
1 Rolling cart for table storage and transport	\$169			
8 Light-Post Street Banners at \$150 each	\$1,200			
6 Sandwich-board Signs at \$75 each	\$450			
<b>Materials</b>				\$500
Bingo Card Printing	\$150			
Bingo Food Prizes	\$350			
Promotional Fliers	\$25			
<b>Other</b>		\$1,000	\$12,000	
Match Tokens for SNAP/WIC customers	\$2,000			
<b>Total cost</b>	\$8,000	\$30,000	\$30,000	\$8,500

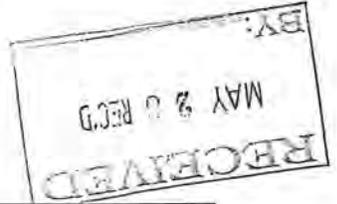
Time is based on 26 weeks of May-October regular Farmers Markets and 4 winter indoor markets.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

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Sponsor: Adelante Mujeres Tax ID # 03-0473181  
(N/A for City Board or Commission)  
Contact Person: Anne Morse Daytime Phone: (503) 992-0078  
Address: 2036 Main St. Email: info@adelantemujeres.org  
City: Forest Grove State: OR Zip: 97116

Signature: 



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**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>STEM, College, and Career Readiness Initiative</u>	<u>\$ 5,000</u>	<u>9/30/2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: 7/1/2015 Project Completion Date: 6/30/2015

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

Chicas is a youth development program that helps Latina girls (grades 3-12) navigate issues such as academic success, body image, and gender discrimination in a comprehensive and proactive manner. The program is offered at 5 schools and 6 sites, through which we serve approximately 200 girls within the Forest Grove School District (90% low-income and first-generation immigrants and many who come from migrant families). Our STEM, College, and Career Readiness initiative will serve all of our participants through after-school sessions as a part of Chicas.

Chicas uses the proven evidence-based national model "Girls Circle," as well as "En Camino," a college readiness curriculum developed by National Center for Families Learning designed to help Latino parents and students prepare for college. Our workshops and camps are taught and advised by professionals and organizations throughout the metro area. The participants in our Chicas program come from families where college is not a part of the narrative: 85% of girls' parents have less than a high school education. Of the people we serve throughout Adelante Mujeres, the average family income is \$24,000 per year. Families experience social and economic barriers that include isolation, immigration status, language issues, and working long hours to make ends meet.

**B. Project Description Continued:**

STEM and a pro-college atmosphere are part of our solution. We focus on STEM because Latina women are severely under-represented in the fields of science, technology, engineering, and mathematics. Male students are three times more likely to express an interest in pursuing a STEM degree than female students, and the number is even lower for minority women (STEMconnector 2012). In the U.S only 3% of science and engineering masters—and fewer than one percent of PhD's – are awarded to minority women (National Science Foundation 2011).

Objective: Serve 200 Latina girls in Forest Grove school district with a 25-week curriculum, leadership development, academic support, early intervention, college readiness, financial literacy and parent involvement.

Outcomes:

- 90% of Chicas participants will demonstrate school attendance of 90% or higher
- 85% of Chicas will report positive changes in overall well-being, confidence, and college aspirations
- 95% of seniors will graduate from high school
- 85% of graduates will enter post-secondary education or job training
- 75% retention rate in program

Objective: Offer semi-quarterly task-oriented family gatherings and workshops on the following topics: substance abuse, bullying, financial literacy, child and youth development, college readiness, communications, positive discipline and cultural identity.

Outcomes:

- 50% of Chicas families will participate in gatherings and workshops
- 90% of caregivers attending workshops will report an increase in their guidance and positive reinforcement
- 80% of caregivers attending workshops will report an increase in their rules and expectations about alcohol, tobacco, and other substance use and abuse

**C. Estimate how many residents will benefit if this project is funded.**

550 Individuals: 200 Latina girls and 350 Latino parents

Has the sponsor received a Community Enhancement grant for this project in the past?  
Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed? Yes

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.  
This year, we are providing early childhood education to 45 children. Total funds will have been spent by the completion of our fiscal year, which ends on June 30. According to Oregon Parenting Education Collaborative Report, 100% of Adelante parent participants say that they would recommend the parent education class to others. We expect that the children in the program will continue to perform as well on kindergarten readiness indicators and in kindergarten.

**D. PROJECT BUDGET**

**Total Estimated Costs:** 50,176 How were these costs estimated (quotes, catalog, previous projects, etc.)? STEM Project costs calculated from Chicas Program

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	3710	29843		
Supplies	915	789		
Capital		1531		
Materials		0		
Other	<b>375</b>	13014		
<b>Total</b>	<b>5,000</b>	<b>45,176</b>		

% of Total Budget provided by Sponsor: 97 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

We have already funded a significant portion of the 2015-16 overall Chicas budget from government partnerships and grants from private and corporate foundations (Washington County DHHS, the School District, OCF, The Miller Foundation and Nike Foundation)

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Chicas is an ongoing program and will continue past the grant period. The STEM, College, and Career Readiness Initiative helps further our goals for the larger Chicas program, which inspires Latina girls to strengthen their skills, with a focus on leadership, self-esteem, and academics and will also be continued.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

This program meets point (h) of the eligibility criteria: "Benefit youth, seniors, low income persons and/or underserved populations." The program improves the economic and social sustainability of Forest Grove through improving educational offerings for an underserved and growing population in the community.

STEM fields are some of the only sectors in which there is reliable employment growth. In many STEM fields, there were tight hiring fields even in the middle of the recent recession. As of 2013, there were 3.2 million unfilled STEM jobs in the United States. According to the Georgetown University Center on Education and the Workforce, associate's degrees in STEM fields are more lucrative than bachelor's degrees in non-STEM fields.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Activities will take place throughout the 2015-16 school year and will include: 1) Implementation of the initiative with STEM, College and Career readiness workshops for all of our participants during the 2015-16 weekly 90-minute after school sessions; 2) Quarterly workshops to parents and their families on college and career readiness; 3) College readiness preparation including campus tours, career exploration, college fairs, scholarships and support services (e.g., with financial aid); 4) Access to post-secondary education through partnerships with Pacific University, PCC, PSU and Linfield College, where our students receive mentorships, leadership development, and access to school resources; 5) Financial literacy sessions, plus a 3:1 matched savings program for post-secondary education.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

We have been managing the Early Childhood Education program since shortly after our founding in 2002 and have received a number of Community Enhancement Project grants for it. Since 2002, our programs have grown in scope and number. We now provide a spectrum of programs to provide for our clients' needs. Our programs include Adult Education and Early Childhood Education, Chicas Youth Development, ESPERE: School of Forgiveness and Reconciliation, which offers culturally-specific and culturally-appropriate trauma-processing services to address social and familial violence within poor communities. The Microenterprise Development Program consists of three interrelated projects: Empresas, Agriculture, and the Forest Grove Farmers Market, which offer classes and services to small businesses and sustainable farmers.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

We do work with a number of complimentary organizations to provide the best possible programming for our participants. These high quality relationships help us to increase our reach and enhance services with fewer dollars. For Chicas, we coordinate with the Forest Grove and Hillsboro School Districts to deliver our programming. We work with a number of local colleges and universities (Portland Community College, Portland State University, Pacific University) to provide campus tours, college fairs, and panel discussions with parents and students. Other partners include the Washington County DHHS, Oregon State University Extension Service, Intel and the Comcast Foundation.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

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Sponsor: Friends of Historic Forest Grove Tax ID # 93-1057974  
(N/A for City Board or Commission)

Contact Person: Skip Buhler Daytime Phone: 503-747-9087

Address: P.O. Box 123 Email: fhfg07@gmail.com

City: Forest Grove State: OR Zip: 97116

Signature: 



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**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>Archival Storage for Old Train Station Collection</u>	<u>\$3286</u>	<u>August 30, 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: September 30, 2015 Project Completion Date: April 30, 2016

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

We are seeking this grant to help purchase appropriate storage containers for the historical items in the collection at the Old Train Station (OTS, located at 1936 19th Ave., ), the museum and library operated by Friends of Historic Forest Grove (FHFG). FHFG needs a wide assortment of archival storage products to store and preserve the current collection, which will further our mission of being more accessible to the public, and to one day gain museum accreditation. We have done a thorough search for the number and quality of products the collection requires, and have calculated the total cost based on online archival product manufacturers, as well as other companies.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

The entire population of Forest Grove and Washington County will benefit.

Has the sponsor received a Community Enhancement grant for this project in the past?  
Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. We received a CEP for the current year, which has yet to be completed, grant funds remaining amount to \$ 1100. The funds were used as described, and safety features were designed and installed at the A.T. Smith House, and made it possible for many Forest grovers to visit the house, at the Chamber of Commerce luncheon last year and at the Tour of Historic Homes, as well as open houses. The shed has been designed and ready to construct, but it was decided a slightly larger structure was needed, so we needed to wait until we had sufficient funds to add to the CEP funds. The plan is to have in finished sometime in early June.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$ 6878 \_\_\_\_\_ How were these costs estimated (quotes, catalog, previous projects, etc.)? Quotes and Catalogues

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		\$ 2592 (volunteer)		
Supplies	\$ 3286	\$ 1000		
Capital				
Materials				
Other				
<b>Total</b>	<b>\$ 3286</b>	<b>3592</b>		

% of Total Budget provided by Sponsor: 51 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes. The sponsor's share is secure.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes. The project will be completed as described, according to the timeline.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

In the last few years, the OTS has become a regular tourist destination. The mission of our organization is to preserve Forest Grove's historical legacy, both in terms of architecture as well as our material and visual culture. In our desire to have our museum be a key site for historical research and recreation, and to best represent Forest Grove to the public, it is crucial to have a well cared-for collection of objects that celebrate our history. Our volunteers - key among them being the husband and wife curatorial team at the OTS, Don and Cheryl Skinner - have made a list of the most needed items to carry out this preservation effort, to conserve the majority of items. In addition to archival envelopes and boxes, a portion of the grant aid would be used to purchase three lockable storage/display cabinets. These would allow more of the fragile items, but also the small 3D objects, to be at once viewable and protected. This project enhances sustainability and livability in Forest Grove. By preserving our local and regional heritage, through the protecting and maintaining of artifacts, we offer the visiting public a welcoming location to study, learn and recreate. We also promote a City that cares about its unique historical role, and we make every attempt to keep its material culture protected for future generations.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Major tasks associated with the project are as follows:

- Organize items into categories and secure them in new storage boxes, etc. (2 months)
- Rent U-haul truck, pick up storage cabinets (3 hours)
- Assemble cabinets, position cabinets (2-3 days)
- Fill cabinets with selected objects (3 days)

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

FHFG has completed numerous projects at the OTS and the A.T. Smith House, all in a timely manner. With past CEP grants, we have replaced the windows (2005), installed a new roof (2007), and completed a clean-up project (2014) at the A.T. Smith House, that involved building a wagon trail around the property. In 2012, we were awarded a CEP grant used to renovate the exterior of the Old Train Station. Finally, last year, the CEP grant supplied funds for building safety features at the A.T. Smith House. We are still working on the last portion of that project, that being the storage shed construction.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No, we are not working with any other organizations.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

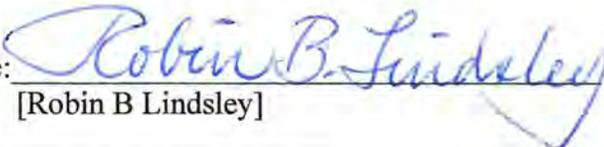
# COMMUNITY ENHANCEMENT PROJECT APPLICATION

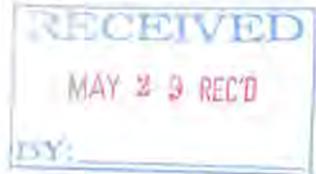
Sponsor: Dairy Creek Community Food Web  
Tax ID # 45-2543810

Contact Person: Robin Lindsley, Secretary, DCCFW. Daytime Phone: 503 313 6104

Address: PO Box 37

City: Forest Grove State: OR. Zip: 97116

Signature:   
[Robin B Lindsley]



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
FOREST GROVE GLEANING PROJECT (pilot)	\$3654.87	July 1, 2015

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: 7/1/15

Project Completion Date: 12/31/15

### B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

We propose a model one year Gleaning Project for Forest Grove to learn the best ways to achieve a long-term, annual program. The fruit and nut plants of our community are usually ripe for picking during September, October and November. We will put together a registry of plants that we have permission to harvest on public land and private land. This registry will be maintained on a tablet computer. We will hire a Gleaner Trainer to train up to six Team Leaders for harvesting teams, to ensure safe and damage-free harvesting. Team leaders will put together teams to harvest two to four trees/plants in 2015. Half of the members of each team must be low income. Each team member will take home half of what s/he harvests and the other half will be donated to local food pantries. No one will pay for gleaned food. Harvesting equipment will be purchased (scale, orchard ladders, pole harvesters, harvesting aprons, gloves, etc.). There will be some costs for an ad in the paper and printing flyers, to let people know that we are looking for harvesters and public/private trees/plants to register. Success in 2015 will lead to repetition and expansion in future years, but this grant will cover the basic costs of starting the program.

**C. Estimate how many residents will benefit if this project is funded.**

**For 2015, fifty to sixty residents will benefit from gleaned food and learned harvesting skills. Many more will benefit from an increase and upgraded available fruit and nuts at local pantries.**

Has the sponsor received a Community Enhancement grant for this project in the past?    No.  
If so, amount received \$                     

Has the sponsor received a Community Enhancement grant for the current year? Yes.  
If so, is the project completed? Two CEP grants went to DCCFW: #1: Year-round Market” planning; and #2: “Lumber for upgrading FGSCCenter raised-garden beds” & “Water for AT Smith House.”

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.  
#1, Year-round Farm Market in FG: planning group met between Feb 2014 and January 2015 with assistance from an experienced consultant. Although the group was unable to move to having a local market open its doors, the steps to do so are clear. Next steps are to create a viable business plan, locate a building to lease, and hire a manager. A governing board can be reconvened and expanded to support this effort. A collection of files is available to use in going forward with this effort.

#2, Upgrading and replacing lumber on 10 of the 12 raised-garden beds at the FGSr&Community Center was possible within the allotted grant funds due to unpaid community services available through the Center to complete the labor necessary. The addition of water at the AT Smith House outlined in the original request for CEP funding was given up when the city began planning for future Parks & Recreation efforts that precluded going forward with changes at Smith House. That portion of the grant was redirected to the costs of lumber to complete more garden beds at the Center, instead.

**D. PROJECT BUDGET\***

**Total Estimated Costs: \$3654.87** How were these costs estimated (quotes, catalog, previous projects, etc.)? Catalogs, local hardware stores, online sales, individual expertise.

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Sponsor</b>	<b>Other #2</b>
Personnel Services	\$ 120 .00	\$575.00	\$170.00	
Supplies				
Capital	\$1400.00			
Materials	\$1169.87			
Other (Ads/printing)	\$ 130.00			\$ 90.00
<b>Total</b>	<b>\$2819.87</b>	<b>\$575 (Inkind @\$23/hr x25 )</b>	<b>\$170.00 (data entry)</b>	<b>Inkind (rent) \$90.00</b>

% of Total Budget provided by Sponsors: 35%, for inkind expertise, management skills, pd data entry, etc.

\* Please NOTE: A list of materials is available, and the total for capital expense items and materials /only/ is \$2569.87.

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

DCCFW will be contributing in-kind donations of expertise, labor, management skills, research, coordination of effort and documentation. We will pay the stipend portion for data entry (registry). We will serve as coordinators and archivists for this pilot program.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Proposed funding will be used to support this model program for 2015.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**

This project applies to criterion (h) "Benefit youth, seniors, low income

persons and/or underserved populations.” The project would provide healthy food for low income persons, some of whom will probably be youth or seniors, either on the harvesting teams, or in the pantries that receive food.

Also, this project applies to criterion (b) “Reduce the amount or toxicity of waste.” The project would prevent, for example, apples from an apple tree from falling to the ground and either rotting (creating an unsanitary problem) or being thrown into yard waste or trash.

This project will enhance sustainability in Forest Grove because this grant is start up money. Continuing these harvesting projects will make more high quality food available to low income people in Forest Grove in the future. Once the harvesting is established we intend to look into preserving classes in order to supplement the food of low income people for a longer period of time.

#### **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

**July – Purchase tablet/computer to register trees and potential harvesters & local pantries. Advertise need for possible trees/vines.**

**August – Workshops for training Team Leaders to manage harvesters and distribution of fruit/nuts. Begin harvest of early fruits.**

**September-October-November - Harvest selected registered trees/vines.**

**December – Debrief FG Gleaning Project program. Write final report.**

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

**Dairy Creek Community Food Web board members have individual and group experience in managing “Annual Farm Your Yard: Kitchen Gardens” Tour, Mobile Garden Carts event (CEP), upgrading Center raised-bed gardens (CEP), planning a Year-round Farm Market (CEP), producing the Fill Your Pantry Market, developing the process of FG Community Sundial construction and the first Latino Community Summit.**

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes,**

**please describe.**

**The Forest Grove Grange will provide a location for the Team Leader training, harvester education, and childcare for harvesters' children during trainings.**

Dear Readers: Thanks for your work, and please note that the Sustainability Commission voted unanimously on May 28, 2015 to endorse this proposal from Dairy Creek Community Food Web

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

Forest Grove Gleaning Project 2015 (final copy)

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List\* of equipment/prices (Peaceful Valley 2015 catalog)

Peaceful Valley Farm & Garden Supply, GrowOrganic.com  
Issue 4 of 9, 2015 Catalog Series, 1-888-784-1722

\*Two twelve-footer orchard ladders, at \$249 each = \$498.00

Four Pole-type fruit pickers at \$19.99 each = \$79.96

One Telescoping 6-ft pole-type fruit harvester = \$59.99 each

Six Harvester Heads at \$29.99 each, = \$179.94

Six Harvester Handles at \$29.99 each = \$179.94

Six Roo Gardening Aprons 29.99 each = \$179.94

Two picking bags \$49.99 each = \$99.98

TOTAL from Peaceful Valley = \$1277.80

Shipping costs = approximately [\$100.00]

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Ten pair Garden Gloves (Freddie's ) \$8.00 each = \$80.00

Four hand pruners (Freddies's) \$25 each = \$100.00

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One first aid kit (Amazon) \$110.99 (online)

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\*One tablet/computer = \$700.00 (online)

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\*One scale, heavy duty capacity = \$200.00 (online)

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TOTAL materials costs (plus shipping), approx.. \$2670.86

\*CAPITAL EXPENSES = ladders/scale/tablet computer = \$1400.00

Page two, FG Gleaning Project 2015

Stipend for Trainer of Team Leaders at \$20.00/hr, two sessions each 3 hours = \$120

Data Entry/research/tracking at \$17.00/hr, 10 hours = \$170.00

TOTAL Personnel Services (Trainer and Data Entry/registrations) = \$290.00

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Advertising for Gleaning Project, cost \$130.00 (News-Times, FG Leader)

TOTAL advertising (print media), News-Times, FG Leader = \$130.00

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# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove/Cornelius Chamber of Commerce Tax ID # 93-0420710

Contact Person: Howard Sullivan Daytime Phone: 503-357-3006

Address: 2407 Pacific Ave E-mail: director@visitforestgrove.com  
City: Forest Grove State: OR Zip: 97116



Signature: \_\_\_\_\_ Howard Sullivan

## **PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>Landscaping Update for Chamber of Commerce</u>	<u>\$ 661.46</u>	<u>August 1, 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## **Proposed schedule**

Project Start Date: July 15, 2015 Project Completion Date: November 30, 2015

## **B. Project Description:**

This project is to spruce up the exterior of Forest Grove/Cornelius Chamber of Commerce, and to add curb appeal as the Chamber building is among the first to be seen upon entering the city core. By updating the landscape at the Chamber, we will create a more inviting, welcoming feel to the city. We will be removing the old wooden planters and replacing them with small boxwood bushes, as well as removing and replacing the azalea bushes and other small plants in the front planter.

### **Project Goals:**

The goal of our project is to create a more friendly, inviting and visible Chamber so that more people utilize the Chamber as a resource for information on local business, and local activities.

## **C. Estimate how many residents will benefit if this project is funded.**

The Chamber of Commerce services between 30 and 50 people on any given week. This doesn't take into account the number of cars that pass by daily, or the number of people walking or biking past the Chamber building. The Forest Grove/Cornelius announces to those passing moving west- the beginning of the Downtown Core.

Has the sponsor received a Community Enhancement grant for this project in the past? **NO**

If so, amount received \$ 0

Has the sponsor received a Community Enhancement grant for the current year? **Yes**

If so, is the project completed? **Yes**

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

The CEP Grant of \$830.00 for the Shredding Day was a complete success. On November 8, 2014, from 9:00 am to 1:00 pm approximately 225 community members used the shred event. All funds expended.

The Holiday Design Team CEP Grant of \$2890.00 and purchased 1500 LED lights for the City Holiday Tree Lighting Ceremony. The response from community members was overwhelming. The tree looked absolutely beautiful. Due to our supplier running out of LED lights, we are still waiting to complete our order and finish the grant.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$1161.46 How were these costs estimated (quotes, catalog, previous projects, etc.)? Direct quotes from vendors, project experience

**Breakdown estimated costs by source:**

1. Seven parking barriers from trafficsafetystore.com \$48.53 per barrier = \$339.71
2. Three tufted Northern Lights hair grass @ 12.49 = \$37.47\*
3. 19 boxwood green velvet @ \$12.99 = \$246.81\*
4. Three tufted Pixie Fountain hair grass @ \$12.49 = \$37.47\*

\* Prices obtained from Blooming Junction

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		<b>\$400.00</b>		
Supplies	<b>\$661.46</b>			
Capital			<b>\$100.00</b>	
<b>Total</b>	<b>\$661.46</b>	<b>\$400.00</b>	<b>\$100.00</b>	

% of Total Budget provided by Sponsor: 40 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

No

- F. Will the project be completed with the proposed funding or will future funding be necessary?**  
Project will be completed with proposed funding.
- G. Explain how this project meets one or more of the eligibility criteria and how this helps achieve the values described in the Forest Grove Vision Statement and City Council Goals?**
- H.**

The Forest Grove/Cornelius Chamber of Commerce Office is one of the first buildings you encounter as you arrive in Forest Grove and head toward the downtown core. Four years ago the building was painted and this spring the Chamber Office interior is going through a remodel. By improving the appearance of the exterior grounds of the Forest Grove/Cornelius Chamber of Commerce office to add curb appeal to go along with the interior remodel, the Office will be transformed into a more attractive place and we hope attract more visitors.

During our busy time of the year, The Forest Grove/Cornelius Chamber of Commerce welcomes between 30 and 50 people into our facility weekly. This does not include the number of cars that pass by daily or the people walking or biking past the Chamber building. The new plants will provide year round lush green plants that will create a friendlier, inviting and more visible Chamber. With the brand new publication, Discover Forest Grove/Cornelius-2015 Business and Visitor Guide to Western Washington County and the re-greening of the grounds at the Forest Grove/Cornelius Chamber of Commerce: we know that we will be able to better promote the interests and needs of the business community of Forest Grove in local and state affairs better along with promoting Forest Grove as a dynamic green city.

## **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**
- 1) Prepare areas
  - 2) Purchase new plants and parking barricades.
  - 3) Arrange and plant new plants and place parking barricades.
- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

In the past two years, the Forest Grove/Cornelius Chamber of

Commerce has been on the receiving end of four CEP Grants:

- 1) A grant to dispense Forest Grove Tourism Brochures across the State of Oregon
- 2) A grant to rebrand the Chamber Office. In the spring of 2013 Cornelius joined the Forest Grove Chamber and we became the Forest Grove/Cornelius Chamber of Commerce. Our signage and a new map were added under this grant.
- 3) A grant to provide a day in the fall for the shredding of important documents for community members
- 4) A grant to purchase LED lights for the Forest Grove Tree lighting ceremony. 1500 lights have been purchased with more to come.

The money from these grants were used in the manner that they were intended, following all of the guidelines provided by the city of Forest Grove.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

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Sponsor: Forest Grove Senior & Community Center Tax ID # 91-0874521  
(N/A for City Board or Commission)

Contact Person: Raeen Johnston Daytime Phone: 503-357-2021

Address: 2037 Douglas Street Email: director@fgscc.org

City: Forest Grove State: Oregon Zip: 97116



Signature: *Raeen Johnston*

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**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>Commercial Dishwasher replacement</u>	<u>\$ 8000.00</u>	<u>09/30/16</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: July 1, 2015 Project Completion Date: 09/30/16

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

The Forest Grove Senior & Community Center is requesting CEP funds to replace the Center's current commercial dishwasher. The funds will be used to purchase the dishwasher and to hire a licensed electrician and plumber to install the new machine.

This is not a ordinary dishwasher; it is a high-capacity, heavy-duty, commercial washer.

The dishwasher and installation will cost more than the amount requested.

The dishwasher is used by the Center for fund raising events, such as Friday breakfast, First Friday Dinners, The Mayor's Dinner Auction, Bingo, and many other events.

Meals on Wheels People (MOWP) rent our commercial kitchen in order prepare reasonably priced meals in house to seniors and to the home bound. Adelante' Mujeres also uses our commercial kitchen to cook food sold at the Farmer's Markets in our community. The Center relies heavily on the kitchen rental income from MOWP, Adelante' Mujeres and other organizations that use the kitchen routinely.

**B. Project Description Continued:**

The current dishwasher is estimated to be 15 years old, and has been repaired 3 times in past year, costing the Center \$1969.15.

A new dishwasher will save up to 25% in utilities by being more efficient, using less water and electricity. Hence, a new dishwasher will help promote economic and environmental sustainability.

When our current dishwasher malfunctions, it takes a full business day to get a repair person to the Center to fix the machine. In such emergencies, we must use paper products such as paper plates, etc., which are very expensive and environmentally unsustainable. The automatic \$96.00 travel fee for repairs adds up quickly. Usually repair technicians need to order a part, then charge \$46.00 to come back and make the repair. This fee is in addition to the labor and parts cost. The Center is working hard to lower our daily expenses and having a new commercial dishwasher would help greatly.

**C. Estimate how many residents will benefit if this project is funded.**

We serve approximately 20,000 meals a year; MOWP lunches, breakfasts, 1st Friday Dinners.

Has the sponsor received a Community Enhancement grant for this project in the past?  
Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed?

Please provide a brief summary of services for current year grant. i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

Yes, the Center received CEP Grant funding in 2014 to replace the dining room chairs. This project was completed in December 2014. We received \$3055.00 and purchased 95 of the needed 120 new dining room chairs. The remaining \$750.00 was funded by community individuals at the Annual Mayor's Dinner Auction in October 2014.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$11,700.00 How were these costs estimated (quotes, catalog, previous projects, etc.)? Internet pricing of dishwasher, Profes. bids.

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		\$2000.00		
Supplies		\$200.00		
Capital	\$8000.00	\$1500.00		
Materials				
Other				
<b>Total</b>		<b>\$11,700.00</b>		

% of Total Budget provided by Sponsor: 26 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, the Center received a monetary donation from Willa and Don Worley in 2014 that will be used to fund the remainder of the project expenses.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes, the project will be completed with the proposed funding.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

This updated dishwasher will save up to 25% on utilities (water and electricity) in comparison to our current unit. A new dishwasher will help with economic and environmental sustainability.

Our building is owned by the City of Forest Grove, but operated by the Forest Grove Senior and Community Center. We provide opportunities for social, educational and physical well-being to those in need.

The Center's Board of Directors share the Council's goals of a prudent financial plan. The long range cost savings with this new dishwasher will assist the Center and curve expenses for years to come.

## **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

It will take about 6 weeks to receive the dishwasher after being ordered, and a day to install with the aid of a licensed electrician and plumber. The machine will be in the same location, and we will be able to install it after the noon meal and MOWP are out of the kitchen.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

As the Executive Director (ED) here at the Center, I carried out last years CEP grant project. The prior ED vacated the position before completion. I am aware of and appreciate the responsibilities. I have experience with similar projects. As the Administrator of the Jennings McCall Center, I was heavily involved with the development and opening of a new assisted living facility. I can confidently facilitate this project.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

MOWP are aware of the Center's plan to replace the existing dishwasher. I am confident the coordination of the plumber and electrician can be worked around the noon meal service as well as other scheduled events utilizing the kitchen.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: City Club of Forest Grove Tax ID # 93-124239  
(N/A for City Board or Commission)

Contact Person: Rebecca Kramer Daytime Phone: (503) 359-7678

Address: P.O. Box 482 Email: rebecca@urbandecanter.com

City: Forest Grove State: OR Zip: 97116

Signature: Rebecca Kramer Rebecca Kramer, President



## PROJECT INFORMATION

### A. Project Title

Downtown Economic Sustainability Through  
City Club Events and Training

### Amount

Requested:

\$ 8,000

### Funds

Needed by\*:

July, 2015

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July 2, 2015 Project Completion Date: June 30, 2016

### B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

This project is a vital component of City Club's efforts to fulfill its mission to promote a more vital and sustainable downtown business district. A healthy downtown helps strengthen small, locally owned businesses, and supports the upkeep and appearance of downtown. It also provides events for residents and visitors of income levels, race, culture and age to socialize and better understand each other and supports a more cohesive community. This CEP proposal provides much needed operating funds to sustain operating First Wednesday and Holiday in the Grove successfully and to improve the appearance of the downtown. The funds breakdown into two broad categories:

A. Capital Items: New light pole banners to replace older, faded unsightly banners, A-frame signage and a pop-up tent.

B. Promotion and event marketing: content update and maintenance of web site and Facebook; advertising; , and social media/marketing training for downtown businesses.

Specifically the project will include:

- 8 new First Wednesday/Farmers Market light pole banners to replace **\$1,200** older worn and faded banners. A total of 15 banners will be purchased with 7 banners being matched from Adelante Mujeres.

## **B. Project Description Continued:**

- One new pop-up tent and five new A Frame signs and inserts to improve operation and signage at events \$925
- Digital and social media training for ten plus business to extend marketing of events and provide downtown businesses with updated marketing skills \$1,500
- City Club website and social media marketing, updating and maintenance. \$1,500
- Repair and replacement of Holiday in the Grove decorative items and Signage \$750
- Advertising of First Wednesday and Holiday in the Grove. \$2,125

The all-volunteer City Club has worked hard to support the downtown. Both the downtown brochure and the First Wednesday/Holiday in the Grove events help to build activity, vibrancy and pride in the Forest Grove downtown. Unlike larger cities the City Club cannot afford staff or raise a large budget. But a little goes a long way and through, in-kind donations, membership, volunteers and small sponsorships, a number of activities, events and marketing have been completed by the City Club. We have worked to make the events more sustainable by charging more for vendor booth fees and attracting more vendors as the events grows in popularity. The City Club has established a proven track record of promoting the downtown business district through the successful operation of community events and business initiatives such as attractive downtown business brochures. Small CEP grants have been absolutely critical to successfully being able to operate these events. However, because of such tight operating budgets, upgrade or replacement of certain capital items such as banners, A frame signs and pop up tents have been deferred. These items have become faded, damaged or have been taken. The City Club is asking for a little higher CEP this year to help improve the operating infrastructure needed to more effectively manage these events.

We are seeing more businesses and organizations coordinate their own events with First Wednesday to both add to the event and leverage it. The First Wednesday committee also coordinates with the Farmers Market to create a powerful draw to the downtown core area. The First Wednesday has become a social event as residents and visitors see First Wednesday as reason to come and socialize with friends and family. It also provides an opportunity for people, including those with lower income to come and enjoy free entertainment or participate at no-cost in contests. Continually, we have of residents and visitors discovering shops that they never knew existed as well as commenting on the attractiveness of the historical downtown. Attracting visitors and shoppers through First Wednesday events and marketing brochures are part of an overall economic development strategy. This strategy includes streetscape and infrastructure improvements, redevelopment projects like Times-Litho, new business attraction, business and building renovation and seminars and training.

## **C. Estimate how many residents will benefit if this project is funded.**

The impact to downtown from the City Club and Holiday in the Grove has been positive both in terms of visitors and in increases sales and income. First Wednesday events for 2014 had over 12,000 visitors with peak dates over 3,000 in attendance. Holiday in the Grove had over 2,000 attending for the daytime portion. In addition, the estimated 3,000 downtown business owners and their employees will also benefit from increased exposure to visitors, and increased sales and revenue from marketing and social media training.

Has the sponsor received a Community Enhancement grant for this project in the past?

If so, amount received \$20,000 since 2007

City Club has received several small grants since 2007 support City club events

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed? Yes, CEP was for \$1,750

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc. All of the funds were spent. Funds supported First Wednesday/ Holiday in the Grove and printing of an updated downtown marketing brochure. Attendance to the First Wednesday and Holiday in the Grove in 2014 was over 15,000. Several thousand brochures have been distributed and accessed by visitors.

#### D. PROJECT BUDGET

**Total Estimated Costs:** \$15,150 How were these costs estimated (quotes, catalog, previous projects, etc.)? Hard vendor quotes, estimated costs of fees collects and value of volunteer s based on actual historical expenditures. .

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	\$3,000	\$2,250		
Supplies		\$1,000		
Capital: Banners	\$1,200			
Materials: Signage, tents	\$1,675			
Other: Advertising	\$2,025	\$2,900		
Other: Event costs, rentals		\$750		
Total	\$8,000	\$6,900	\$250	

% of Total Budget provided by Sponsor: 47.2% %

#### E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Yes, partial funding is in place for the 2015-2016 event season. The remainder of the funds will be in place when needed. The balance of the funds will be raised through the following.

1. Event vendor fees
2. Committed volunteer labor
3. Holiday on the Grove business marketing fundraising
4. Annual membership dues collected from new and current members
5. Public Arts Commission and private business mini grants/sponsorships

#### F. Will the project be completed with the proposed funding or will future funding be necessary?

In transition toward being self-sustaining, the City Club has begun to raise vendor fees. We have also shed larger projects that we either lack the personnel or lose money or both such as the Holiday Light Parade. However, because has City Club no staff, it relies fully on volunteers. This limits the amount of fundraising that can be done. However with the increasing popularity of the First Wednesday and Holiday in the Grove, more fees are coming in.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

The project helps achieve the eligibility and sustainability criteria in several ways:

**Economically:** City Club projects sustain a viable downtown which is made up of primarily locally owned, family run independent businesses and organizations. They also provide job opportunities for local residents in a range of skill levels. The events provide an outlet for small and micro businesses such as musicians, artists, wineries, and local artisans to gain income. It also supports new entrepreneurs who grow and graduate to their own building. The events provide an additional stream of revenue to help retain and grown downtown businesses. They also compliment efforts to grow tourism and the tourism brand in Forest Grove. These events support healthy businesses which in turn help keep storefronts and buildings maintained and enhance the appearance of the downtown. New banners will also improve the appearance of the downtown by creating a more festive, inviting atmosphere.

**Socially:** Provides and encourages a public showcase for local arts and culture. They also highlight our heritage, historical buildings and Pacific University. The events also create a great friendly activity for diverse people to mix and learn about each other – young, old, families, Latinos, lower income. It enhances understanding and a more cohesive community. The City Club events help stabilize revenue for local, small, independent business and their families.

**Environmentally:** City Club practices and encourages our member businesses to operate in an environmentally responsible manner, promoting and leveraging recycling and resource conservation. Our downtown businesses have a very small footprint and contribute to Forest Grove being a prosperous green city. It also supports tourism, which is an environmentally friendly sector. The City Club has worked to do more marketing through digital means and no longer printing First Wednesday brochures. The downtown business social media training will also extend our marketing further through digital means.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

First Wednesday and Holiday in the Grove run from October through December in 2015. However planning and other tasks are carried out throughout the year.

- |   |   |
|---|---|
| • Advertising for First Wednesday             | <b>July 2015 –June 30, 2016</b>           |
| • Planning and Operating Holiday in the Grove | <b>August 1, 2015 –December 2015</b>      |
| • Holiday in the Grove Materials/signage      | <b>August –November, 2015</b>             |
| • Street Lightpole Banners                    | <b>August 1, 2015-September 30, 2015</b>  |
| • Social Media Marketing Training             | <b>July-October, 2015, Jan –June 2016</b> |
| • Capital: A-Frames, Tent                     | <b>July –August, 2015</b>                 |

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

The City Club and First Wednesday and Holiday in the Grove committees is composed of business and civic leaders with extensive experience managing projects and special events. The City Club has successfully planned downtown events for many years. These events have required skills in project management, financial management and fundraising, sponsorships and grant awards including CEP and other agencies. In addition, the City of Forest Grove Economic Development Office has lent assistance and coordination since 2006. All past and current CEP projects have been managed successfully, completed on time and on budget.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes. The help, support and coordination with other agencies has been vital for events to operate successfully. These include City of Forest Grove, Forest Grove Police and Fire Department, Forest Grove/Cornelius Chamber of Commerce, the Valley Art Association, Adelante Mujeres, Artisans in the Grove, and local businesses and wineries. Our collaborative and coordination agreements with the above are well established and continue on place to meet shared goals of a vibrant, healthy and safe downtown.

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**Applications must be submitted by 5:00 pm, March 31, 2014, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: West Tuality Habitat for Humanity Tax ID # 93-1078791  
(N/A for City Board or Commission)

Contact Person: Virginia Ohler Daytime Phone: 503-310-9585

Address: PO Box 806 Email: executivedirector@westtualityhabitat.org

City: Forest Grove State: OR Zip: 97116

Signature: Virginia Ohler



## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Building permits/fees for House #3</u>	<u>\$ 8,000.00</u>	<u></u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: 9/2011 Project Completion Date: 12/2016

## B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

To subsidize the cost of building permits/fees for House #3 in the Coopers Corner project.

Our mission is to provide decent, affordable housing to low-income families in our community. We build our homes by leveraging donated labor and materials to help keep the cost of building low. On the last home we built, for example, our direct cash cost to build (excluding donated labor and materials) was \$114,000. Of that, more than \$21,000 -- 18% of the total construction cost -- was for permits and fees. Grant subsidies of the permits is a critical component for us to be able to continue to provide low-cost housing.

For this project: House #3 -- there is a currently a balance of \$16,535 outstanding in deferred fees. Your gift of \$8,000 would have a very significant impact in reducing this cost.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

The grant will be used to subsidize the cost of one family home, which will house a family of four.

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes  No  If so, amount received \$ 2215

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

We have received CEP funds to subsidize the cost of permits/fees on each of the homes in our Coopers Corner project. In the last fiscal year, the grant was for \$2215, and was applied to the fees for house #4.

**D. PROJECT BUDGET**

**Total Estimated Costs:** 118,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Bids and prior experience with similar projects

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital				
Materials				
Other				
<b>Total</b>	8000	106094	3906	

% of Total Budget provided by Sponsor: 97 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes - sponsors share of the costs has been secured. Sources of funds include funds raised via fundraising events, net proceeds from our ReStore operation, individual/corporate/faith donations, and gifts-in-kind.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The project will be completed with the proposed funding.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

**Environmental Sustainability:** We build to some of the highest "green" standards possible. All of our homes are Energy Star rated or better. When our homes are completed, our Habitat homeowners have some of the lowest utility bills. We utilize recycled materials in our construction. We recycle our construction by-products by making them available to shoppers in our FG ReStore. We recycle construction waste.

**Economic Sustainability:** the Habitat model works very effectively to raise families out of poverty. It is a well-known, proven sustainable model.

## **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Day 1: receive funds from CEP grant.

Day 2: write check to pay for deferred fees.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

We have a highly experienced bookkeeper and a Board President who is very proficient at signing checks. :-)

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No additional coordination is needed.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: West Tuality Habitat for Humanity Tax ID # 93-1078791  
(N/A for City Board or Commission)

Contact Person: Virginia Ohler Daytime Phone: 503-310-9585

Address: PO Box 806 Email: executivedirector@westtualityhabitat.org

City: Forest Grove State: OR Zip: 97116

Signature: Virginia Ohler



**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>ReStore Maintenance</u>	<u>\$ 8,000.00</u>	<u></u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: 8/1/15 Project Completion Date: 9/30/15

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

Safety, security and other improvements at the Forest Grove ReStore.

Funds will be used to install better security fencing, exterior lighting, improved signage, to restructure the front end of the store where the brick walkway is falling down, and parking lot maintenance.

We are operating the ReStore in a former auto dealership facility, which was previously empty and an eyesore. While we have improved the appearance considerably already, there is much more that needs done. With these funds we can replace the brick walkway which is falling down, creating both an eyesore and a real safety hazard. We can repair/replace the broken signage on the exterior, and install a little more exterior safety lighting. We will replace the sagging, rusted fences and perform much-needed parking lot maintenance.

The ReStore occupies a prime location on our city's main throughfare and its appearance makes a strong impression on persons traversing that byway.

Last year, the ReStore provided 2000 hours of job training, 1500 disabled-worker hours, saved 600,000 pounds of goods from going to the dump, took in 3500 donated items, (many of which were refurbished before going onto the sales floor) and utilized 5000 volunteer hours. The ReStore is a tremendous force sustainability (recycling used goods in our community) for the underserved, (a ready supply of low-cost building materials and home furnishings), and for education (job training and disabled-worker programs). In addition, proceeds from the ReStore fund the mission of West Tuality Habitat for Humanity in providing safe, decent housing for low income families.

**B. Project Description Continued:**

Each year, we serve more than 22,150 customers, 1000 donors, hundreds of volunteers, a couple hundred college students, dozens of community-service referrals from the corrections facilities, and all of the assisted-living and retirement homes in our community. Some of our customers come from neighboring communities – even as far as the coastal towns, to shop at the ReStore. Volunteers come mostly from the community, but also from afar. For example, this year we have had college students from Canada, Columbia University, and Willamette University.

Repairing the parking lot will help ensure that water goes into the sewer/water reclamation system, rather than seeping through broken asphalt.

We will replace the fencing and then recycle the old.

We will recycle the bricks from the broken walkway.

We will utilize as much recycled lighting components as possible from our inventory of donated goods for the exterior lighting project.

These repairs will be done in a way that utilizes the greenest options and optimizes recycling opportunities, using local volunteers and contractors.

**C. Estimate how many residents will benefit if this project is funded.**

This project will benefit every person who drives by our store, and directly impact more than 23,000 persons who visit/work at the store each year.

Has the sponsor received a Community Enhancement grant for this project in the past?  
Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

The Forest Grove ReStore has not received any CEP Grants in the past. However, our organization, West Tuality Habitat for Humanity, has. For this current year, we received a grant of \$2215 for building permits for Coopers Corner, house #4. The total funds were used as intended, for building permits for that project.

**D. PROJECT BUDGET**

**Total Estimated Costs:** 16,500 How were these costs estimated (quotes, catalog, previous projects, etc.)? Bids and from previous projects

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital				
Materials				
Other				
<b>Total</b>	8000	8000	500	

% of Total Budget provided by Sponsor: 52 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Our share will be provided by cash generated from operations and from gifts in kind of donated materials and services.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

The project will be completed with the proposed funding.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

This project is in perfect alignment with all of the stated goals/values/vision.

**Environmental Sustainability:** ReStore is an organization devoted to enhancing recycling and prevented more than 600,000 pounds of goods from going to the dump last year. We will recycle fending, lighting and bricks as part of the project. We will improve surface water management by repairing the parking lot.

**Economic Sustainability:** ReStore has become the number #1 go-to source for college students moving in and out of the community while attending Pacific University. We pick up and deliver furninture, including dozens of enhanced-mobility recliners and beds, to local assisted living and retirement homes. We provide low-cost building materials and home furnishings. Proceeds from our ReStore operation fund the mission of West Tuality Habitat for Humanity -- providing decent, affordable homes to low-income families in our community.

*We are a 501(c)3 organization.*

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

July: obtain final bids and line out work schedules with volunteers and contractors.

August: start and complete the fencing, lighting, signage and walkway work.

Labor Day weekend: complete the parking lot repair while the store is closed over the holiday (Sunday and Monday).

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Our team is comprised of a large number of highly experienced project managers, including several retired professional contractors, persons employed in their careers as professional project managers, former high-school "construction program" instructors, and active or retired managers from commerce and government. We are highly capable project managers.

Projects we have completed to date include the construction of eight homes; the rehab of one home, a half dozen critical home repairs, the opening of the Restore, it's move to its current location, and a number of previous facility upgrades/repairs.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Minor coordination needed with one of our neighboring businesses, particularly regarding the days the parking lot will be closed. Other than that, it's just agreeing on the timeline and work schedule with our various volunteers and contractors.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

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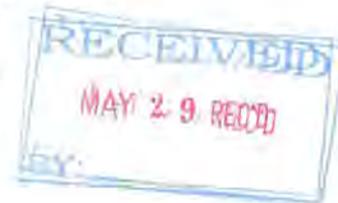
Sponsor: Forest Grove Little Guy Football Tax ID # 93-1197320  
(N/A for City Board or Commission)

Contact Person: Jimmy Doyle Daytime Phone: 503-810-5852

Address: 1145 33rd Place Email: jimmydd1@comcast.net

City: Forest Grove State: OR Zip: 97116

Signature: 



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**PROJECT INFORMATION**

<b>A. Project Title</b>	<b>Amount Requested:</b>	<b>Funds Needed by*:</b>
<u>Youth football safety equipment update</u>	<u>\$ 6713.82</u>	<u>8/01/2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: 7/06/2015 Project Completion Date: 8/01/2015

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

The CEP funds will be used to fund the safety equipment for the Forest Grove Little Guy youth football programs safety equipment. The safety equipment includes tackle/blocking sleds, pop up tackle dummy's, and replace worn static dummy's. This is used to limit the amount of actual contact between the athletes which greatly reduces the risk of injury and head trauma.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

250+ youth athletes, their families and 1,000+ spectators

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes  No  If so, amount received \$ 1,250.00

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** 6,713.82 How were these costs estimated (quotes, catalog, previous projects, etc.)? Web search, previous use, and local quotes

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital				
Materials				
Other	<b>6,713.82</b>			
<b>Total</b>	<b>6,713.82</b>	<b>0</b>		

% of Total Budget provided by Sponsor: 0 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Current funding is through registration fees, fund-raising and raffle ticket sales

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

If fully funded, the project will be complete for this year. Additional equipment will need updating in the future.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

The CEP will help us to provide quality, updated safety gear as well as proper training tools for both coach and player. This will benefit low income families by allowing FGLG Football to reduce current fees and provide scholarships. While protecting the athletes from injury and limiting contact through use of safety equipment we can reduce injury and insurance costs for all involved. This project meets sections D, F, G and H

## **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Our program is trying to improve the safety of our participants by reducing the amount of contact between players. We start our pre-season on July 6, 2015 and would like to have all training aids in place prior to this date. We will start light contact practice August 1st.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Last year we were granted \$1,250 from CEP which was applied towards the purchase of \$3,500 in protective gear for the players. Similar management includes my military and law enforcement experience in which I was responsible for equipment, vehicles maintenance as well as personnel management.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**



Sponsor: Community Forestry Commission Tax ID # N/A  
(N/A for City Board or Commission)

Contact Person: Jen Warren, Chair Daytime Phone: 503-939-7814

Address: 325 Farm Way Email: jenwarren94@gmail.com

City: Forest Grove State: OR Zip: 97116

Signature: 

**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
Promote the Urban Forest	\$ 3,424.80	September 2015

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: September 2015 Project Completion Date: June 2016

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

This project will advance the Community Forestry Commission (CFC) efforts to protect the urban forest through education and outreach. CEP will be used to hire a professional arborist to inspect 15 trees on the City's Register of Significant Trees. The Register includes approximately 83 trees. Over the past few years a number of large Oregon white oak trees have been lost due to disease and age. This poses a risk to life an property. Inspecting such trees will allow property owners to make informed decisions about tree care perhaps extending the tree life or reducing risk should the tree fail.

This funding request will allow the CFC to purchase 20 drip irrigation bags for placement around trees during the dry summer months. The bags will be made available for "checkout" by property owners on a first-come-first-served basis. Priority will be given to property owners receiving newly planted street trees to promote tree growth. The drip irrigation bags reduce water frequency by up to 50% and reduce evaporation and water runoff.

Finally, funds will be used to a purchase a banner to promote the CFC's annual free "ask an arborist" workshop held during the fall. This popular workshop provides an opportunity for property owners to learn about proper tree care techniques including pruning. The banner will be placed over the street prior to the event to increase awareness of this opportunity.

This project is consistent with the CFC's mission: The FG CFC will work with the community and government to increase awareness about the importance and values of urban trees. The CFC vision is that a healthy and expanding community forest is essential to our community's quality of life and to our environmental and economic well-being.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

The entire City benefits indirectly. Up to 35 property owners will benefit from the Register Tree inspections and drip irrigation bags.

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes  No  If so, amount received \$ \$1,800

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

The CFC did not apply for a current year CEP grant.

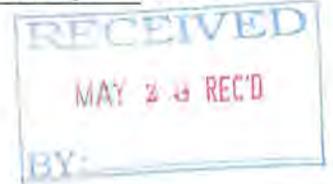
**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

Sponsor: Parks + Rec. Comm. Tax ID # \_\_\_\_\_  
(N/A for City Board or Commission)

Contact Person: Paul Waterstreet Daytime Phone: 503-888-7185

Address: PO Box 54 Email: \_\_\_\_\_

City: Forest Grove State: OR Zip: 97116



Signature: Paul Waterstreet

**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Recreation + Parks brochures</u>	<u>\$ 1,800</u>	<u>8-1-15</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: 8-1-15 Project Completion Date: 12-30-15

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

Citizens and visitors to Forest Grove do not have easy access to printed material for the Recreational activities and Parks in Forest Grove.

This project will have brochures designed and printed to be placed around Forest Grove - Chamber - Aquatic Center - hotels - etc. to guide citizens and visitors to Parks and Recreational happenings.

If successful this project could expand to neighboring areas.

**B. Project Description Continued:**

**C. Estimate how many residents will benefit if this project is funded.**

*all residents and visitors [potentially]*

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** 1,800 How were these costs estimated (quotes, catalog, previous projects, etc.)? previous projects

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services	900			
Supplies				
Capital				
Materials	900			
Other				
Total	1,800			

% of Total Budget provided by Sponsor: 0 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

NO

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Completed with proposed funding

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

This project meets the following criteria:

(F) Result in improvement to, or an increase in, recreational areas (use) and program (participation)

(H) Benefit youth, seniors, low income persons and/or underserved populations

Council Goals

(2) -- Effective service levels of a full-service City,

(3) -- Promote the interests and needs of Forest Grove --

## PROJECT MANAGEMENT

- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

1. Design of brochure - pictures, wording, labeling, bi-fold, tri-fold [6 weeks]
2. Printing and distribution [4 weeks]

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.

Prior employment with City of Forest Grove I completed this task many times for the Aquatic Center.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

~~Yes~~ Yes

2 - permission to display brochures is in process after a sample has been developed.

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Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

## COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Forest Grove Sustainability Commission Tax ID # n/a  
(N/A for City Board or Commission)

Contact Person: Brian Schimmel Daytime Phone: 503-360-8003

Address: 1166 33rd Ave Email: servefg@isonrise.com

City: Forest Grove State: OR Zip: 97116

Signature: Brian Schimmel



### PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Collaborative Sustainable Community</u>	<u>\$ 8000</u>	<u>August 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

### Proposed schedule

Project Start Date: October 2015 Project Completion Date: May 2016

### **B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

Collaboration with local non-profit and educational institutions to bring to fruition the vision of the Sustainability Action Plan, adopted by the City Council in 2014. The goal is to inspire environmental, social and economic activism, while reinforcing sustainable practices and behaviors. Mini-grants, not to exceed \$500 unless approved by the commission, will be awarded to a diversity of projects that support the vision, fulfill the Sustainability Action Plan and satisfy CEP criteria. The discretionary fund would provide the exponent to buoy sustainability oriented projects that need equipment, resources and permits (as necessary).

Projects will have specific personnel and donations that will be dedicated, but they will lack sufficient funds to be completed or implemented. A mini-grant system administered by the commission would enable projects to be planned, funded and fulfilled in the next fiscal year cycle. The goal is to achieve a 50% match from recipients.

Several areas of opportunity are reflected in the adopted Sustainability Action Plan, and others will be discovered through a series of interviews and actions as prompted by commission subcommittees. The commission will award proposals that enable Forest Grove residents of all ages to experience sustainability in real world applications. Some are reflected in separate, discrete CEP proposals due to their cost and association with a city ordinance or service.

**B. Project Description Continued:**

The Sustainability Action Plan mission includes: "Support residents, organizations, businesses and neighborhoods both within and outside the community to invest in sustainability and continually improve their practices and environments." Possible action plans stated in the plan include (probable mini-grant proposals): development of programs/campaigns to educate and promote 1) recycling and waste reduction, how to safely dispose of pharmaceuticals, composting and vermiculture, 2) the economic benefits of energy conservation and reduced resource consumption, residential energy conservation measures, 3) partnership systems to sustainably feed people experiencing hunger, an increased utility of the farmers market, 4) equitable access to opportunities and civic engagement, support for small business development, 5) restoration of natural areas, increase in the amount of tree canopy, 6) more accessible transportation, increased safety of bicycling, 7) sustainable practices and projects in schools.

**C. Estimate how many residents will benefit if this project is funded.**

All Forest Grove participating residents will benefit by these projects.

Has the sponsor received a Community Enhancement grant for this project in the past?  
Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$8000 \_\_\_\_\_ How were these costs estimated (quotes, catalog, previous projects, etc.)? previous costs, quotes

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		1300		
Supplies				
Capital				
Materials				
Other				
<b>Total</b>	8000	1300	8000	

% of Total Budget provided by Sponsor: 8 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Recipients share of funding will be committed through the mini-grant application process. Other funding will be provided by individuals and organizations. The in-kind donations for labor will be commitments from specific individuals.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Projects awarded by mini-grants will be completed during the next fiscal year. Future funding may be requested to resume current projects and/or initiate new projects.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

Projects have the opportunity to meet most or all eligibility requirements and benefit every resident in Forest Grove and future generations. They will also provide opportunities that have not been available equitably - opportunities to residents regardless of race, sex, or income and that improve the social and economic equity of our community.

Prospective projects will support the city's vision of "supporting a community that nurtures our youth, educates all residents", and will buoy the city's first goal: "Promote a safe, livable and sustainability neighborhoods and a prosperous dynamic green city."

## **PROJECT MANAGEMENT**

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- A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Summer 2015 forward - obtain proposals and finalize plans for projects.

August 2015 forward - award mini-grants based on CIP criteria--for planned projects and ongoing for those not determined.

September 2015 forward - begin implementation of each project at the respective facility.

Sept - May 2015 - organizations are working on projects throughout the year.

May 2016- All projects should be complete. Groups will asses the need for additional funds to maintain programs. A final report will be provided to the City Council.

The management and execution of these tasks, including the mini-grant system, is the responsibility of the Sustainability Commission.

- B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Each project will assign leaders that are well versed in completing projects. Leaders involved in the commission have developed many related projects, in conjunction with the involvement of partnering organizations.

The Sustainability Commission sub committees have committed members to ensure the oversight and success of these projects. The funds will be managed by the Sustainability Commission.

- C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Coordination through many organizations is being established. The sustainability subcommittees have been working closely with non-profit and educational leaders in order to ensure consent and commitment. Leaders have met us with open arms and are excited to see the community interest. Specific organizations and individuals that have committed involvement to ensure the commission's success include the Dairy Creek Community Food Web, Pacific University, Adelante Mujeres, Forest Grove School District and others.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

## COMMUNITY ENHANCEMENT PROJECT APPLICATION

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Sponsor: Forest Grove Sustainability Commission Tax ID # n/a  
(N/A for City Board or Commission)

Contact Person: Hope Kramer Daytime Phone: 503-357-9828

Address: P.O. Box 669 Email: kranunzio@aol.com

City: Forest Grove State: OR Zip: 97116

Signature: \_\_\_\_\_ *Hope Kramer* BY: \_\_\_\_\_



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### PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Sustainability in Schools</u>	<u>\$ 8000</u>	<u>August 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

### Proposed schedule

Project Start Date: August 2015 Project Completion Date: May 2016

### B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

In collaboration with the Forest Grove School District and Pacific University, the Sustainability Commission plans to bring to fruition the vision and actions of the Sustainable School and Education Action Plan, adopted by the City Council in 2014. The goal is to raise awareness of sustainable practices and behaviors, and inspire environmental professions and activism, while reinforcing a project-based STEAM approach in local schools; in other words, get kids involved in the solutions. The commission seeks funds for planned projects that need equipment, resources and permits (as necessary); funds would provide the exponent to buoy sustainability oriented educational projects that support our vision.

Several areas of immediate need were discovered through a series of interviews and as part of the sustainability action plan. The following are the target projects for this grant that would enable Forest Grove students to experience sustainability in real world applications:

Description	area of Sustainability	# of Students affected(if funded)
Algae oil as an alternative fuel research project	Alternative energy	450/year
Wind Turbine design experiment	Alternative energy	450/year
Solar Oven research project	Alternative energy	200/year
School Garden Raised bed expansion	Food	5875/year
School Cafeterias food scrap composting	Waste management	5875/year

Each of these projects have specific personnel and donations that are already dedicated, but they lack sufficient funds to be completed or implemented. Grant funds would enable these and other projects to be fulfilled in the next school year cycle.

## B. Project Description Continued:

The algae oil research project has been a dream of two high school science teachers for 2 years. They worked to get funding for the algae plants. They supplied some of their own funds for other supplies. The remaining items needed include chemicals, lighting and digital hot plates. It could take several more years to implement this project for multiple classes with out outside funding. The validity and relevance could be decreased if the project can not get off the ground.

The Wind Turbine design experiment has been introduced in rudimentary form for the last 2 years at the High School. The project has been met with huge success due to the hands on nature of the project and the learning by doing versus lecture style of teaching. But this has only been available to one class of students and uses inexpensive box fan parts. CEP funding would supply more advanced equipment in larger quantities so more classes could participate.

The Solar Oven (Green Process) experiment is currently part of the curriculum for three classrooms at Harvey Clarke Elementary. They have been using inaccurate thermometers and borrowed supplies to conduct this experiment; teachers are paying for supplies out of pocket in order to retain this valuable learning experience. CEP funds would supply several sets of digital thermometers and other supplies needed to provide this learning opportunity to additional classrooms at Harvey Clarke and other schools in Forest Grove.

Several Schools in Forest Grove already have school nutrition gardens and one new raised bed was built at the high school this year due to the efforts of the Earth Club. The supplies to create raised beds for school nutrition gardens are needed to increase the number of beds at the high school and create raised beds at other elementary schools. These gardens are used as a teaching tool and products produced in the gardens can provide food for underserved populations in Forest Grove.

School cafeterias generate a significant amount of waste every day. Much of that waste are food scraps that can be composted and returned to the earth to aid in the growth of new food. With the expertise of a master composter and a sustainability expert, we will work with Sudexo, the food service provider for Forest Grove Schools, to plan and implement a food scrap composting program. Supplies for food scrap collection and compost stations will need to be purchased and installed. This program should sustain itself and be supported by the district after the initial capital investment due to the reduction in waste disposal costs for the schools.

## C. Estimate how many residents will benefit if this project is funded.

All 5875 Forest Grove Students and additional participating residents will benefit by these projects.

Has the sponsor received a Community Enhancement grant for this project in the past?

Yes  No  If so, amount received \$

Has the sponsor received a Community Enhancement grant for the current year?

If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$8000 How were these costs estimated (quotes, catalog, previous projects, etc.)? previous costs, quotes

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services		2884	4320	923
Supplies	8000		5270	
Capital				
Materials				
Other				
<b>Total</b>	8000	2884	9590	923

% of Total Budget provided by Sponsor: 14 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, the % provided by the Sponsor is committed. The other funding has already been or will be provided by individuals and the school district. The in-kind donations for labor are specific commitments from specific individuals. See the supplemental budget attached with details for each project.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Before mentioned projects will be completed during the next school year. Future funding may be requested for additional projects through the proposed mini-grant system for the sustainability commission.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

These projects meet several eligibility requirements, but the overriding requirements that all projects meet is letter h. "Benefit youth, seniors, low income and/or undeserved populations." These projects benefit every student in Forest Grove and future generations to come. They also provide opportunities in science that have not been available equitably to students. Individually, some of the projects meet additional eligibility requirements. The school cafeteria composting project meets b. and c. by reducing waste and recycling food scraps. The school garden raised bed expansion meets a. and d. by improving the appearance of our schools and increasing the environmental quality in our community. The algae oil, wind turbine and solar oven projects meet a. in a broader sense. These are research experiments only, but they are aimed at alternative energy options that would lead to improved environmental quality for the community.

Providing equal opportunities to students regardless of race, sex, or income improves the social equity of our community. These projects meet other sustainability goals by exploring alternative energy options, improving the understanding, quality, and availability of food and by reducing waste.

The city vision statement clearly identifies "supporting a community that nurtures our youth, educates all residents" as a priority to ensure a vital City. These projects support that vision. Based on our history as a town centered around an educational institution, we value learning and want to be progressive in our approach. The vision statement resonates this belief. These projects could not fit that description more clearly.

Supporting this opportunity would ensure the city council's intention to meet their Goal 1. Promote a safe, livable and sustainable neighborhoods and a prosperous dynamic green city.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Summer 2015 - Obtain competitive bids and finalize plans for projects.

August 2015 - purchase supplies - later for some projects

September 2015 - begin implementation of each project at the respective facility.

Sept - May 2015 - Science teachers at FGHS working on algae oil, wind turbines and solar ovens throughout the school year. Cafeterias collecting food scraps and composting throughout the school year. Build and plant raised beds for 2016 growing season.

May 2016- All projects should be complete. Group will assess need for additional funds to restock or maintain programs.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Each project has leaders that are well versed completing similar projects.

\* School teachers involved have developed and are able to implement these experiments into their curriculum.

\* The composting project is guided by a sustainability expert, a master recycler, and a food management expert, in conjunction with the involvement of the Sudexo manager from the school district. Some of these people implemented the composting program for the farmers market as well as other composting programs.

\* The school garden bed project is lead by the president of the High School's Earth Club, and a food management expert. The Earth Club completed the installation of 1 garden bed at FGHS in 2015.

The sustainability commission sub committee for Sustainable Schools and Education has committed members dedicated to the oversight and success of these projects. The funds will be managed by the Sustainability Committee.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes coordination through many organizations is needed and has been established. The sustainability subcommittee has been working closely with the school districts super intendant's office and individual teachers as well as the Sudexo (food service provider) manager in order to ensure consent and commitment. John O'Neil from FGSD has met us with open arms and is excited to see the community interest and involvement in the schools. Other organizations and individuals have committed involvement to ensure the project's success include the Earth Club of FGHS, Dairy Creek Community Food Web, Don Schwitzer from Pacific University, and Cecilia Warner, Master Recycler.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

# COMMUNITY ENHANCEMENT PROJECT APPLICATION

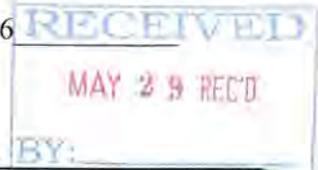
Sponsor: Forest Grove Sustainability Commission Tax ID # NA  
(N/A for City Board or Commission)

Contact Person: Elaine Cole Daytime Phone: 503-476-5039

Address: 49400 NW Hillside Road

City: Forest Grove State: OR Zip: 97116

Signature: Elaine J. Cole



## **PROJECT INFORMATION**

<b>A. Project Title:</b>	<b>Amount Requested:</b>	<b>Funds Needed by</b>
<b>Don't Waste Food, Dude!</b>	\$6,024.5	July 2015

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## **Proposed schedule**

Project Start Date: July 2015 Project Completion Date: June 2016

## **B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

This grant would provide additional supplies, marketing, Spanish language translation of materials and support for the Farmer's Market Waste Center. This will also subsidize the purchase of 35 compost bins for citizens to purchase as well as provide compost bins free to seven school nutrition gardens at Forest Grove School District sites.

The Forest Grove Farmers Market Waste Center began in July of 2011 in an effort to reduce the amount of disposable service ware, food waste and recyclable materials going to the landfill. The project was initiated by Cecelia Warner to fulfill her 30 "give back" hours after completing Metro's Master Recycler program. She approached Adelante Mujeres, the coordinators of Forest Grove Farmers Market and the idea was immediately and enthusiastically embraced.

The physical Waste Center started with a donated used rolling cart half full of plates and a booth space that included an awning, table and a chair. From 2011 through 2013 Cecelia sewed over 300 cloth napkins and purchased additional plates plus utensils at her own expense. In 2014, Adelante Mujeres Nutrition and Market Access Coordinator, Kaely Summers, began to provide funds to support the Waste Center efforts.

The Waste Center provides durable plates, silverware and cloth napkins to 6-8 hot food vendors every week. Prior to the Waste Center replacing single-use dinnerware and paper napkins, the Market filled at least eight 30-gallon garbage bags each week; now the Market barely generates one bag a week. This is true even though the average Market attendance has almost doubled and on a first Wednesdays the crowds can be over 4000. Paper plates make up most of the garbage brought to the Waste Center. This occurs because new visitors to the Market don't know about the durable dish option so more signage and education is needed.

Waste Center volunteers deliver the soiled plates and forks to a local restaurant, The Kings Head, to be commercially washed. The

restaurant offers this service at no cost but the dishwasher is not paid extra for the additional work the Market dishes generate. The Waste Center also collects food waste (given to a local pig farmer), plastic cups, lids, straws and forks (taken to Far West Recycling). All CRV cans and bottles are redeemed and the proceeds are donated to a local charity. Soiled napkins are washed at a volunteer's home.

Each season the Waste Center focuses on a sustainability issue with a campaign slogan. The first one was "Got Bags?" distributing window clings to promote reusable grocery bags, then "Straws Suck," encouraged reducing the unnecessary use of plastic straws. In 2014 it was "Capturing Caps," where the Waste Center collected 144 pounds of plastic caps from the public for recycling. In 2015, the campaign slogan and focus is, **"Don't Waste the Food, Dude!"** which focuses on preventing food waste.

Over 2000 Master Recycler volunteer hours later, the Forest Grove Farmers Market Waste Center serves as a model for other markets. Because of the success of its efforts the Waste Center is in need of a number of upgrades, supplies and promotion. Even though this is the 5th season the Waste Center has been operating there is a need for more community education about what it does and to get more volunteers involved. Promoting the durable dinnerware and napkin option via newspaper advertising, A-frame signboards, a banner and additional bi-lingual signage at the Market will advance behavior change. Supplies like used plates, forks and fabric for napkins are needed to meet growing demand and to replace lost/broken items. The Waste Center also serves as an area for continued education to support behavior change tied to our Forest Grove Sustainability Action Plan. Already this season, the Washington County Solid Waste and Recycling staff have provided materials for market goers to learn about reducing food waste.

The Waste Center will also provide an area to distribute the compost bins to citizens and educate our community about the importance of our residential food waste collection pilot that is being developed. It all makes a difference.

**C. Estimate how many residents will benefit if this project is funded.**

On average market attendance is 1000-3000 with First Wednesdays drawing crowds over 4000. Our efforts with compost distribution in the FGSC will hopefully touch over 3000 students.

<p>Has the sponsor received a Community Enhancement grant for this project in the past? No If so, amount received \$ _____</p> <p>Has the sponsor received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>Please provide a brief summary of services for <u>current year grant</u>, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.</p>
--

**D. PROJECT BUDGET**

**Total Estimated Costs: \$6,024.50** How were these costs estimated (quotes, catalog, previous projects, etc.)? calling businesses, online research \_\_\_\_\_

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	\$660.00	\$637.71	\$869.70	\$10,555.2
Supplies	\$1,478.50			
Capital				
Materials	\$2,566.00			
Other	\$1320.00			
<b>Total</b>	<b>\$6,024.50</b>	<b>\$637.71</b>	<b>\$869.70</b>	<b>\$10,555.2</b>

% of Total Budget provided by Sponsor: 66 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, Farmer's Market funding is secure for the season and can cover basic costs for the Waste Center. And all the in-kind volunteers are committed to our work in Forest Grove.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes the project will be completed with the funding but some future funding will always be needed to replace supplies for the Waste Center. We will purchase quality materials to help them last longer.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**

The focus of this grant directly relates to the values described in the Forest Grove Vision Statement as well as specific actions in the Materials Management section of the Forest Grove Sustainability Action Plan. This project also ties to two of the City Council Goals for 2015-16:

- **Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic Green City and,**
- **Promote the Interests and Needs of Forest Grove in Local, State and National Affairs.**

This project will enhance sustainability in Forest Grove by reducing waste at one of the largest regularly scheduled events in our community. Weekly, we see on average 1/5 of the population of Forest Grove and produce only 1 bag of landfill waste. The Waste Center also affords community members a way to learn more about reducing waste at home. The project addresses economic goals by supporting small food businesses. Using durable dishes also reduces costs to the vendors and helping them to change their behaviors at other locations too.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Summer 2015; Purchase most of the supplies and materials including compost bins. Sale and distribution of compost bins will take place in the summer and fall. Advertising and marketing will be ongoing through the market season.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Elaine has a day job as the Sustainability Coordinator at PCC Rock Creek and is trained as a Master Recycler. She helps educate, manage grants, volunteers, and waste reduction efforts on campus and in her community.

Cecelia Warner and Betty Benson have been staffing the Waste Center for 4+ years. The Farmer's Market has over 5 years of managing CEP grants and can assist with the implementation of this effort.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

We will coordinate with Adelante Mujeres staff, Master Recyclers in Forest Grove, The Kings Head Restaurant, Washington County Solid Waste and Recycling education staff, Metro (compost bins), and Sustainability Commission members. Key staff members from each organization have been contacted personally.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

Budget Categories	Quantity	Cost	CEP	Sponsor	Adelante Mujeres	Master Recyclers
<b>Personnel Services</b>						
Translation services-English to Spanish	6 hours	\$35/hour	\$210		\$210	
Dishwasher stipend	30 weeks	\$15/week	\$450			
Kaely Summers-Adelante Mujeres, Nutrition and Market Access Coordinator	30 wks. x 1hr.	\$21.99/hour			\$659.7	
Elaine Cole-Sustainability Commission member (Compost bin pick up-2, dissemination to schools-7, and selling at market 12, waste center support 8),	29 hours	\$21.99/hour		\$637.71		
Cecelia Warner 10 hours/ week	300 hours	\$21.99/hour				\$6,597.0
Betty Benson 6 hours/week	180	\$21.99/hour				\$3,958.2
<b>Supplies</b>						
Rubbermaid 20 gallon covered totes for napkins, education, literature, signs, supplies	4	\$9	\$54			
Dish Storage and transportation cart by Cambrio (used cost)	1	\$700	\$700			
Literature display holders for information	4	\$28	\$112			
Cotton fabric for cloth napkins	20 yards	\$6	\$120			
Used flatware from Goodwill	50 sets	\$.29	\$14.50			
Used plates from Goodwill	100	\$2	\$200			
Aprons for Waste Center volunteers (seen locally)	6	\$24	\$144			
Photocopying flyers and educational information	200 sheets	.5/sheet	\$10			
Box of laminating sleeves, 7 mil, 200 count	1 box	\$88	\$88			
Pails/buckets to collect recycling: food waste, napkins, plastic, beverage containers, glass, paper	6	\$6	\$36			
<b>Materials</b>						
PVC Spanish banner, 12 x 72 from Miracle Sign	1	\$6/sq. ft.	\$36			
Canopy/awning to cover Waste Center	2	\$220	\$440			
A-Frame signs to direct people to Waste Center	2	\$100	\$200			
Compost bins for 7 schools nutrition gardens (Dilley, NAMES, Tom McCall, FG Community School, FGHS, Harvey Clarke, Joseph Gale)	7 bins	\$45 each	\$315			
Compost bins purchased at cost from Metro to be sold at Farmers Market for \$35/each, \$10 goes back to city or waste reduction	35 bins	\$45	\$1,575			
<b>Other (Marketing)</b>						
6 Monthly display ads in two local newspapers	12 ads	\$110/month	\$1320			
<b>Total cost</b>			\$6,024.50	\$637.70	\$869.70	\$10,555.2

Time is based on 26 weeks of May-October regular Farmers Markets and 4 winter indoor markets. Volunteer wage \$21.99 based on Independent Sector as of 2014 provided by Bev Maughan.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

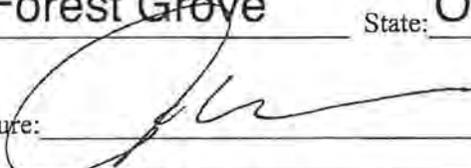
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Sponsor: FG Sustainability Commission Tax ID # N/A  
(N/A for City Board or Commission)

Contact Person: John Hayes Daytime Phone: 503-780-2437

Address: 2040 15th Ave Email: jhayes@pacificu.edu

City: Forest Grove State: OR Zip: 97116

Signature: 

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**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Reusable Bags Initiative</u>	<u>\$ 8,000</u>	<u>8/1/15</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: 7/1/15 Project Completion Date: 12/31/15

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

The Forest Grove Sustainability Commission proposes—in conjunction with the proposed ordinance that would ban plastic bags at check-out counters—to provide all 8,000 city residences with a washable, reusable carryout bag made from recycled materials. If the plastic bag ban does not pass or is delayed, this initiative would still be worthwhile because it would promote use of reusable bags instead of disposables.

The disposable plastic checkout bag, at an annual volume of 1 trillion, is the most used consumer product in the U.S., serving as the number one symbol of our throwaway society. Because Forest Grove has made a serious commitment to sustainability, it is very fitting that it ban plastic checkout bags.

However, even if the city does not ban plastic bags, the environment would benefit from every household receiving a washable, reusable bag, along with a letter from the Sustainability Commission that outlines the disposal problems associated with plastic bags, the environmental penalty that we all pay in using the alternative, which is paper bags.

Part of our mission, which the commission takes seriously, is the education of Forest Grove citizens about the harm done to the environment by our practices and behaviors, and this CEP grant would provide not only a reusable bag to every household but also an explanation of why it is important to use them.

The \$8,000 would be used to purchase, in bulk, 8,000 washable, reusable bags. Retail establishments routinely sell these bags to customers at checkout stands for about \$1 each. We have contacted one well-regarded supply company, Simply Green Solutions, and it would be able to supply 8,000 high-quality, machine-washable bags ready for silk-screening for about \$1 each.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$11,200 How were these costs estimated (quotes, catalog, previous projects, etc.)? see above for cost explanations

**Breakdown estimated costs by source:**

	CEP	Sponsor	Other #1	Other #2
Personnel Services		\$3,200		
Supplies				
Capital				
Materials	\$8,000			
Other				
Total	\$8,000	\$3,200		

% of Total Budget provided by Sponsor: 29 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, the commission has made a commitment to distribute the bags.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

\$8,000 would be sufficient funding to provide one bag to every Forest Grove household. It would not be sufficient to cover mailing costs (see above for explanation).

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

The Vision Statement mentions environmental sustainability, and reducing use of plastic bags would promote environmental sustainability. This initiative addresses City Council Goal 1 by helping Forest Grove to become a "Green City."

The reusable bag initiative also addresses CEP goals a. appearance improvement by reducing plastic bag littering; c. reuse increase; e. preservation of natural areas by reducing plastic bag littering.

The project meets eligibility criteria by including all Forest Grove households, by being proposed by a commission, by not replacing other readily available funds, by not applying to religions, by being totally inclusive, by not involving private land, and by participating fully in the CEP review process.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

1. June/July 2015. Locate best deal on high-quality, washable, reusable grocery bags with silk-screening option.
2. June/July 2015. Find Forest Grove merchants who wish to participate in reusable bag initiative; advertise in newspapers and through Chamber of Commerce. Develop equitable way to parcel out shares of bag advertising if there is sufficient merchant interest.
3. July/August 2015. Contract with bag provider. Provide artwork for silk-screening.
4. September 2015. Obtain list of addresses of Forest Grove households from City Hall; mail bags and accompanying letter if sufficient funds available. If not, sort by street or neighborhood in preparation for hand delivery.
5. September/October 2015. Distribute bags by mail or by hand.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

John Hayes co-wrote the successful Fernhill Wetlands Council CEP grant for providing wetlands exploration equipment and participated in assembling the contents of the storage box.

Many commission members have managed small to very large projects, ranging in size from several hundred dollars to hundreds of thousands of dollars.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

It does not require coordination.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

## COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Historic Landmarks Board

Tax ID # N/A

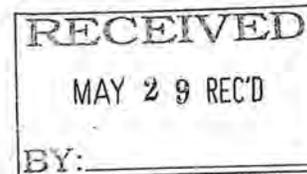
(N/A for City Board or Commission)

Contact Person: Kaylene Toews (HLB Vice-Chair)

Daytime Phone: (541)788-8818

Address: 2212 A St.

City: Forest Grove State: OR Zip: 97116



Signature: Kaylene Toews

### **PROJECT INFORMATION**

#### **A. Project Title**

**Amount  
Requested:**

**Funds  
Needed by\*:**

Historic Landmarks Board Renovation Grant Program

\$8,000

July 1, 2015

\*Availability of funds is contingent on City's receipt of disbursements from Metro

#### **Proposed schedule**

Project Start Date: July 1, 2015

Project Completion Date: Funds to be used within one year.

#### **B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

The Historic Landmarks Board (HLB) will use these funds to continue Forest Grove's Historic Renovation Grant Program. Those eligible to receive renovation grants include owners of properties listed on the Forest Grove Local Historic Register and owners of contributing properties in Forest Grove's three historic districts including the Clark, Painter's Woods, and Walker-Naylor. The number of contributing historic properties supported by the Renovation Grant Program has tripled over the past four years with the addition of Painter's Woods National Historic District in 2009 and the Walker-Naylor National Historic District in 2011.

The Renovation Grant Program helps eligible property owners retain the historical and architectural integrity of their properties by funding a portion of the costs to improve the exterior and maintain the structure of their property. In particular, the HLB requires that grant recipients' restoration improvements remain consistent with the property's architectural heritage. This helps property owners afford historic renovation where they might otherwise opt for less expensive and less historically correct alternatives.

Funds targeted for the Renovation Grant Program pay for themselves well beyond the actual amount apportioned to the program. (Please see the Addendum entitled, *Historical Financial Summary* on p. 6 of this application.) What's more, it is widely recognized that

historic districts improve property values and attract new residents. The Renovation Grant Program also helps to economically support the local building community because we encourage property owners to hire local contractors to make the needed restorations. In addition, the program economically contributes to other local businesses due to increased tourism encouraged by improved historic neighborhoods.

**C. Estimate how many residents will benefit if this project is funded.**

**Has the sponsor received a Community Enhancement grant for this project in the past? Yes**

**If so, amount received**

\$4,585 (FY2014-2015)

**Has the sponsor received a Community Enhancement grant for the current year?**

Yes

**If so, is the project completed?**

No, it is in progress, with Renovation Grants being awarded through June 2015.

**Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.**

All Forest Grove residents benefit from historic preservation. Forest Grove's historical heritage is important to our city. The Renovation Grant Program preserves the character, integrity, and cohesion of historic Forest Grove through improved appearance, cleanliness, and safety of its communities and through the longevity of its buildings.

Promoting historical renovation will have a greater long-term impact on the city and its residents than will the financial impact of any particular project. Please see table below (at least one additional funding request will be reviewed by the HLB in June).

In the next month, the HLB is continuing to promote the Renovation Grant Program with a postcard mailer and in its Spring/Summer newsletter, but this year some allocated funds may be unused. In FY15-16, the HLB will begin a strategic planning process, funded through a State Historic Preservation Office, to set long-term goals and improve outreach and education programs. As part of this effort, we will evaluate strategies and tactics to increase participation in the Renovation Grant Program.

**SUMMARY OF SERVICES FOR FY2014-2015:**

	<b>Project</b>	<b>Cost</b>	<b>Grant</b>	<b>Multiplier</b>
<b>John Abbott House</b>	Painting	\$10,500	\$ 500	21
<b>Lucas House</b>	Seismic Upgrade	\$2,985	\$1,000	2.98
<b>Fortner House</b>	Seismic Upgrade	\$3,290	\$1,000	3.3
<b>WR Taylor House</b>	Painting	\$1,617	\$295	5.5
<b>Summary:</b>		<b>\$18,392</b>	<b>\$2,795</b>	<b>6.6</b>

**D. PROJECT BUDGET**

**Total Estimated Costs: \$36,000**

How were these costs estimated (quotes, catalog, previous projects, etc.)?

We request \$8,000 for the grant. Historically, property owners contribute an average of 4.5 times the amount they receive from the grant. See Historical Financial Summary Addendum on p. 6.

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services	0	0	N/A	N/A
Supplies	0	0	N/A	N/A
Capital	\$8,000	0	\$36,000	0
Materials	0	0	N/A	N/A
Other	0	0	N/A	N/A
<b>Total</b>	<b>\$8,000</b>	<b>0</b>	<b>\$36,000</b>	<b>0</b>

% of Total Budget provided by Sponsor: 0%

% of Total Budget provided by Other #1 (property owners): minimum of 50% per Renovation Grant project

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes; property owners only apply for grants when they have the financial means to cover the remaining 50 percent or greater.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

Yes; the project will be completed within one year. Each year that the project is active is separately funded.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**

Preserving Forest Grove's historical and architectural heritage is central to Forest Grove's vision and future. Our historical and architectural heritage is an important part of Forest Grove's cultural identity and community pride. We better understand our culture and environment when we understand our past.

The HLB's Renovation Grant Program contributes to Forest Grove's vision and future in the following ways:

- Well maintained and accurately restored historic buildings enhance the appearance and cleanliness of our entire community. By helping property owners to accurately restore and beautify their homes and businesses through funding and education, the Renovation Grant Program helps instill a sense of community pride and quality of life for all Forest Grove residents. Because renovation grant funding is offered *only to projects affecting the exteriors of qualifying properties*, funding awarded goes toward appearance and cleanliness of our community. Past projects include painting, porch and railing improvements, signage improvements, roof replacement, brick repair, and many others. Many property owners have told us that, without Renovation Grant Program funding, they would have not been able to afford to make historically accurate renovations. For example, the beautiful Art-Deco upgrade to the Theater in The Grove's marquee that is highly visible on Pacific Avenue would not have occurred had not the owners received Renovation Grant Program funding.
- The Renovation Grant Program helps preserve the cultural heritage of the entire community. The Historic Landmarks Board encourages historic property owners to investigate the original architectural characteristics of their homes/businesses, the period in which those buildings were built, and the materials and techniques used to construct those buildings. In addition, many of the homes/businesses that receive renovation grants have been included in the Friends of Historic Forest Grove walking tours that educate both tourists and local residents about Forest Grove's rich cultural heritage.
- Through tourism and the projects themselves, the Renovation Grant Program helps improve the economic viability of local businesses in the Forest Grove community. The HLB encourages property owners to select local contractors and materials suppliers when making historic restorations. The economic viability of other commercial interests, such as restaurants and stores, is also enhanced through increased tourism associated with Forest Grove's historic neighborhoods.
- Historic preservation provided by the Renovation Grant Program greatly encourages sustainability, since emphasis is always placed on using or repairing existing materials and structures.
- Public safety – particularly fire safety – is improved through program funding because well maintained buildings are generally safer. Specific chimney repair projects, for example, definitely provide greater safety to the public – not only reducing risk of injury from falling bricks but also reducing risk of fire.

## PROJECT MANAGEMENT

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

The HLB advertises the grant program in each of our quarterly newsletters. We also send postcards to hundreds of historic property owners informing them about grant funding available for historic renovations. Residents also learn about the program through word-of-mouth.

Before a renovation project begins, the property owner submits a grant request along with multiple bids to the HLB. The HLB reviews grant requests on a first-come, first-served basis. For each grant request, the HLB determines its applicability and determines the amount of the grant. The HLB also evaluates if the grant request meets Renovation Grant Program requirements, and if so, approves the request.

As part of the Renovation Grant process, the HLB requests that the property owner completes improvements within the timeframe specified on their application. The HLB can work with the property owner if an extension is needed. An HLB member inspects all completed projects before funds are disbursed.

The grant cycle runs from July 1 through the following June 30. As long as funds are still available, applicants can apply.

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Since 1997, the HLB has managed this program with increasing success. Over the past 17 years, the program has not only helped to improve the historic nature of our city, but through HLB project input and financial assistance, numerous renovation projects have been modified by property owners to improve the historical accuracy of the work. We receive many appreciative comments from the beneficiaries of these grants.

During the Historic Landmarks Board's presentation before the Forest Grove City Council on June 11, we will present photos showing actual examples of projects that have benefited from Renovation Grant funds in the past.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No; the Renovation Grant Program does not require coordination with other public and private organizations.

**ADDENDUM**

**Historical Financial Summary:**

<b>Fiscal Year</b>	<b>CEP Grant</b>	<b>Renovation Grants</b>	<b>Total Cost of Renovations</b>	<b>Impact Multiplier</b>
1997	\$5,110	\$3,965	\$16,000 (est.)	4.0
1998	\$7,000	\$10,171	\$41,345	4.1
1999	\$7,000	\$6,782	\$38,954	5.7
2000	\$12,000	\$8,610	\$48,592	5.6
2001	\$12,000	\$16,475	\$48,791	3.0
2002	\$10,000	\$15,484	\$79,842	5.2
2003	\$10,000	\$9,002	\$52,201	5.8
2004	\$11,500	\$11,269	\$37,233	3.3
2005	\$13,500	\$13,428	\$56,223	4.2
2006	\$10,000	\$4,790	\$11,820	2.5
2007	\$8,000	\$5,636	\$21,435	3.8
2008	\$5,600	\$5,600	\$37,430	6.6
2009	\$7,000	\$7,000	\$21,578	3.1
2010	\$7,500	\$7,485	\$33,485	4.47
2011	\$7,790	\$3,164	\$24,533	7.75
2012	\$4,050	\$4,050	\$27,821	6.87
2013	\$4,696	\$3,000	\$26,270	8.76
2014	\$4,585	\$2,729	\$18,392	6.6
<b>Totals</b>	<b>\$147,331</b>	<b>\$138,640</b>	<b>\$625,945</b>	<b>4.5</b>

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Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.

**COMMUNITY ENHANCEMENT PROJECT APPLICATION**

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Sponsor: Forest Grove Public Arts Commission Tax ID # NA  
(N/A for City Board or Commission)

Contact Person: Dana Zurcher Daytime Phone: 503-502-3392

Address: 8527 SW Springhill Rd. Email: danazurcher@gmail.com

City: Gaston State: OR Zip: 97119

Signature: Dana C. Zurcher



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**PROJECT INFORMATION**

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Arts for a Community</u>	<u>\$ 4000</u>	<u>July 1, 2015</u>

\*Availability of funds is contingent on City's receipt of disbursements from Metro

**Proposed schedule**

Project Start Date: July 1, 2015 Project Completion Date: June 31, 2016

**B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):**

1. Continuing to expand PAC's presence at First Wednesdays for the 2015 season and beginning of 2016 season. This experience is in collaboration with City Club and the FG Library to provide hands on music and art experience for children through the use of instruments from many countries and different paint and drawing mediums. This was very well attended for the last two summers and many requests from parents were made that we have a greater presence. There will also be an informative booth about PAC. Booth manned by PAC members.

2. A main goal of the Public Arts Commission is the funding of mini-grant proposals submitted to the commission from community arts organizations. Mini - grants do not exceed \$500 each, and are intended to leverage local efforts and to provide seed money for organizations offering arts programming for the community, particularly underrepresented portions of our community such as elders, children, and Latinos. Preference is given to groups and activities that provide a substantial in-kind contribution through volunteer support and/or donation of complimentary goods and services such as publicity, promotion, use of equipment, and refreshments. Mini-grants are for events and activities which are offered at no charge to the community. The Public Arts Commission has been privileged to take a position that aids in creating a more culturally vibrant and inclusive community by supporting the growth of existing arts organizations and activities, by celebrating our cultural diversity, and by fostering inclusion of all socio-economic facets of our community through the mini-grants. In the current economic climate the presence of public art in a community will decline without the support of efforts such as the mini-grant program.

continued on next page

**B. Project Description Continued:**

3. Another goal of the Public Arts Commission is the preservation, presentation and cataloging of the city's art collection. The process of cataloging city art is an ongoing effort utilizing a database kept current by commission volunteers. The city, through the Public Arts Commission, is charged with the presentation and preservation of these valuable pieces. The cost of supplies (for appropriate storage) and materials (for preservation quality framing) is the responsibility of the commission. The commission has worked with the City Manager to devise a distribution system for the art owned by the city. In this way art is rotated throughout city buildings thereby allowing a larger portion of the population to enjoy the collection. Proper framing and storage will not only enhance the pieces themselves, but will allow them to be enjoyed for years to come. Preservation and presentation is a critical piece to the commission goal of making art available to all citizens and to protecting the expanding collection.

**C. Estimate how many residents will benefit if this project is funded.**

There is potential for all residents of the community to benefit from these projects. In addition to the whole community, also visitors will benefit from these projects.

Has the sponsor received a Community Enhancement grant for this project in the past?  
Yes  No  If so, amount received \$ 11,785 (2011-2015)

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed?

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

Yes, we received a grant for the current year and yes the project is complete.

The current CEP grant was written for a collaborative project; Mollie's Garden. We worked with the Library Foundation, fundraising for the artwork that is now housed in the city library. This project has been such a great success. It has brought such beauty into the lives of all who visit the library. The total funds have been spent.

The other part of our grant was written for a Walking Art Tour brochure. This is in its final stages, and will be complete before the end of the grant date. This will be a draw to people outside the community as well as to those in the community.

**D. PROJECT BUDGET**

**Total Estimated Costs:** \$5,000 How were these costs estimated (quotes, catalog, previous projects, etc.)? Previous years expenses and estimates

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies	500-1st weds			
Capital				
Materials		1000- preserving		
Other	3500- mini grants			
<b>Total</b>	4000	1000		

% of Total Budget provided by Sponsor: 20 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, there are funds dedicated for the sponsor's share. Fundraising efforts in the form of Meet the Artist dinners.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

All three projects are ongoing and we plan to continue with them in the years to come.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals?**

Improve the appearance of the community: By keeping the City's Art Collection preserved the appearance of the community is being enhanced

Result in improvement to, or an increase in, recreational areas and programs: By giving mini-grants organizations are able to offer arts programming at no charge, we are improving on programming in the community. Giving the opportunity for involvement that may not otherwise exist.

Benefit youth, seniors, low income persons and/or undeserved populations: As mentioned above, Mini-grants make arts programming available to low income, youth and seniors. Also having a presence at 1st Wednesdays gives these same populations exposure and access to arts at no charge. This is also one of our goals as a commission.

## **PROJECT MANAGEMENT**

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**A. Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.**

Mini-Grants- Publicize mini-grant opportunities via outreach to community groups, organizations, and the press. Review mini-grant and scholarship applications as received, provide technical assistance to applicants as needed, and arrange for disbursement of funds for grants awarded. Evaluation of funded mini-grant activities vis a vis attendance to each funded event by a PAC member.

Preservation- Continue the cataloging of all pieces acquired. Ongoing review to determine that all pieces held by the city are appropriately preserved and presented.

1st Wednesday- At each 1st Wednesday we set up our supplies and man the booth so that children can have access to the art

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Each of the projects are ongoing and we have managed them in the past. We have been giving mini-grants for at least 5 years. This will be our third summer at 1st Wednesdays. We have been quite successful in both areas.

We have kept the database for the City's Art collection up to date and that is an ongoing project; we did an inventory on the artwork which also initiated the collection from our Sister City to be inventoried as well. We have also framed and moved a few pieces of art from different locations to better serve the community. We plan to continue to improve the the current collection as well as hoping to add to it.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Mini-Grants- require coordination with the Grantees and that happens during the course of the year and as the grant applications are submitted.

1st Wednesdays- there is coordination with the City Club and Adelante Mujeres. Yes the necessary coordination has been complete.

Preserving- This will require coordination with the City of Forest Grove and that line of communication has been opened and will continue throughout the year.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**

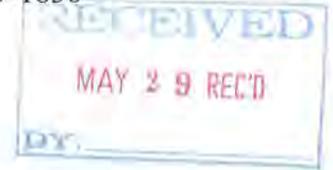
# COMMUNITY ENHANCEMENT PROJECT APPLICATION

Sponsor: Public Arts Commission Tax ID # N/A  
(N/A for City Board or Commission)

Contact Person: Kathleen Leatham Daytime Phone: 503 809-1836

Address: 1056 36<sup>th</sup> Avenue

City: Forest Grove State: OR Zip Code: 97116



Signature: \_\_\_\_\_

## PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Art Goes to the Park	\$ 8,000	July, 2015

\*Availability of funds is contingent on City's receipt of disbursements from Metro

## Proposed schedule

Project Start Date: July, 2015

Project Completion Date: June 30, 2016

## B. Project Description (a short description of the proposed program or project including for what purpose or how the CEP funds will be used):

In our continuing effort to increase the public art available to the people of the Forest Grove Community, we propose to publish a Call for Art to commission a multi-material outdoor sculpture to be located in Roger's Park or Lincoln Park. The Call for Art will have guidelines which will include the design and creation of a multi-material outdoor sculpture that will stand 10-12 feet high; will be designed with the safety of children and the prevention of "human destruction" in mind; will reflect the environment of the park in which it is sited as well as the spirit of Forest Grove.

The system utilized to select the artist/art will be the same as the successful citizen panel mode used to select the three artists who created the Art Benches commissioned by PAC three years ago. This system was fair, inclusive of eclectic opinions, and resulted in the acquisition of three diverse, interesting pieces of public art that are now prominent in the new Art Walking Tour Brochure developed by PAC with the 2014 CEP grant funds.

A primary goal of the Public Arts Commission is to enhance the availability of art, at no cost, for all citizens of, and visitors to, the community of Forest

Grove. By adding an outdoor sculpture to one of our highly utilized parks, we are fulfilling a part of this goal.

**C. Estimate how many residents will benefit if this project is funded.**

Everyone who is a member of the community and those who come as visitors will be the beneficiaries.

Has the sponsor received a Community Enhancement grant for this project in the past? no  
If so, amount received \$ \_\_\_\_\_

Has the sponsor received a Community Enhancement grant for the current year?  
If so, is the project completed? Yes, and the project is completed.

Please provide a brief summary of services for current year grant, i.e. what was the impact on the community, how many people benefited from the project, have the total funds been spent, etc.

- Collaboration with the Library Foundation Board on raising the funds to complete the installation of Ed Carpenter's "Mollie's Garden".
- Development of the Art Walking Tour Brochure which guides the user to the outdoor art of Forest Grove, the indoor collections of the City, and various venues that feature art either in their architecture or as feature of the venue. This is organic and complete in its first edition.
- Presence in 1<sup>st</sup> Wednesday providing interactive art projects/moments for children (of all ages!) at no cost. This is attained and ongoing.

- Each of these projects has the ability to affect each member of this community. All monies have been expended.

**D. PROJECT BUDGET**

**Total Estimated Costs: 25,000 (high estimate)** How were these costs estimated (quotes, catalog, previous projects, etc.)? Estimates and quotes from artists.

**Breakdown estimated costs by source:**

	<b>CEP</b>	<b>Sponsor</b>	<b>Other #1</b>	<b>Other #2</b>
Personnel Services				
Supplies				
Capital				
Materials				
Other				
Total	8,000	17,000		

% of Total Budget provided by Sponsor: 66 %

**E. Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

We will use proven fund raising activities and methods to raise \$13,000. The remainder of \$5,000 will come from PAC's discretionary fund.

**F. Will the project be completed with the proposed funding or will future funding be necessary?**

It will be completed in its entirety.

**G. Explain how this project meets one or more of the eligibility criteria and how the project would enhance sustainability in Forest Grove, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals? Sustainability is intended to have a broad definition under this program.**

a. Any addition of art to our environment brings curiosity, beauty, wonder, appreciation and education to each individual in a community. Life is enhanced by art. The environment in which we live our lives is equally enhanced. Forest Grove as a destination grows in attraction with the addition of public art.

f. The art will be located in a city park, adding a friendly artistic draw to areas in which families and individuals gather for leisure, play, sports, and community events. Parks, by their very nature, are draws for children, retirees, and families who look forward to free-access entertainment.

h. One of our stated goals is to give to community children exposure to art and art forms that were once provided by the schools. With lowered funding, the art education and exposure and appreciation for our children depends, in part, on the efforts of the entire community

## **PROJECT MANAGEMENT**

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**A.** Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task.

1. Choose artist/art via selection effort described herein by 9/1/2015
2. Complete raising funds throughout the year, ending by late Spring, 2016
3. Installation (weather permitting), early Summer, 2016
4. Dedication – 1<sup>st</sup> Wednesday, July, 2016

**B. Describe prior experience managing similar projects. Include prior Community Enhancement Projects.**

Preservation, cataloguing, and proper placement of the city's art collection has been our ongoing responsibility since our inception. The commissioning of the three Art Benches was a success similar to this endeavor. Our collaboration with the Library Foundation Board to bring Mollie's Garden to life was a highly successful fundraising project.

**C. Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Yes. Coordination with the City of Forest Grove. The artwork will be placed on city property and will be subject to all the policies, permits and protocol that implies. We have already begun this collaboration as we begin our site decision making process.

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**Applications must be submitted by 5:00 pm, May 29, 2015, at Forest Grove City Hall, 1924 Council Street. Please limit question responses to the spaces provided.**