

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: City of Sherwood Tax ID# 93-6002255
(N/A for City Board or Commission)

Contact Person: Craig Sheldon Daytime Phone: (503) 925-2310

Address: 15527 SW Willamette Street Email: sheldonc@sherwoodoregon.gov

City: Sherwood State: OR Zip: 97140

Signature: 

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Parks Signage</u>	<u>\$30,000.00</u>	<u>September 2016</u>

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

Proposed Schedule

Project Start Date: September 2016 Project Completion Date: Spring 2017

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

Purchase and install uniform park entrance signage for all City parks. This is Phase I of the project. Our plan for Phase I is to complete signage at Stella Olsen Park, Snyder Park and Langer Park.

B. Project Description Continued:

C. Who will benefit if this project is funded? And how will they benefit?

The community of Sherwood and all visitors who frequent our parks.

Uniform signage helps to define a community's image and creates a sense of place. When a community becomes easier to navigate, the experience is improved for visitors and residents.

<p>Has the applicant received a Community Enhancement grant for this project in the past?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, amount received</p> <p>Has the applicant received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p>

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: \$30,000.00 How these costs were estimated (quotes, catalog, previous projects, etc.)? Costs are based on material estimates and estimated staff time

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services	\$2,500.00			
Supplies & Materials	\$27,500.00			
Capital				
Permits & Fees				
Other				
Total	\$30,000.00			

% of Total Budget provided by Applicant: 0 %

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

N/A

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|---|--|
| <input checked="" type="radio"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input type="radio"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="radio"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="radio"/> 7. Increase employment or economic opportunities for City residents. |
| <input checked="" type="radio"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="radio"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="radio"/> 4. Improve safety within the City. | <input type="radio"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="radio"/> 5. Result in significant improvement in the cleanliness of the City. | <input type="radio"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

1. Uniform signage improves the overall appeal of our parks. It is an identifier to the surrounding area and improves our marketability as a city that is easy to navigate.
3. Uniform signage improves access to the parks by visitors and residents. It easily identifies the parks as being part of our City's infrastructure and readily stands out to passersby.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).**

If approved, will be working with the Parks Board to determine the type and style of signage.

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

Currently manage a variety of park asset projects throughout the city as well as managed past CEPA projects.

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?**

Will work with Parks Board.

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

N/A

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: City of Sherwood Tax ID# 93-6002255
(N/A) for City Board or Commission

Contact Person: Craig Sheldon Daytime Phone: (503) 925-2310

Address: 15527 SW Willamette Street Email: sheldonc@sherwoodoregon.gov

City: Sherwood State: OR Zip: 97140

Signature: 

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Roy Rogers Road Vegetation Improvements</u>	<u>\$15,000.00</u>	<u>September 2016</u>

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

Proposed Schedule

Project Start Date: September 2016 Project Completion Date: Spring 2017

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

Remove existing dead plantings and replace with new plantings along Roy Rogers Road from the City limits to Borchers Road. This project will be phased in over the next few years. At the city's request to the County, when Roy Rogers Road was initially constructed, the City wanted to upgrade the plantings as this roadway is a gateway to our community. Over the years, the plantings have either died or deteriorated and need to be replaced.

B. Project Description Continued:

C. Who will benefit if this project is funded? And how will they benefit?

The community of Sherwood and all visitors who travel to/through our community.

<p>Has the applicant received a Community Enhancement grant for this project in the past?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, amount received</p> <p>Has the applicant 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 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.</p>
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D. PROJECT BUDGET

Total Estimated Costs: \$15,000.00 How these costs were estimated (quotes, catalog, previous projects, etc.)? Costs are based on material estimates and estimated staff time

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services	\$5,000.00			
Supplies & Materials	\$10,000.00			
Capital				
Permits & Fees				
Other				
Total	\$15,000.00			

% of Total Budget provided by Applicant: 0 %

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

N/A

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|---|--|
| <input checked="" type="radio"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input type="radio"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="radio"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="radio"/> 7. Increase employment or economic opportunities for City residents. |
| <input checked="" type="radio"/> 3. Preserve or increase recreational areas and programs within the City. | <input checked="" type="radio"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="radio"/> 4. Improve safety within the City. | <input type="radio"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input checked="" type="radio"/> 5. Result in significant improvement in the cleanliness of the City. | <input type="radio"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

1. Not only does it improve the value of the surrounding housing along Roy Rogers, but it also increases the attractiveness of our city as this is main entrance to our community.
3. As Sherwood is an active community, this streetscape is often traveled by residents walking, running and riding their bikes and having an attractive landscape improves resident livability.
5. As this may be the first (and only) impression of the city for passersby, having mature and well maintained landscaping at the entrance of the city promotes Sherwood as a place where people would want to work, live and play.
8. Not only does it improve the property value of the surrounding housing along Roy Rogers, but it also increases the attractiveness of our city for potential new residents.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).**

If approved, project will start in the fall of 2016 and finish in the spring of 2017.

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

Currently manage a variety of streetscapes throughout the city as well as managed past CEPA projects.

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?**

Public Works

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

N/A

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: City of Sherwood Tax ID# 93-6002255
(N/A) for City Board or Commission

Contact Person: Craig Sheldon Daytime Phone: (503) 925-2310

Address: 15527 SW Willamette Street Email: sheldonc@sherwoodoregon.gov

City: Sherwood State: OR Zip: 97140

Signature: 

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
City of Sherwood Park Recycling Program Phase II	\$12,500.00	November 2016

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

Proposed Schedule

Project Start Date: November 2016 Project Completion Date: Spring 2017

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

Continue to implement the city's recycling program at our remaining parks. Funds will be used to install recycling bins at the following locations:

- Oregon Trail Park
- Pioneer Park
- Lady Fern Park
- Cinnamon Hills Park
- Veterans Park
- Murdock Park
- Woodhaven Park
- Cannery Square

B. Project Description Continued:

C. Who will benefit if this project is funded? And how will they benefit?

The community of Sherwood.

The benefits of a strong recycling program:

1. Contribute to a healthy, united community
2. Help to improve water and air quality
3. Prevent disposing of valuable commodities in landfills
4. Reduces the need for new landfills
5. Conserves natural resources
6. Lowers greenhouse gas emissions
7. Provides volunteer opportunities
8. Creates jobs and reduces disposal costs

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

Yes

No If so, amount received \$15,000.00

Has the applicant received a Community Enhancement grant for the current year? If so, is the project completed? Received grant in 2015/16 budget year. 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.

The grant for Phase I of this project was very successful. We successfully placed recycling bins in our larger parks and two sports complex. We have noticed that when given the option to recycle, people do.

D. PROJECT BUDGET

Total Estimated Costs: \$12,500.00 How these costs were estimated (quotes, catalog, previous projects, etc.)? Previous project costs; completed in spring 2016

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services	\$2,500.00			
Supplies & Materials	\$10,000.00			
Capital				
Permits & Fees				
Other				
Total	\$12,500.00			

% of Total Budget provided by Applicant: 0 %

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

N/A

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

This grant is for the second phase of the project.

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|---|--|
| <input checked="" type="radio"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input checked="" type="radio"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="radio"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="radio"/> 7. Increase employment or economic opportunities for City residents. |
| <input type="radio"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="radio"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="radio"/> 4. Improve safety within the City. | <input type="radio"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input checked="" type="radio"/> 5. Result in significant improvement in the cleanliness of the City. | <input type="radio"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

1. Recycling reduces waste.
5. Good stewardship results in cleanliness by providing resources for residents to dispose of water bottles and cans.
6. Providing recycling containers at sport complexes and select parks within our community provides additional resources to recycle which in turn removes commodities from the waste stream and ultimately reduces the number of landfills needed.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).**

If approved, will bid and purchase containers during the winter months with installation being complete by the spring of 2017. Containers will be consistent with existing.

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

We successfully managed Phase I. In addition, we currently manage waste stream for all parks throughout the City.

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?**

Will continue to coordinate with Pride Disposal. The City currently has an extra dumpster with extra pick up dates that was put in place during Phase I.

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

Yes. Necessary coordination with Pride Disposal has been completed.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Main Street Tax ID# 26-4498396
 (N/A) for City Board or Commission

Contact Person: Greg Jacot (Treasurer) Daytime Phone: 503-502-6419

Address: PO Box 262 Email: jacot20@yahoo.com

City: Sherwood State: OR Zip: 97140

Signature: G Jacot.

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Sherwood Art Walk Awareness Project	\$ 6,192	September 2016

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

Proposed Schedule

Project Start Date: September 2016 Project Completion Date: June 2017

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

Beginning in Fall of 2015, Sherwood Main Street, in partnership with the Sherwood Center for the Arts and multiple businesses and organizations of Old Town, launched a new Art Walk series. The Sherwood Old Town Art Walk invites citizens and visitors to follow a route through the Old Town district to experience and participate in art of various forms and mediums, hosted by Old Town businesses. The Art Walk creates sustainability for Old Town Sherwood by allowing and encouraging participants to visit and engage with local businesses and artists, driving local participation and revenue.

With the Art Walk Awareness Project, the focus will be able to shift from "program building," which has been the focus of the partnering businesses for the inaugural 2015-16 season, and can move on to the essential step of "awareness building" in the second year. In the "program building" phase, work was focused on creating the best program for the community – one that would be engaging and have longevity. The Art Walk Awareness Project will work to spread the word about this fun, family friendly series to build participation within the Sherwood Community and build audience from surrounding communities. This will be done through targeted advertising and marketing as well as local

B. Project Description Continued:

way-finding opportunities.

Requested CEP funding would support local way-finding for the Art Walk with the purchase of portable event signs to identify stops and announce the event at essential entry points to the route. CEP funds would also be allocated to ad buys in local arts publications and on social media to market the events to local and outlying communities. And grant funds would be used to pay for the printing costs of posters and route maps.

The Old Town Art Walk has fast become a favorite event not only for local families and art lovers and culture seekers, but for the businesses of Old Town Sherwood. Being awarded funds from the CEP Grant program, will allow this beloved program to grow to support economic sustainability in our Old Town district as well as participation growth and community building. Increased awareness of the Old Town Art Walk will bring more people to our local businesses to show off the incredible neighborhood that has been growing and thriving in Old Town.

C. Who will benefit if this project is funded? And how will they benefit?

The benefits of a successful Art Walk Awareness Project will be widely felt throughout the Sherwood Community. Directly, the businesses and partners of the Old Town Sherwood Art Walk will see increased participation and engagement in their locations and products, driving revenue and involvement. Restaurants, even those not participating in the event itself, see increased business on event nights. Business owners and artists will benefit from connections with potential customers and clients. Increased awareness will build on this success, directly. And, indirectly, the increased engagement and awareness of Old Town and all that it has to offer will drive future business and audiences. People will look to Old Town for future nights out, shopping, or entertainment and arts education opportunities.

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

Has the applicant 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, ect.

D. PROJECT BUDGET

Total Estimated Costs: (see attached sheet) How these costs were estimated (quotes, catalog, previous projects, etc.)? _____

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services				
Supplies & Materials				
Capital				
Permits & Fees				
Other				
Total				

% of Total Budget provided by Applicant: _____ %

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

All additional costs for the Art Walk are secure. Due to the collaborative nature of this program, the costs of the Art Walk are shared by participating businesses and the two main partners: Sherwood Main Street and the Sherwood Center for the Arts. As a result, all funds beyond the requested CEP grant are secure and come from diverse sources.

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

The Art Walk is an ongoing program and has been designed to continue for years to come. While this request is not necessarily a "Phase 1" request, there will very possibly be future grant requests for various elements of the program. As an on-going program, funding needs are also on-gong, and alleviating the cost burden on local small businesses may be essential for the sustainability of this program in the future.

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|---|---|
| <input type="checkbox"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input checked="" type="checkbox"/> 7. Increase employment or economic opportunities for City residents. |
| <input checked="" type="checkbox"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="checkbox"/> 4. Improve safety within the City. | <input type="checkbox"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> 5. Result in significant improvement in the cleanliness of the City. | <input checked="" type="checkbox"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

3. The Art Walk Awareness Project will increase recreational programs within the City by increasing participation and engagement in free craft and art activities hosted by different businesses, arts organizations and community services throughout Old Town Sherwood. Craft and art activities will engage youth and adults in free and enriching ways, helping to build community and encourage fun.

7. The Art Walk encourages engagement and patronage at local businesses and with local artists, driving revenue and positive economic impact. Participants can stop at 503 Uncorked for a glass of wine, at Hungry Hero, Sweet Story, and Symposium for a snack or drink, and at Clancy's or Mason for dinner before or after the walk is finished. Art, flowers and gifts can be purchased at Painted Plate, Blue Plume, Creative Sister, It's All Arranged. Engagement encourages participation in programs at the Morback House, Mosaic Arts Lofts, the Sherwood Public Library, and the Sherwood Center for the Arts. The Art Walk, and the Art Walk Awareness Project helps to introduce new patronage and encourage increased economic activity in Old Town.

10. The Art Walk provides incredible opportunities for the enhancement of art and culture within the City by encouraging participants to experience art in various and dynamic forms throughout the Old Town district. At one stop a family may listen to live music while looking at a gallery exhibit, another stop may provide an opportunity to create a craft inspired by a great visual arts master like Monet or Picasso, or to purchase a piece by a local artist for their own collection. The Art Walk strives to interweave arts and cultural engagement throughout Old Town businesses and organizations for an interactive, sustainable and fun-filled way to bring more art to life in Sherwood.

PROJECT MANAGEMENT

A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

The final Art Walk for the 2015-16 season is on Thursday, June 23. Art Walk occurs seasonally, with events on Thursday evenings in the fall, winter (holiday season), spring, and summer. The dates for the 2016-17 season of Art Walks have yet to be determined by the committee, but it is on the agenda for the recap meeting on June 29th.

Planning meetings for the Art Walk occur 1 month and 1 week prior to all events.

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

The Art Walk has been presented seasonally since fall of 2015, and has had great success. Sherwood Main Street partners with Sherwood Center for the Arts and old town businesses and participants to manage the event. The Sherwood Center for the Arts has excellently managed marketing and outreach for their programming and will play a large role in the coordination of that element of the project. Sherwood Main Street has handled and participated in way-finding and volunteer coordination for numerous events in Old Town, including Old Town's Halloween celebration, Robin Hood Festival, Cruisn' Sherwood and others. There is a great wealth of knowledge and experience committed to this project.

C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

The Old Town Art Walk is a collaboration between Sherwood Main Street, the Sherwood Center for the Arts and various Old Town businesses. As a result, community resources are essential to the program. But the Art Walk is designed to use Old Town as it is designed for every-day use, not requiring road closures or public resources in the same way larger events do.

The following is a list of businesses and organizations that have participated in the 2015-16 Art Walk Season: Sherwood Main Street; Sherwood Center for the Arts; Sherwood High School; Rebekah Lodge; Sherwood Public Library; Sherwood Rotary; Sherwood Historical Society; Sweet Story; Mosaic Arts Lofts; Makers 5 Artists Collective; It's All Arranged; Mudpuddles Toys & Books; Hungry Hero; 503 Uncorked; Blue Plume Gallery; Painted Plate; Creative Sister; Symposium Coffee; Bella Via; Mason/Da Mimmo e Dax; and other individual artists, musicians and collaborators.

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

Yes, as a collaborative program coordination with participants is essential. Coordination has been ongoing through regular meetings and communication with participating businesses and artists. As an on-going program the coordination continues in an on-going manner. Regular announcements at Sherwood Main Street monthly meetings, social medial posts and emails encourage new participating businesses and artists to join the program.

Sherwood Main Street | CEP Grant Application | Budget Worksheet
 Art Walk Awareness Project | 2016

Total Estimated Costs: \$6,192

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

estimates are based on quotes for printing, ads and signs, and all others are based on costs from previous Art Walk events. All personnel services are calculated using the volunteer hourly value, and based on 11 additional participating businesses.

	CEP	Applicant	Other#1 (Sherwood Center for the Arts)	Other #2 (Participating Businesses)
personnel services		\$1,638	\$1,638	\$6,006
Supplies & Materials	\$400		\$200	\$1,600
Capital	\$3,440			
Permits & Fees				
Other	\$2,352			
Total	\$6,192	\$1,638	\$1,838	\$7,606

% of total budget provided by applicant 26.50%

Cost Descriptions:

Supplies & Materials	\$400 for printing posters and fliers; \$100 per event, 4 times a year. (Price quoted from Bear Printing)
Capital	\$3,440 for 16 wood A-Frame signs, 32"x24" printed on both sides. (Price quoted from Fast Signs)
Other	\$2,352 for advertising: 1/4 page ads in 4 issues of the Washington County Arts Guide, \$1,752; 8 targeted Facebook ads, \$600 (Prices quoted from vendors as listed)

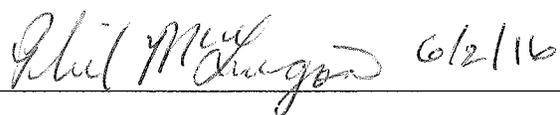
COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Robin Hood Festival Association Tax ID# 93-6033172
(N/A) for City Board or Commission

Contact Person: Phil McGuigan Daytime Phone: 503-312-8416

Address: P.O Box 496 Email: robinhoodfestival@gmail.com

City: Sherwood State: Oregon Zip: 97140

Signature: 

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Robin Hood Festival Community Outreach Support</u>	<u>\$ 10,000</u>	<u>Oct. 15, 2016</u>

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

Proposed Schedule

Project Start Date: September 1, 2016 Project Completion Date: June 30, 2017

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

The Sherwood Robin Hood Festival Association, a 501(c)4 non-profit organization, is engaged in year-round community service in the City of Sherwood, with an outreach extending regionally, nationally and internationally through the administration of culturally enriching festivals in December and July, an international archery tournament with Nottingham, England, and the local service projects and regional ambassadorship of the Maid Marian Court. This CEP request is focused on specific organizational operating expenses in the months supported by the grant, to assist with the Association's community endeavors. The Robin Hood Festival group was established in 1954, when the first official summer festival was held, and has been dedicated to community service throughout its existence. Though the outreach extends beyond Sherwood, the specific location of the organization's work is Sherwood, Oregon.

B. Project Description Continued:

The specific funding needs being addressed by this request are with respect to storage costs, insurance, and Maid Marian Court float supplies, all in support of the Association's community service and cultural endeavors, as well as ambassadorship inside and outside of the area.

C. Who will benefit if this project is funded? And how will they benefit?

The Festival Association's cultural and service oriented endeavors in the community support not only the citizens of Sherwood itself, but also specifically many local organizations. Significant local and regional attendance at the annual summer and winter parades and performance stages, as well as winter and summer booths for community organizations, are of immeasurable benefit. Organizations benefiting include Voices for the Performing Arts, local school choirs and the high school band, the annual Bowmen competition, Rotary, local high school reunions, and all of the non-profits highlighting their work. Approximately 20,000 people attend the summer festival every year, which features Sherwood's only wide-scale community parade, with significant local and even regional and national media coverage highlighting Sherwood's quality of life.

In addition to winter and summer Robin Hood events, items in storage assist the Altered Art Festival, Cruisin' Sherwood, Voices for the Performing Arts and the Sherwood Foundation for the Arts. Costumes have been loaned to the Sherwood High School Marching Band. Culturally, festival events continue to expand to include more historically accurate medieval entertainment and re-enactments, of benefit locally and regionally. Local tourism organizations such as the Washington County Visitor's Association have also taken an interest in the outreach of this highly unique cultural offering.

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

Has the applicant received a Community Enhancement grant for the current year? If so, is the project completed? No, we have not received a grant for the current 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, ect.

D. PROJECT BUDGET

Total Estimated Costs: \$10,000 How these costs were estimated (quotes, catalog, previous projects, etc.)? Current costs for specific items requested

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services				
Supplies & Materials	\$700	See Note below		
Capital				
Permits & Fees				
Other	\$9300	See Note below		
Total	\$10,000	See Note below		

% of Total Budget provided by Applicant: See Note below %

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

This grant request is specifically focused on costs associated with Festival storage, insurance and the Maid Marian Court float during the designated grant time frame of September through June.

The breakdown is as follows:

Insurance: \$4300 (exact cost for 10 months)

Storage: \$5000 (exact cost for 10 months)

Maid Marian Court: \$700 (supports supplies for parade float construction for visiting other cities as Sherwood ambassadors)

The overall annual budget is approximately \$55,000 per year, with additional funding secured from other sources such as local sponsors, vendor fees, donations, proceeds from festival sales, and catering payments for the Sherwood community services fair.

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

We do anticipate applying for a grant in the future specifically to support cultural entertainment, the arts, and sustainability-specific projects at the Summer 2017 festival, which is in July 2017, the next grant period. Future requests will be submitted as the Festival endeavors continue to expand, in support of community enrichment in many ways.

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|--|--|
| <input checked="" type="checkbox"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="checkbox"/> 7. Increase employment or economic opportunities for City residents. |
| <input type="checkbox"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input checked="" type="checkbox"/> 4. Improve safety within the City. | <input checked="" type="checkbox"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> 5. Result in significant improvement in the cleanliness of the City. | <input checked="" type="checkbox"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

1. The Sherwood Robin Hood Festival Association's endeavors attract national media attention to Sherwood due to our cultural arts activities. Last year, Money Magazine contacted the Festival and interviewed the Maid Marian chaperone family, contributing to Sherwood's placement among the 10 best places to live nationally for towns of this size. Such listings are known to enhance the market value of homes by making the community an attractive place to live.

Both the summer and winter festivals help continue Sherwood traditions spanning many decades and keep our small town spirit alive, even as the community grows. People often comment that the Robin Festival attracted them to Sherwood.

4. Because the Sherwood Robin Hood Festival Association must maintain insurance to conduct its community enhancing activities, this specific cost does indeed ensure volunteers, participants and community members are protected appropriately.
9. The annual ambassadorship and community service activities of the Maid Marian Court provide opportunities for participants to learn leadership and teamwork skills. The Festival invites local scout troops to earn their Citizenship in the Community merit badge, completing service hours and learning the necessity of volunteering and giving back to their community.
10. Festival activities provide culturally enriching endeavors, showcasing performances of school groups and the Voices of the Performing Arts, as well as incorporating musical entertainment of multiple genres, medieval entertainment and historic re-enactments. Items stored at the Sentinel Storage facility benefit several local organizations in addition to festival events, including the Altered Art Festival, Cruisin' Sherwood, Voices for the Performing Arts, the Sherwood Foundation for the Arts and the high school marching band.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).**

The Maid Marian program is communicated to students in early March, with selection in April. The Maid Marian Court coronation is held at the library in late April or early May. The float is constructed in May and June for use in floats at multiple parades.

Insurance and storage costs are pro-rated to the 10 month period covered by the grant, supporting all of the Festival organization's community endeavors year-round, including a winter event the first Saturday in December and a summer event the third weekend in July, as well as the Maid Marian Court's activities throughout the year and support for other community organizations, as well as the community services fair in May.

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

The Sherwood Robin Hood Festival volunteers have a 63 year history of successfully serving the community in Sherwood. The Festival president has been managing operations for 18 years, while the vice president has been a part of the Festival for nearly 40 years, and the archery coordinator has been assisting the Festival over 40 years.

Festival volunteers include multiple people with many years of corporate project management experience.

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?**

The specific items designated for funding are focused costs in the grant time period not requiring extensive community resource involvement, beyond the use of the library for the Maid Marian Court coronation, which is customary. If for some reason, the library was not available, an alternative location would be used.

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

The library is aware of its regular involvement in the Maid Marian Court coronation. The focus of this particular grant is to support the organizational infrastructure in accordance with its community outreach, as specified. It is NOT the focus here to discuss specific festival event permitting and plans, though these too are regularly acquired and approved, and Sherwood city officials are aware of their responsibilities in this domain.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Historical Society Tax ID# 43-2015371
(N/A for City Board or Commission)
Contact Person: Polly Blankenbaker Daytime Phone: 503-625-6435
Address: 22552 SW Park St. Email: pblankenba@aol.com
City: Sherwood State: OR Zip: 97140
Signature: Polly Blankenbaker

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Computer System</u>	<u>1,200</u> <u>\$ 2,150</u>	<u>immediately</u>

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

Proposed Schedule

Project Start Date: immediately following funding Project Completion Date: approximately 1 week from project start date

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

The computer and printer/scanner are about 15 years old. And while they have served us well, we are increasingly concerned about their age and the advances in technology.

B. Project Description Continued: This CEP grant would replace our computer with a laptop, monitor, wireless keyboard and mouse, a printer/scanner, a backup system and appropriate software.

The Historical Society's contribution will be software programs such as Office for Home and Business and Quick Books, printer ink, the appropriate cables and volunteer labor to set up the new system and transfer data to the new computer.

C. Who will benefit if this project is funded? And how will they benefit? The Sherwood Community as a whole benefit by having a Museum. The Historical Society has been the recipient of wonderful historical photos which are in turn scanned into the computer. The computer holds, the financial records, membership records, and records of our inventory and artifacts.

Has the applicant received a Community Enhancement grant for this project in the past?	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> If so, amount received \$
Has the applicant received a Community Enhancement grant for the <u>current year</u> ? 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, ect.	

Laptop \$ 800
 Monitor 100
 Keyboard + mouse 70
 Printer/scanner 150
 backup 100
91200

Software .
 QuickBooks 200
 Office 216
 Printer Ink 84

D. PROJECT BUDGET \$
 Total Estimated Costs: 2,150 How these costs were estimated (quotes, catalog, previous projects, etc.)? Primarily Best Buy on the shelf pricing
 Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services		450		
Supplies & Materials	400	500		
Capital	800			
Permits & Fees				
Other				
Total	1,200	950		

% of Total Budget provided by Applicant: 45 %

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

Applicant has funds available to complete the purchase and installation of the Computer system

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

No additional funding is required for this project

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|--|---|
| <input checked="" type="checkbox"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input type="checkbox"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="checkbox"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input checked="" type="checkbox"/> 7. Increase employment or economic opportunities for City residents. |
| <input checked="" type="checkbox"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="checkbox"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="checkbox"/> 4. Improve safety within the City. | <input type="checkbox"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="checkbox"/> 5. Result in significant improvement in the cleanliness of the City. | <input checked="" type="checkbox"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

- 1) Having a historical museum is an asset for the City and increases the value of all the property.
- 3) The Museum preserves our cultural identity and expands the educational and recreational programs available in the City.
- 7) Exposing children to the job opportunities associated with historical preservation, teaching and archival collecting may help them choose classes to pursue.
- 10) Having a venue to display various types of art from painting to quilt making to photography expands the fields and types of art culture.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

N/A Announcement of receipt of the grant will be made to member by e-mail and newsletter and also the Facebook site

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

N/A

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

None

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

The City's I.T. Department may be needed to ensure our connection to the City's Broadband service is done properly.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: YMCA Tax ID# 93-0386981
(N/A) for City Board or Commission
Contact Person: Melody Danner Daytime Phone: 503-625-9622
Address: 23000 SW Pacific Hwy Email: mdanner@ymcaclw.org
City: Gherwood State: OR Zip: 97146
Signature: Melody Danner

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
<u>Flag Circle update</u>	<u>\$ 2615</u>	<u>Sept 2016</u>

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

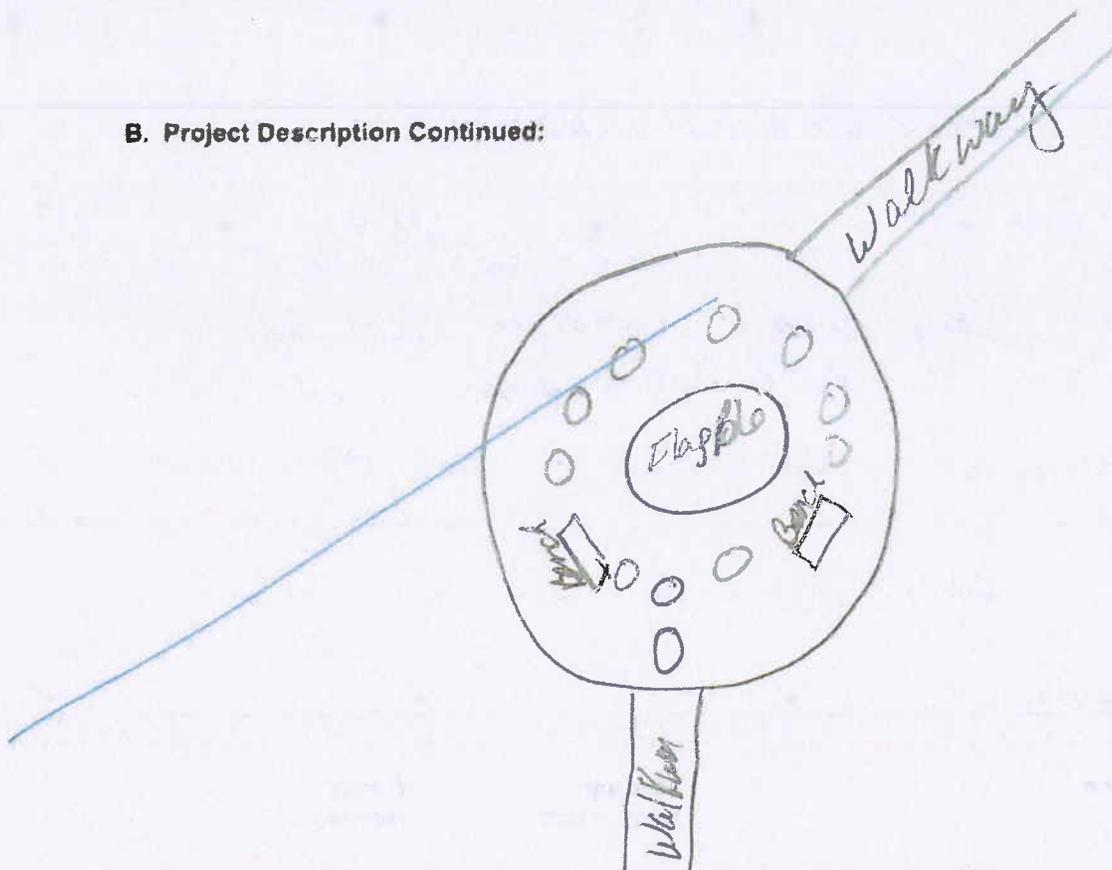
Proposed Schedule

Project Start Date: Sept 6, 2016 Project Completion Date: Oct, 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 and the location of the project):

This project is to enhance and beautify the Flag Pole Circle in front of the facility and provide a safe walkway for members and guests.
The project will include painting the flag pole; purchasing 2 Benches; adding stepping stones for a walk way; and painting a cross walk from the Bldg to circle and from circle to parking lot for safety.

B. Project Description Continued:



C. Who will benefit if this project is funded? And how will they benefit?

Community members; members and guests of the facility. The Community asset will receive "a facility" and also provide a safe walkway to and from the facility. Also provide a place to sit and talk around a beautiful flower garden.

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

Has the applicant received a Community Enhancement grant for the current year? If so, is the project completed? *Yes. We received funds for the Enhanced Fitness program. The program continues but most of the grant has been spent.*

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, ect.

*\$1507.50 of staff costs for 2-16 wk sessions of the club
 \$ 770.44 for time in program
 \$ 1260.36 for equipment
 \$ 384⁰⁰ was paid to sponsor 4 Sherwood residents for the program*

D. PROJECT BUDGET

Total Estimated Costs: 2845 How these costs were estimated (quotes, catalog, previous projects, etc.)? Website search and staff calculations

Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services	90	80		
Supplies & Materials	725			
Capital	1800			
Permits & Fees		100		
Other		50		
Total	2615	230		

% of Total Budget provided by Applicant: 10009 %

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

Yes the funds will come from facility operations.

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

No further phases needed. This is a small 1 day project.

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|--|--|
| <input checked="" type="radio"/> 1. Increases attractiveness/market value of residential, <u>commercial</u> or industrial areas. | <input type="radio"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="radio"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="radio"/> 7. Increase employment or economic opportunities for City residents. |
| <input type="radio"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="radio"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input checked="" type="radio"/> 4. Improve safety within the City. | <input type="radio"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="radio"/> 5. Result in significant improvement in the cleanliness of the City. | <input checked="" type="radio"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

- ① This project will create an attractive frontage to the facility
- ② This project will provide safe walking for guests of the facility - something that has been used about in the past.
- ③ By providing seating around the flower garden it creates a place for talking and a place to enjoy the outdoor beauty.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

One day project - the "milestone" will be the project completion.

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

Past implementation of CEG with the Enhanced Fitness program.

Also the continued management of facility updates annually i.e.: flooring, painting etc.

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

The property is city owned, however, manpower purchase of supplies etc will be done by YMCA staff.

Volunteer board members and possible Rotary volunteers may help with the project implementation.

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

None needed



Home of the Tualatin River National Wildlife Refuge

City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
Tel 503-625-5522
Fax 503-625-5524
www.sherwoodoregon.gov

May 28, 2016

Sherwood Community Enhancement Project Committee
City Hall, 22560 SW Pine Street
Sherwood, OR 97140

Mayor
Krisanna Clark

Council President
Jennifer Harris

Councilors
Renee Brouse
Linda Henderson
Dan King
Jennifer Kuiper
Sally Robinson

City Manager
Joseph Gall, ICMA-CM

Assistant City Manager
Tom Pessemier

To the Community Enhancement Project Committee,

It is with great excitement that I submit this application, on behalf of Sherwood Public Library, for a Family Engagement Environment to be created in the Children's Area of the Library.

Sherwood is proud of being a family-friendly town, recognized at the national level for livability and available resources for families. Family engagement is an integral part of the culture in Sherwood and families expect their Public Library to meet the demand of a large and growing population of youth. Consider that 20% of Sherwood's population is youth age 0-9 (U.S. Census Fact Finder, 2014). While Sherwood is 32% smaller than neighboring Tualatin, we have 10% more youth age 0-9. The Children's Area at the Library has not been enhanced with any lasting family engagement modalities since opening in 2006.

The Community Enhancement Project grant would make it possible to fund the capital expenses of a literacy nook designed to engage up to 20 people at a time with STEM learning, as well as a new location for the parenting resources within the Children's Area of the Library.

Last year we offered 378 programs for youth—but that's not enough to offer family engagement for all visitors during the 3,026 hours the library was open to the public. I am thrilled for this opportunity to provide Sherwood families an accessible environment for quality engagement.

With great appreciation,

Adrienne Doman Calkins
Library Manager | Sherwood Public Library
22560 SW Pine Street, Sherwood, OR 97140
adriennec@wcccls.org | 503-625-4272

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Public Library Tax ID# n/a
(N/A for City Board or Commission)

Contact Person: Adrienne Doman Calkins Daytime Phone: 503-625-4272 (office)

Address: 22560 SW Pine St Email: adriennec@wccls.org

City: Sherwood State: OR Zip: 97140

Signature: 

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Family Engagement Environment	\$ 18,085	September, 2016

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

Proposed Schedule

Project Start Date: September, 2016 Project Completion Date: Winter, 2016/2017

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

The proposed project is to create an environment in the Children's Area for family engagement. The approach we are suggesting is a children's museum-quality, multi-station literacy nook and rolling shelving unit to bring the Parenting collection into the Children's Area of the Library in order meet the community expectations for family engagement at their Public Library.

Currently, the Parenting collection is shelved far enough away from the Children's Area that parents and caregivers don't utilize it to its fullest potential. Installing a rolling shelving unit to house the Parenting collection within the Children's Area will allow parents and caregivers to look for the books they need on child rearing while remaining close to their charges.

B. Project Description Continued:

The funds would also be used to purchase a 72" x 66" wooden house-shaped literacy nook equipped with five different wooden interactive boards and p-shaped *P is for Puppet* puppet theatre designed to engage up to 20 children and their families at one time. This unit would replace the current popular feature offered in the Children's Area: a canvas jungle-themed tent that accommodates a maximum of four preschoolers at one time and does not accommodate infants and elementary-aged children, and is also not designed to last long in a public space. Prior to the tent, we had a cardboard space pod that children loved to play with, but was even less durable. The literacy nook is designed to last 10 years, allowing for all movable parts to be replaced.

C. Who will benefit if this project is funded? And how will they benefit?

Infants, toddlers, preschoolers and children in early elementary school, as well as their caregivers, will benefit. Infants will have a stimulating ways to practice standing, grasping and reaching, as well as develop pre-literacy skills. Toddlers will be able to practice shape and color recognition, learn stories, and practice problem-solving and social skills. Preschoolers will practice cooperative play and STEM skills. Elementary-aged children will build on prior knowledge and role-model for younger children. Caregivers will be able to engage directly in learning with the children. In addition, caregivers will have an increased opportunity to browse for family reading material, including parenting resources, engage with other parents, and ask staff for research assistance --all while their children play within sight.

Has the applicant received a Community Enhancement grant for this project in the past?
Yes No If so, amount received \$ 1342

Has the applicant received a Community Enhancement grant for the current year? If so, is the project completed?
Yes--the project was completed March, 2016

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, ect.

The current year grant was an three-part open-mic series targeted at the young adults of the community. It's impact has lead to a wider audience and more scheduled performances as well as increased confidence for a young rock band. While the benefits continue, a total of 76 patrons attended the events.

D. PROJECT BUDGET

Total Estimated Costs: \$21,211 How these costs were estimated (quotes, catalog, previous projects, etc.)? Quotes from Burgeon Group, Spacesaver Shelving. Previous projects.
Breakdown estimated costs by source:

	CEP	Applicant	Other #1	Other #2
Personnel Services	\$0	\$1,456	\$220 -- in kind	n/a
Supplies & Materials	\$0	\$1,450	n/a	n/a
Capital	\$18,085	\$0	n/a	n/a
Permits & Fees	n/a	n/a	n/a	n/a
Other	\$0	\$0		
See detail in appendix				
Total	\$18,085			

% of Total Budget provided by Applicant: 85 %

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

The Library's share of the total costs would be paid for out of the next fiscal year's budget, which has been reviewed by the City's Budget Committee and is scheduled to be adopted by City Council on June 21, 2016. Even if the budget is reduced, the Library's share of total costs are manageable. Approximately 63% of Sherwood Public Library funding comes from Washington County Cooperative Library Services. About 33% of our funding comes through the City of Sherwood, primarily in the form of Administrative Overhead. The remainder of our funding comes from fines and fees (3%) and Friends of the Library and other grant sources (less than 1% combined). Personnel services would be provided primarily by the Sherwood Public Library's Youth Services Librarian and Library Manager, as well as limited volunteer assistance. The "Other #1" source is stated in-kind design services already provided by Burgeon Group in order to create the customized quote for this proposal.

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

This proposal can be implemented as either a Phase 1 project or as a complete, discrete, project. We have worked with Burgeon Group, a Portland-based design firm that is the only firm specializing in public library interactives for children and families. Burgeon Group has created a Master Plan for Sherwood Public Library that would completely transform the Children's Area to stimulate family engagement and STEM activities, adding components that are similar to those found in children's museums. The interactive literacy nook and accessories would be supplied by Burgeon Group and the shelving unit by Spacesaver Shelving. Phase 2 & 3 of the Burgeon Group Master Plan have been designed to be complimentary with Phase 1, flexible with the current space and adaptable should the space change (e.g. if there is a future expansion). If funding is not available for Phase 2 & 3, Phase 1 will be strong enough to stand on its own and would engage children ages 0-10, and their caregivers. Phases 2 & 3 have been designed to be even more interactive, allow more participation at any given time, and reach a target audience ages 2-14, and their caregivers.

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|--|--|
| <input type="radio"/> 1. Increases attractiveness/market value of residential, commercial or industrial areas. | <input type="radio"/> 6. Increases recycling efforts to provide a reduction in solid waste. |
| <input type="radio"/> 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | <input type="radio"/> 7. Increase employment or economic opportunities for City residents. |
| <input checked="" type="radio"/> 3. Preserve or increase recreational areas and programs within the City. | <input type="radio"/> 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| <input type="radio"/> 4. Improve safety within the City. | <input type="radio"/> 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| <input type="radio"/> 5. Result in significant improvement in the cleanliness of the City. | <input checked="" type="radio"/> 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

3. The project will increase recreational areas and programs within the City. Housing a Family Engagement Environment in the Public Library provides free access 7 days a week, 60 hours a week, 356 days a year, and serves a diverse community with varied socio-economic backgrounds.

Parents and caregivers look for places to take their children that have educational value. They also look for places that will take them out of the heat or rain. Locating this feature in library satisfies both of those desires. While the library does provide educational and entertaining events and programs, it is not staffed to provide programming at all open hours or to all age levels at one time. The customized literacy nook will serve as an educational program suited for multiple ages during all open hours at the library--especially before and after storytimes, after school, and during breaks from school.

10. The project described will enhance art and culture within the City. The literacy unit itself is artfully made by professional designers attuned to the needs of children. As children engage in the literacy unit they will be inspired by the artistic nature of the interactive panels as well as fuel their creativity as youngsters put on their own puppet show. The design firm, Burgeon Group, has designed and built beautiful and lasting pieces for over 550 public libraries--and without a single injury or claim. Their work is beautifully crafted, highly functional and fiscally responsible for its durability. It will enhance the beauty of the overall Library and be another example of what makes Sherwood a great place to live.

PROJECT MANAGEMENT

A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

Early September-- Order Literacy Nook & Parenting Shelving Unit. Allow 10-16 weeks for delivery and installation.

Winter, TBD-- Submit PR for ribbon cutting ceremony. Assemble and install literacy nook. Move parenting collection to new unit.

Winter, TBD-- Hold a Ribbon Cutting Ceremony. Write Exit Report.

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

Sherwood Public Library has a long history of managing projects for youth. Our largest program is the annual Summer Reading Program, which has been running for decades. The 2015 Summer Reading Program brought in 1,410 sign-ups for ages 0-17. The program budget was approximately \$7,500, including funding from: Washington County Cooperative Library Services, City of Sherwood, Oregon State Library Ready to Read Grant for over \$3000, Friends of the Sherwood Library, Sherwood Ice Arena, and many other local sponsors--the majority of whom are sponsoring in 2016. Additionally, we have recently successfully administered a Community Enhancement Program grant for \$1342 and a Cultural Coalition of Washington County grant for \$500. On the facility side of management, we recently signed a contract for library lighting, following an RFP process, for over \$43,000.

C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

This program will be supported with use of the Sherwood Public Library facility, staff time & expertise. We will also communicate the additional features available to families via our PR channels with the Sherwood School District, local childcare facilities, and the Sherwood MOMS organization, along with the various local Facebook groups.

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

The customized design and budget for the literacy nook has been supplied by Burgeon Group, the only firm dedicated to interactive learning spaces in public libraries--and based out of Portland, Oregon. Library staff have met with Burgeon Group designers in May, 2016. Together, we reviewed floor plans and space, our wishlist and goals, their recommendations, and the final budget line-items for this proposal. If this grant proposal is fully funded, we are ready to order. If it is partially funded for at least \$10,030, we will work with Burgeon Group to reduce some of the options and create a new line-item budget. Spacesaver Shelving has also supplied a quote for the shelving unit for the Parenting collection.

Community Enhancement Grant Proposed Budget
Sherwood Public Library: Family Engagement Environment
2016-2017

			Total budget	\$ 21,211	Total Library \$ 2,906 14%				
			% of budget	85%	7%	1%	5%	1%	1%
			Budget-->	\$ 18,085	#	\$ 250	\$ 1,000	\$ 200	\$ 220
Type	Description	Notes	Total cost	CEP	SPL staff	Library programming funds	Library book materials funds	Other Library funds	Burgeon, in-kind design
Capital	Puppet Place Package	Includes 3 birch panel nooks, puppet hole, magnet board, look through lenses and 3 interactive and changeable panels	\$ 9,725	\$ 9,725					
Capital	Two additional interactive panels		\$ 1,360	\$ 1,360					
Capital	Age-appropriate gear magnets		\$ 710	\$ 710					
Capital	Age-appropriate tangram magnets		\$ 410	\$ 410					
Capital	Shipping	From fabrication studio in Arizona	\$ 880	\$ 880					
Capital	Shelving unit on wheels	New location for parenting collection within Children's Area	\$ 5,000	\$ 5,000					
Personnel	Planning, design, installation, promotion, event, and evaluation	30 hours staff time; 2 hours volunteer time at event.	\$ 1,456		\$ 1,456				\$ 220
Supplies & Materials	Ribbon Cutting event supplies	Ribbon, refreshments, instant photo mementos	\$ 50			\$ 50			
Supplies & Materials	Folkmanis puppets (qty 8-10)		\$ 200			\$ 200			
Supplies & Materials	Parenting collection--new materials		\$ 1,000				\$ 1,000		
Supplies & Materials	Signage and displays for parenting collection		\$ 200					\$ 200	



PLAY FULLY

literacy nooks

- about us
 - interactive panels
 - furnishings
 - literacy nooks
 - large interactives
 - custom design

 - contact
- h is for house
 - petal kiosk
 - seed pod kiosk
 - puppet kiosk
 - butterfly kiosk
 - house kiosk

 - narrative house
 - airplane kiosk



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House Kiosk

< >

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interactives



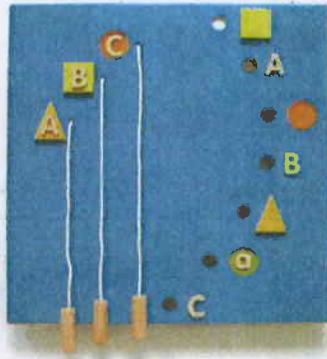
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Interactive Learning Spaces

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◀ One to Many Match

One-to-many matching game teaches shapes, color, letter recognition, critical thinking, sequencing, and fine motor skills. Encourages interaction between caregivers and children—with many 'right' answers!

Dancing People ▶

Handcrafted hardwood figures dance. Teaches cause and effect; when one is pulled down, the other figure jumps up. Sing a song: "Head, Shoulders, Knees and Toes, Knees and Toes."

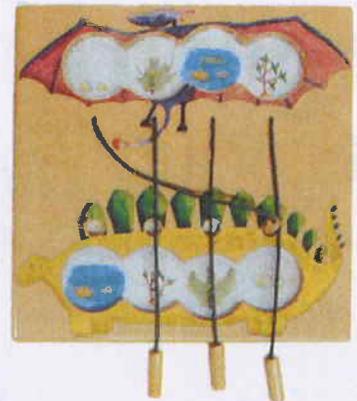


◀ Hungry Caterpillar Match

Pegs can be matched between the caterpillars' tummies in many combinations: color, shape, type, and more! Removable backs allow libraries to add their own content!

Dinosaur Match ▶

Dinosaur match, particularly next to a caterpillar or fish match, allows the introduction of scale and size. What did the dinosaur eat? An entire tree! Libraries can add their own content to allow sorting by color, shape, and size.



◀ Spinning Stories

Each spinner has four pictures, creating dozens of stories about a baby's party. Who came? Which present did they bring? What was inside? How did the baby react? Encourage talking and playing with this panel. There is no one "right" answer!



Please contact Burgeon Group for pricing or a custom quote.



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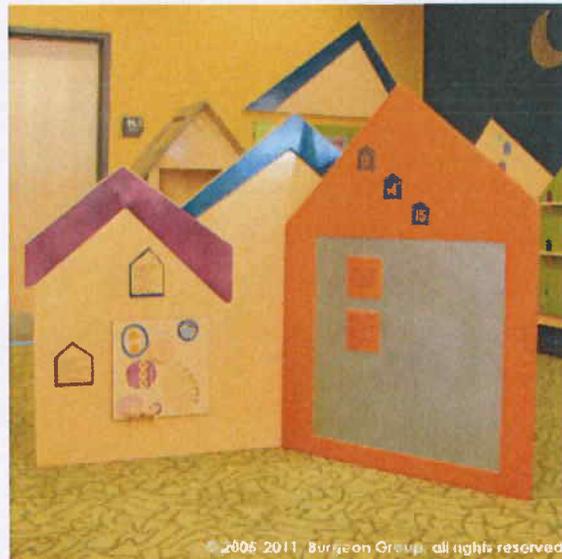
literacy nooks

- about us
- interactive panels
- furnishings
- literacy nooks
- large interactives
- custom design

- h is for house
- petal kiosk
- seed pod kiosk
- puppet kiosk
- butterfly kiosk
- house kiosk

contact

- narrative house
- airplane kiosk



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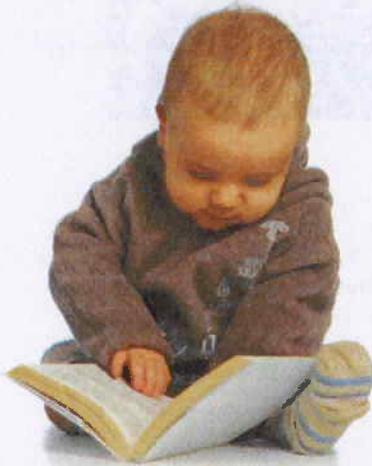
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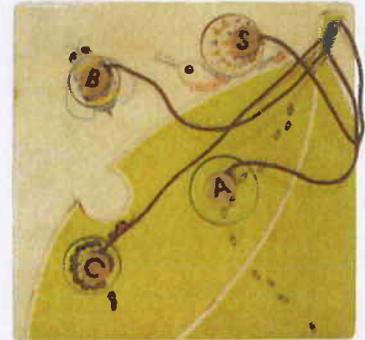


◀ Color Mixing Wheel

Play with two turning wheels to align red, blue, and yellow lenses to make all the primary and secondary colors. Watch the colors flicker and reveal themselves in the unique reflective tile. Only understood through play, children often show parents how it works!

Creepy-Crawly ABC'S ▶

A for ants, b for bumble bee, c for caterpillar, and s for snail... abc's on puzzle pieces! While introducing the concept of rotation to match up patterns, once patterns are matched, the letters are right side up too!

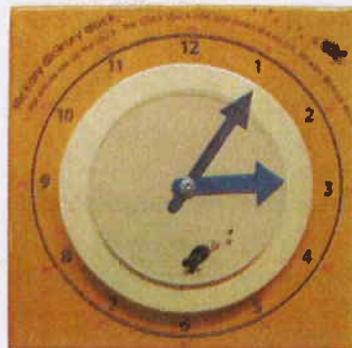


◀ Wipers on the Bus

The wipers "swish" back and forth revealing fun, textured "rainy" windows. Turning wheel allows kids to play bus driver. Sing-a-long text included. The landscape seen through the wipers can be changed by library staff too!

Animal Sounds ▶

As the wheel spins to reveal animals, the wheel text prompts: "What is it? What does it say?" Also breaks animal names into beginning and ending sounds for phonological recognition. Additional text for parents about how children learn sounds.



◀ Hickory Dickory Dock Clock

Ideal for a range of ages, the clock features two turning wheels and teaches basic number identification and eventually telling time. Nursery rhyme text wraps around the clock face and a mouse turns to run up and down the clock!

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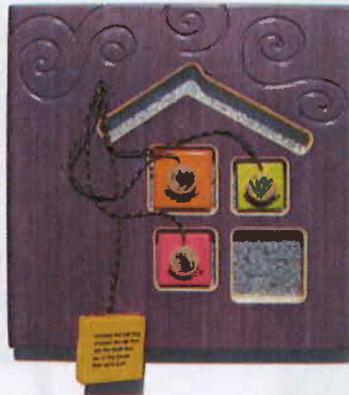
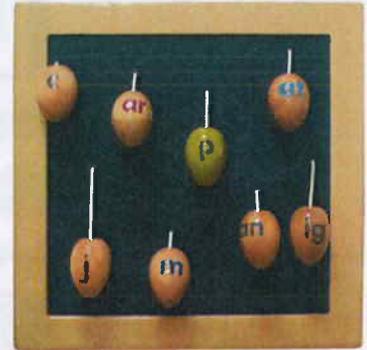


Counting Shapes

A turning wheel reveals numbers and matching shapes (circle has one line, star has five points). Embellished with a tracing pattern, the hand appears and disappears in a spin. Hidden text for parents too!

Word Maker

Pull one egg and up pops another! Children and adults alike relish in making a mental cause and effect map. Older children recognize letters and the dozens of words that can be made.



The House That Jack Built Puzzle

Puzzle with no loose parts! Each puzzle piece can be inserted in a window, or perpendicular to create a roof with smokestacks. Puzzle knobs have picture prompts to read "The House that Jack Built" text.

Wave Wheel

This turning wheel creates a delightful, soft rain stick sound as it goes 'round. Many "w" words can be found following the wheel's whirling path. Plus, moms will appreciate that their name upside down spells "wow"!



Mirror Mosaic

Babies love mirrors! And so will older children when they can explore their faces in teal, midnight, blue, and purple acrylic mirror segments. Sparks conversations too!

Please contact Burgeon Group for pricing or a custom quote.

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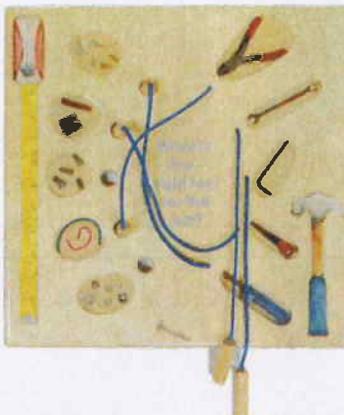
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◀ Tool Match

Our mini maker panel shows tools and how they are used on small parts. Real tools are embedded allowing close inspection of items that are fascinating, but typically not available to small children. Fosters conversation and storytelling with parents who are handy around the house.

Fish Match ▶

Pegs can be matched between the fish's tummies in many combinations (by color, shapes, type, etc.) Removable backs allow libraries to add their own content! *Photo is for example only and shows circle interactive option and custom fish.



custom round option shown

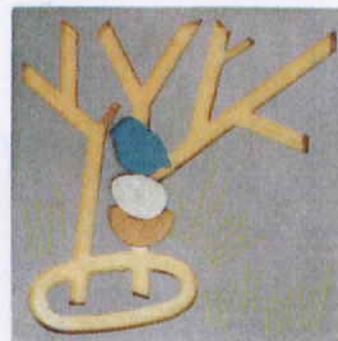


◀ I Spy... Mirrors

I Spy three kinds of mirrors: convex, concave, and kaleidoscope. The panel reads, "I SPY with my little eye..." Even the letters are Burgeon's own pictogram font! For example, the letter P is drawn as a pencil and a pie, and the letter Y is actually a yo-yo!

Green Grass Grows Tracer ▶

The blades of grass are actually the lyrics to the classic folk song! The panel encourages pre-writing skills with objects that require a pincer grip to move. Sequencing skills show the bird on the egg and the egg in the nest and the nest on the branch.



◀ Wipers on the Boat NEW!

Designed to accompany our Wipers on the Bus, with a helm that includes a ship's wheel, and the ability to change what is spied from the boat or the ship! Click on the submarine switch, or sing along to the "Wipers on the Boat" with new invented lyrics!

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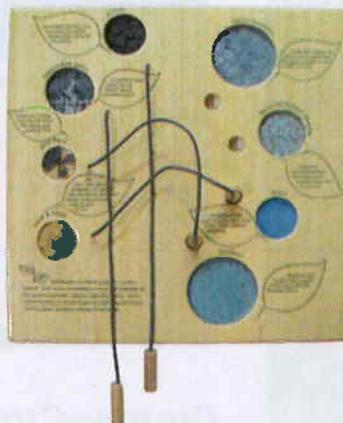
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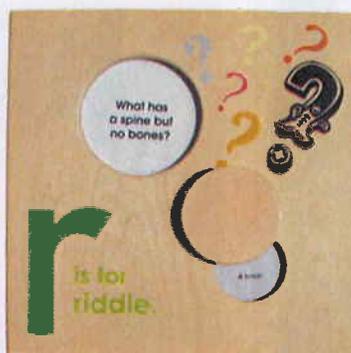
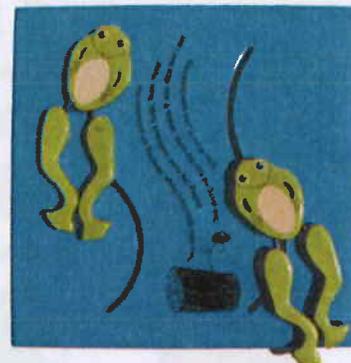


◀ LEED Panel!

Highlight the renewable resources and eco-friendly materials used in your library with an educational matching game about reducing, reusing, and recycling. Standard panel includes denim insulation, flax seed linoleum, rubber tile, and recycled glass tile.

Dancing Frogs ▶

Handcrafted hardwood figures dance! Teaches cause and effect: when one is pulled down, the other figure jumps up. Sing a song: "Two little speckled frogs..."

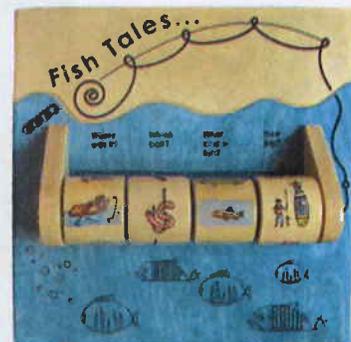


◀ Riddle Spinner

Set up a riddle station with the Riddle Spinner panel! This activity is great for shelving end panels and areas that target the school-aged audience too! The question as well as the answer can be changed by library staff.

Fish Tales ▶

The spinners have four pictures, creating dozens of fish tales. Where was it? Which bait? What kind of fish? How big? Invites a conversation as patrons spin a new story. There's a routed tracing line too!



◀ Baby Texture Panel

Discover textures, shapes, colors, mirrors, and fine motor skills with baby! Baby Texture Panel is perfect for a quiet and cozy baby nook. Designed to be simple, older children move past this panel quickly to play with others.

Please contact Burgeon Group for pricing or a custom quote.

Warning!
Interactives on
this page have
loose parts to
make them
work!



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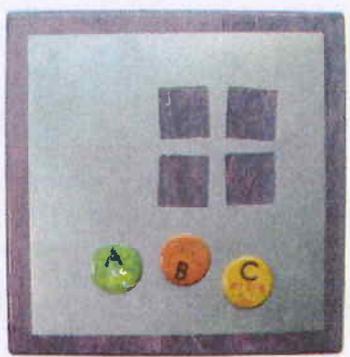
Magnet Board

Due to popular demand, we offer a simple magnet board. It has window cut outs to explore what happens when magnets are placed on wood. Great in a series of four for a larger wall tool!



Magnet Spinner

A three point spinner makes magnets move with momentum and paths of inertia, but it is also just fun to watch! Talk about cause and effect or just see how many magnets you can move at once.



Toy Book Return

Babies and toddlers select their own books when they play with this toy book return! Best ordered along with additional board books as circulation will increase. Recommended only for libraries with browsing board book collections. The most popular interactive we make!

Whisper Magnetic Gears

Finally! Durable, movable, quiet magnetic gears. These non-pinching gears are strong enough to stick to a magnet wall, but gentle enough to move without pinching fingers. This is a collection of 12 loose magnets. Ask for a description sheet.



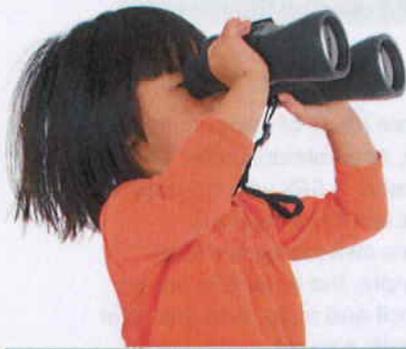
Tangram Magnets

One of the oldest forms of dissection puzzles, the tangram shapes are also very pleasing for play. Wee patrons can sort by shape and size, as well as use them in a variety of pretend play games. They become phones, food, or even pretend library cards!

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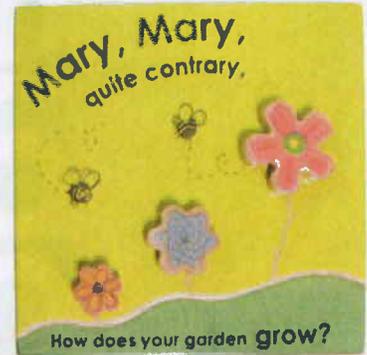


◀ Joke Spinner

Set up a joke station with the Joke Spinner panel! This activity is great for shelving end panels and areas that target the school-aged audience too! Libraries often pair this with a joke suggestion box and can change out the jokes daily, weekly, or monthly!

Mary, Mary Panel ▶

A sweet, simple panel to encourage the nursery rhyme. Flowers spin and bees bumble! The littlest patrons enjoy the three sizes of flowers to spin.



◀ Shape Matching

Build shape recognition skills while sorting and matching the six major patterns in nature. Multiple correct answers spark conversation and curiosity! Learn the six patterns too: branching, packing, spiral, explosion, meander, and fractals.

Nature Matching ▶

Many-to-many matching game between objects found in nature from your community! Encourages interaction between caregivers and children—with many 'right' answers! This panel can be customized for your community, contact us for collection instructions.



◀ B is for Bugs

Burgeon Group artist, Sarah Hurwitz's bug drawings were so captivating, we made an interactive panel with a bug viewer to sort butterflies, bugs, and beetles. A visual and (ugh) buggy delight!



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Weather Clothes Match

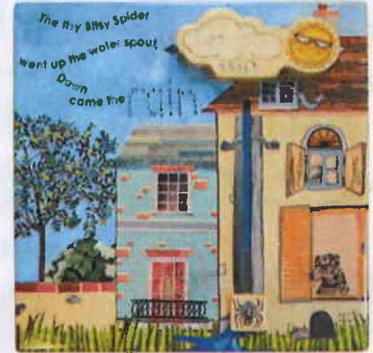
NEW!

This changeable panel ships with weather match – find the right clothes for the weather – with more than one right answer! At any time, libraries can change the content to be a bird match, or kinds of things found in the sky! Ask for more content!

Itsy Bitsy Spider

NEW!

Sing the song while making the spider climb the water spout! Move over the rain cloud, and watch the spider get washed out to the bottom of the water spout like magic! Even adults are surprised – ask for a demo! Yes, Eensey Weensey options too – just ask!



Hey Diddle Diddle

NEW!

Sing along and make the cow jump over the moon! Make the moon spin, and you'll see various phases of the moon wax and wane. Extra STEM content is available if needed. Don't forget to have the dish run away with the spoon!

Cloud Faces

NEW!

Read the rhyming poem about clouds, and find 7 faces among the clouds with different emotions. A cat and a dog make an appearance too! The lines around the edges? Those are all text with questions to explore!



Feelings!

NEW!

Spin an emotion, and make a face in the mirror. See if your friends can guess! Includes a prompt "Pretend you are a cat who feels...." that the libraries can change as often as they like! Try being an angry fish? A happy dog? A scared frog?

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Rotary Peace Club

Tax ID# 93-1289833
(N/A) for City Board or Commission)

Contact Person: Maureen Clifford

Daytime Phone: (503) 803-3966

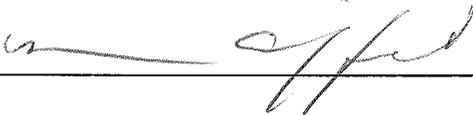
Address PO Box 321

Email: maureen.clifford@gmail.com

City: Sherwood

State: Oregon

Zip: 97140

Signature: _____


PROJECT INFORMATION

A. Project Title

Amount
Requested

Funds
Needed by*:

Peace Poles/Strips

\$ 2,725.00

9/1/2016

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

The request is the sum of the materials and supplies; peace poles and magnetic strips outlined in the project budget in Section D.

Proposed Schedule

Project Start Date: 6/1/2016 Project Completion Date: 6/30/2016

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

We have established Sherwood Rotary as a Peace Builder Club and it is our mission to build a peaceful world one community at a time, starting with Sherwood. Our Club values revolve around diversity, tolerance and compassion and we envision these values being expressed through a wide range of issues including anti-bullying, mental health and cultural unity.

B. Project Description Continued:

We will be using the CEP funds to purchase six peace poles and twelve magnetic strips for locations that do not have space for a pole to be installed. The peace poles are four sided and will have a peace quote in English and three other languages decided upon by the receiving organization.

We have two confirmed locations for installation; the YMCA and St. Francis Catholic Church and School. Through collaboration with these organizations we have agreed to install and organize a peace event to dedicate the poles. A plaque will be affixed showing that they were donated by Rotary. We understand that CEP needs to be acknowledged as funding the project.

A third pole will be a portable pole used during various peace events that we will hold throughout the year.

The remaining three poles are targeted to be installed in other community city areas such as the Community Garden and Sherwood schools.

Twelve magnetic strips with different languages promoting peace allows venues that do not have space for a physical pole to participate too. Eight strips will be displayed at the City Library during the month of September.

C. Who will benefit if this project is funded? And how will they benefit?

The entire community and any visitor to our city and facilities will benefit. The poles will be a physical reminder of the prior commitment to peace that was shared. They are symbolic of the importance of our community building on things that we have in common and bring us together as opposed to driving us apart.

The poles and strips are just a part of our Peace Program. It is also our plan to bring more awareness to the community through peace symposiums, peace walks, training for mental health awareness, scholarships for youth participation in peace camps and other events as we identify a need and opportunity.

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

Yes

No

If so, amount received \$

Has the applicant received a Community Enhancement grant for the current year? 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.

D. PROJECT BUDGET

Total Estimated Costs: \$4,704.25 How these costs were estimated (quotes, catalog, previous projects, etc.)? Online catalogs, quotes from local merchants, volunteer hours

Breakdown estimated costs by source:

	CEP	Applicant	ShopPeace.org	PDX Wraps
Personnel Services		\$1,979.25		
Supplies & Materials		\$25.00		
Capital			\$1,260.00	\$800.00
Permits & Fees				
Other			240.00	\$400.00
Total		\$2,004.25	\$1,500.00	\$1,200.00

% of Total Budget provided by Applicant: 43%

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

Yes, we have received \$1,500 from our Rotary Foundation.

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

This grant is the first of two that we are submitting for our Peace Program. We have separated the physical materials from the program side.

It is our intent to hold an annual Peace Program (additional peace poles installed, peace walk, rededications, speakers, contests for youth, publications purchased, etc). We have been in contact with the school district and hope to include a student-led peace curriculum that leads to installations at the elementary and middle schools.

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|--|--|
| 1. Increases attractiveness / market value of residential, commercial or | 6. Increase recycling efforts to provide a reduction in solid waste. |
| 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | 7. Increase employment or economic opportunities for City residents. |
| 3. Preserve or increase recreational areas and programs with the City. | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| 4. Improve safety within the City. | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| 5. Result in significant improvement in the cleanliness of the City. | 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

4. The poles will increase awareness of what peace can encompass and the positive effects such as a reduction in anti-bullying and other forms of violence. This reduction will have a trickle effect and help alleviate the strain on our County, City and Community resources.

10. Each pole will have multiple languages as a reminder of the diverse world in which we live and the need for tolerance and understanding of different cultures. Future phases can include beautification projects of the areas that the poles are planted (i.e. peace garden, benches, stepping stones). It will also tie the Community together by having them in various locations.

PROJECT MANAGEMENT

A. List anticipated project milestones and dates (e.g. groundbreaking, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

9/1/16 The Sherwood Library will have the magnetic strips installed on the beams.

9/24/16 YMCA pole installation and Peace Event -- The Rotary Peace Singers will be performing, a dedication ceremony will take place with a city official present, activities for kids such as face painting, sign making, and community providers will be invited to display their resources. Attendees will be invited to participate in a Peace Walk from the YMCA to the Library then listen to Alter Wiener, a Holocaust survivor, speak at the Performing Arts Center.

10/2/16 St. Francis pole installation – We will install and help with the dedication during the Parish’s annual picnic. St. Francis School will be involved by including a peace curriculum.

Another peace pole will be portable and used as needed during various peace events.

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

Sherwood Rotary has funded and assisted with several local and international community projects such as the Bowman Field House shelter, Stella Olsen picnic shelter, Murdock Park play structure, Senior Center Water Feature, La Plata, Columbia park design and installation.

C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

As mentioned above, we will be installing a peace pole at the YMCA and holding a program there too. If it is deemed necessary, we will request assistance from other City departments as needed.

We have a relationship with Adrienne Doman Calkins, Sherwood Library Manager in developing peace events leveraging speakers and training courses to be hosted at various locations in the City.

We welcome the collaboration, interest and participation of any other civic group, city department, etc.

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

We are completing the Special Event Permit to be compliant with the City. We have met and received permission from the YMCA and St. Francis for the pole installations. As other events are planned we will be sure to follow all protocols to make sure that the proper coordination has been completed.

COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Rotary Peace Club

Tax ID# 93-1289833

(N/A) for City Board or Commission)

Contact Person: Maureen Clifford

Daytime Phone: (503) 803-3966

Address PO Box 321

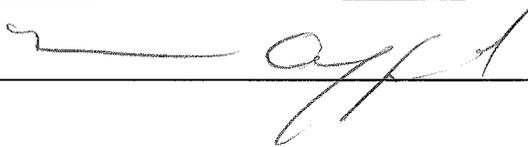
Email: maureen.clifford@gmail.com

City: Sherwood

State: Oregon

Zip: 97140

Signature: _____



PROJECT INFORMATION

A. Project Title

**Amount
Requested**

**Funds
Needed by*:**

Peace Program

\$ 5,485

9/1/2016

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

Proposed Schedule

Project Start Date: 6/1/2016

Project Completion Date: 6/30/2016

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

We have established Sherwood Rotary as a Peace Builder Club and it is our mission to build a peaceful world one community at a time - starting with Sherwood. Our Club values revolve around diversity, tolerance and compassion and we envision these values being expressed through a wide range of issues including anti-bullying, mental health and cultural unity.

B. Project Description Continued

We will be using the CEP funds to organize, publicize and pay for events that we will hold in our community. We have already held a training event on mental health and are working with the Library in scheduling more classes.

September 24, 2016 will mark National Peace Day in Sherwood by installing a peace pole at the YMCA. We are in the process of getting approval with the City (Special Event Permit to be submitted) to host a dedication ceremony at the YMCA with music, crafts and other community resources providing information about their services. It will include a peace walk to the Sherwood Library and culminate with a speaker at the Sherwood Arts Center.

Additional Peace Symposiums will be sponsored by Rotary in conjunction with city institutions.

Other expenses will include advertising using handbills and ads in the local paper, speaker fees, contest prizes, peace curriculum for school's use, food for attendees and doves released.

C. Who will benefit if this project is funded? And how will they benefit?

The entire community will benefit and any other person who hears about these events.

The peace poles will be a physical reminder of the prior commitment to peace that was shared. They are symbolic of the importance of our community building on things that we have in common and bring us together as opposed to driving us apart.

Others who attend the peace walks or talks will hopefully take the materials and knowledge and spread it among their communities too!

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

Yes No If so, amount received \$

Has the applicant received a Community Enhancement grant for the current year? 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.

D. PROJECT BUDGET

Total Estimated Costs: \$7,987 How these costs were estimated (quotes, catalog, previous projects, etc.)? volunteer hours to date, estimated speaker fees,

Breakdown estimated costs by source:

	CEP	Applicant	Other	
Personnel Services		\$2,502.50		
Supplies & Materials				
Capital				
Permits & Fees			\$75.00	
Other			\$5,410.00	
Total		\$2,502.50	\$5,485.00	\$

% of Total Budget provided by Applicant: 32 %

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

No, not at this time.

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

This grant is the second of two that we are submitting for our Peace Program. We have separated the physical materials from the program side.

It is our intent to hold an annual Peace Program (additional peace poles installed, peace walk, rededications, speakers, contests for youth, publications purchased, etc). We have been in contact with the school district and hope to include a student-led peace curriculum that leads to installations at the elementary and middle schools.

We are committed for the long term since this is our community. We have the power to find solutions to reduce conflict and build our own better future.

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- | | |
|--|--|
| 1. Increases attractiveness / market value of residential, commercial or | 6. Increase recycling efforts to provide a reduction in solid waste. |
| 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas. | 7. Increase employment or economic opportunities for City residents. |
| 3. Preserve or increase recreational areas and programs with the City. | 8. Rehabilitate or upgrade the market value of housing or commercial property. |
| 4. Improve safety within the City. | 9. Provides work or training opportunities to benefit youth, seniors and low-income residents. |
| 5. Result in significant improvement in the cleanliness of the City. | 10. Enhance art and culture within the City. |

List by item number and describe how the project meets each goal.

4. By educating our community about the importance of peace as it relates to practicing compassion as opposed to bullying or violence and tolerance of others as opposed to isolating those one may perceive as different, we can improve how our Community treats one another.

10. Each pole will have multiple languages as a reminder of the diverse world in which we live and the need for tolerance and understanding of different cultures. Future phases can include beautification projects of the areas that the poles are planted (i.e. peace garden, benches, stepping stones). It will also tie the Community together by having them in various locations.

PROJECT MANAGEMENT

A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

9/1/16 The Sherwood Library will have the magnetic strips installed on the beams.

9/24/16 YMCA pole installation and Peace Event -- The Portland Peace Choir will be performing, a dedication ceremony will take place with a city official present, activities for kids such as face painting, sign making, and community providers will be invited to display their resources. Attendees will be invited to participate in a Peace Walk from the YMCA to the Library then listen to Alter Wiener, a Holocaust survivor, speak at the Performing Arts Center.

10/2/16 St. Francis pole installation – We will install and help with the dedication during the Parish’s annual picnic. St. Francis School will be involved by including a peace curriculum.

Another peace pole will be portable and used as needed during various peace events.

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

Sherwood Rotary has funded and assisted with several local and international community projects such as the Bowman Field House shelter, Stella Olsen picnic shelter, Murdock Park play structure, Senior Center water feature, La Plata, Columbia park design and installation.

C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

As mentioned above, we will be installing a peace pole at the YMCA and holding a program there too. If it is deemed necessary, we will request assistance from other City departments as needed.

We have a relationship with Adrienne Doman Calkins, Sherwood Library Manager in developing peace events leveraging speakers and training courses to be hosted at various locations in the City.

We welcome the collaboration, interest and participation of any other civic group, city department, etc.

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

We are completing the Special Event Permit to be compliant with the City. We have met and received permission from the YMCA and St. Francis for the pole installations. As other events are planned we will be sure to follow all protocols to make sure that the proper coordination has been completed.

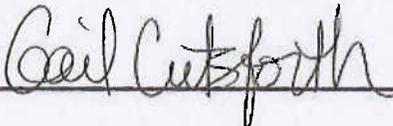
COMMUNITY ENHANCEMENT PROJECT APPLICATION

Applicant: Sherwood Police Foundation Tax ID# 46-4172391
(N/A) for City Board or Commission

Contact Person: Gail Cutsforth Daytime Phone: 503-710-0263

Address: 16946 SW Stellar Dr Email: gailcutsforth@gmail.com

City: Sherwood State: OR Zip: 97140

Signature: 

PROJECT INFORMATION

A. Project Title	Amount Requested:	Funds Needed by*:
Replacement of flag pole and addition of monument at Sherwood Police Department	<u>\$ 24,000</u>	<u>10-1-2016</u>

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

Proposed Schedule

Project Start Date: November 2016 Project Completion Date: March 2017

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

The current flagpole at the Sherwood Police Department, located at 20495 SW Borchers Dr, stands 28' tall. This is just 3' taller than a standard residential flag pole and 7' shorter than a utility pole. When the flag is flown at half-staff it nearly touches the ground and is easily accessible to anyone standing below it. This is a violation of the U.S. Flag Code, Section 176(b) according to www.usflag.org which states (b) *The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.* It is a general standard that the height of the flagpole will be 4X the length of the flag that is flown. In the case of the flag currently flown, it is roughly 50-50.

The Community Enhancement Funds would be used to cover all expenses related to the replacement of the existing pole with a more appropriate 50' pole. In addition, we would like to include, as an additional option, the purchase and installation of a monument that will recognize Oregon's Fallen Law Enforcement Officers.

B. Project Description Continued:

Sustainability is the endurance of systems and processes. The new flag pole and monument will literally stand the test of time. The pole itself is made of aluminum – rust proof and strong. The monument will be made of stone. Sustainability also implies responsible and proactive decision-making and innovation that minimizes negative impact and maintains balance between ecological resilience, economic prosperity, political justice and cultural vibrancy. There is no more sustainable item in our nation’s history than “Old Glory”, the stars and stripes, the flag of the United States of America.

C. Who will benefit if this project is funded? And how will they benefit?

Who benefits from this project? We, the people.

How do we benefit? By the simple reminder of all that our flag stands for. Nothing evokes such strong emotion as seeing the flag of the United States of America. Whether we are pledging allegiance to the flag, singing the national anthem at a sporting event, or seeing it wave on a flagpole, the American flag unites us. The flag is a reminder of what generations of Americans have fought for and the sacrifices they have made to protect our country. The flag is timeless and endures through times of peace and war. It reflects America's pledge to uphold democracy and work for peace throughout the world. It signifies the commitment made by our fallen comrades who battled bravely to defend the honor of this sacred emblem. And it exemplifies the devotion of our leaders who continue to uphold its promise of liberty, justice and freedom for all.

We are the land of the free and home of the brave. The American flag symbolizes hope not only to our nation but for the rest of the world. It should be flown high and proud.

<p>Has the applicant received a Community Enhancement grant for this project in the past?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, amount received \$</p> <p>Has the applicant received a Community Enhancement grant for the <u>current year</u>? If so, is the project completed?</p> <p>No</p> <p>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, ect.</p> <p>DNA</p>
--

D. PROJECT BUDGET

Total Estimated Costs: \$24,000 How these costs were estimated (quotes, catalog, previous projects, etc.)? Public Works calculated after research with various departments and vendors
 Breakdown estimated costs by source:

** See attached supporting documents*

	CEP	Applicant	Other #1	Other #2
Personnel Services	6265			
Supplies & Materials	6900			
Capital				
Permits & Fees	635			
Other	1000			
Monument	9200			
Total	24,000.00			

% of Total Budget provided by Applicant: 0 %

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

Project will be funded 100% by Community Enhancement Grant.

Please note we'd like to be sure it is clear the flag pole replacement project is our main request. We do not want approval/funding of the project to be contingent on the purchase/installation of the monument though we believe both are important and would be a lovely enhancement to the grounds of the Sherwood Police Department and the City of Sherwood as a whole.

F. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

Project will be completed in its entirety by this grant.

Sherwood Police Department - Flag Pole Replacement Project

Pole (50')	\$ 5,600.00
4" round ball for top of pole	\$ 30.00
Delivery	\$ 870.00
Remove Existing and Install (concrete Included)	\$ 3,000.00
Building permit	\$ 380.00
Planning Permit	\$ 105.00
Electrical Permit	\$ 150.00
Lighting	\$ 400.00
Structrual Engineer	\$ 2,000.00
Special Inspections	\$ 700.00
Staff Time	\$ 565.00
Contingency	\$ 1,000.00
TOTAL	\$ 14,800.00
Monument (prep)	\$ 1,200.00
Monument (stone)	\$ 8,000.00
TOTAL	\$ 24,000.00

G. Identify and describe how your project meets one or more of the goals for funding (check those below that apply and describe by item number below).

- 1. Increases attractiveness/market value of residential, commercial or industrial areas.
- 2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.
- 3. Preserve or increase recreational areas and programs within the City.
- 4. Improve safety within the City.
- 5. Result in significant improvement in the cleanliness of the City.
- 6. Increases recycling efforts to provide a reduction in solid waste.
- 7. Increase employment or economic opportunities for City residents.
- 8. Rehabilitate or upgrade the market value of housing or commercial property.
- 9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
- 10. Enhance art and culture within the City.

List by item number and describe how the project meets each goal.

#1 & #4

#1. The replacement of the existing flag pole and addition of the monument will increase the attractiveness of the Sherwood Police Department building and its grounds. The flag will be more visible to passersby, when the location is being photographed and when visited by citizens from this and other communities. The flag will be an indication of the strong values of the community and its support of the ideals that the flag represents.

The accompanying monument, if approved, will indicate respect for fallen law enforcement officers, their commitment, dedication, service to the community and their ultimate sacrifice to uphold the ideals represented by the flag.

#4. Safety will be increased as the height and visibility of the flag will enable citizens to more easily see and locate the Sherwood Police Department building and grounds.

PROJECT MANAGEMENT

- A. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).**

Project will begin in November with completion in March. Anticipate some sort of community event marking completion in March/April 2017 timeframe.

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

City of Sherwood Public Works currently manages all city facilities and is responsible for a variety of projects. This would include work similar to scope of work on this project – removal of existing/installation of new flag pole and stone monument.

- C. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?**

In addition to contracting the services listed herein, this project will also be coordinated with the Sherwood Police Department.

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

Yes. Coordination will be between public works and the Sherwood Police Department.

May 2016



Rendering



DEDICATED TO ALL LAW
ENFORCEMENT OFFICERS WHO
HAVE GIVEN THEIR LIVES IN THE
LINE OF DUTY

*Benches for quiet
contemplation, flowers, etc.*

THE WICKED FLEE
WHEN NO MAN PURSUETH
BUT THE RIGHTEOUS
ARE BOLD AS A LION.

PROVERBS 28:1



*or City
Seal*



Dedicated 2017

or similar

*same as is on
the national memorial
in Washington DC*

Example of Georgia Grey

