



## AGENDA

### **SHERWOOD SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE**

**June 3, 2025 6:00 pm**

Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140

This meeting will be live streamed at  
<https://www.youtube.com/user/CityofSherwood>

### Sherwood Solid Waste Community Enhancement Program Advisory Committee

1. **CALL TO ORDER – Co-Chair Kim Young**
2. **ROLL CALL – David Bodway, Finance Director**
3. **Topics**
  - A. **Approval of June 18, 2024 Meeting Minutes**
  - B. **Community Enhancement Program, Selection of Grants**  
(David Bodway, Finance Director)
4. **ADJOURN**

**Sherwood Solid Waste Community Enhancement Program  
Advisory Committee Meeting  
22560 SW Pine St., Sherwood, Or  
June 18, 2024**

This meeting will be live streamed at  
<https://www.youtube.com/user/CityofSherwood>

1. **CALL TO ORDER:** The meeting was called to order at 6:34 pm.
  
2. **COMMITTEE PRESENT:** Chair Tim Rosener, Committee members Kim Young, Keith Mays, Renee Brouse, Taylor Giles, and Doug Scott. Dan Standke attended remotely, and Metro Councilor Gerritt Rosenthal was absent.

**STAFF PRESENT:** Finance Director David Bodway, City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, HR Director Lydia McEvoy, Utility Manager Rich Sattler, Interim City Attorney Sebastian Tapia, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

3. **TOPICS:**

- A. **Approval of June 6, 2023 Meeting Minutes**
- B. **Approval of June 4, 2024 Meeting Minutes**

**MOTION: FROM KEITH MAYS TO APPROVE THE JUNE 6, 2023 MEETING MINUTES AND THE JUNE 4, 2024 MEETING MINUTES, SECONDED BY RENEE BROUSE. MOTION PASSED 7:0 (GARRITT ROSENTHAL WAS ABSENT).**

**C. Community Enhancement Program, Selection of Grants**

Finance Director David Bodway displayed a working screen and spreadsheet, (see record, Exhibit A). He stated the Committee needed to determine funding for the American Legion Post 56 projects and city projects. Kim Young recapped that three of the four CEP members had already voted to fund the American Legion Post 56 projects of: new carpet and flooring, new chairs, and new refrigerator. Chair Rosener commented that he did not attend the last CEP meeting, but he was in favor of funding the American Legion projects. He referred to previous discussion regarding the American Legion being a membership-only organization and said that the CEP had also previously funded other membership organizations such as the Sherwood Chamber of Commerce, Rotary Club, etc. Doug Scott stated that he was okay with funding the American Legion projects. He clarified his previous comments and said that when the CEP had funded other membership-only projects, those projects had gone on to be available to the wider community via a community event. Discussion regarding how the projects would be available to the wider community via American Legion events occurred. Chair Rosener asked for Renee Brouse's opinion on funding the American Legion projects and Ms. Brouse replied that if the majority supported it, then she supported it. Dan Standke stated he supported fully funding the American Legion requests. Keith Mays stated he agreed to fully fund the projects. Finance Director Bodway referred to the city projects of window replacement at the Morback House and repainting Old Town. Kim Young stated she wished to fully fund the window replacement project at the Morback House because the city owned the Morback House. Chair Rosener explained that no funds had been allocated to the city projects listed in Exhibit A because those

projects were already included in the city's budget. Discussion occurred and Chair Rosener, Renee Brouse, Taylor Giles, and Kim Young stated they wished to fully fund the Morback House window replacement project. Discussion regarding the Sherwood Holiday Festival of Lights request occurred and Doug Scott recapped that the city had committed to commissioning that work through the Cultural Arts Commission and the city would pay for the outlet upgrades out of the General Fund. Finance Director Bodway referred to the Repainting Old Town request and Kim Young and Renee Brouse replied that their allotted \$20,000 could be removed from that project.

**MOTION: FROM KIM YOUNG TO APPROVE THIS SLATE, SECONDED BY RENEE BROUSE. CHAIR ROSENER ASKED FOR ALL THOSE IN FAVOR OF APPROVING THE SLATE OF PROJECTS AS DOCUMENTED IN COLUMN D OF THE SPREADSHEET TO SAY AYE. MOTION PASSED 6:1 (CHAIR ROSENER, KIM YOUNG, DAN STANDKE, TAYLOR GILES, KEITH MAYS, AND RENEE BROUSE VOTED IN FAVOR. DOUG SCOTT OPPOSED.) (GARRITT ROSENTHAL WAS ABSENT).**

**ADJOURN:** The meeting adjourned at 6:46 pm.

Submitted by:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Chair



## COMMUNITY ENHANCEMENT PROGRAM GRANT

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### 2025-26 Grant Cycle Applications

1. Sherwood Robin Hood Festival Association <a href="#">Community Outreach Support</a>	3
2. Sherwood High School Band Booster Club <a href="#">Sherwood Summer Jazz</a>	15
3. American Legion Post 56 <a href="#">Backyard Improvement Project – South Side</a>	28
4. Sherwood Youth Cheerleading <a href="#">Cheer Mat Replacement and Safety Initiative</a>	50
5. Sherwood Youth Cheerleading <a href="#">Helmet Safety Initiative (for Stunting)</a>	64
6. Sherwood Youth Cheerleading <a href="#">Uniform Accessibility Project</a>	77
7. Sherwood Youth Cheerleading <a href="#">Expert Stunt Training</a>	91
8. Sherwood Youth Cheerleading <a href="#">Space Cost Reduction Initiative</a>	104
9. Sherwood Youth Cheerleading <a href="#">Creative Learning &amp; Routine Development</a>	117
10. Sherwood Baseball <a href="#">SHS Baseball &amp; Softball Hitting Barn Cage Replacement</a>	130
11. City of Sherwood <a href="#">Old Town Flower Baskets</a>	145
12. Junior Baseball of Oregon <a href="#">Competitive &amp; Rec Baseball Play &amp; Safety Equipment</a>	157

13. YMCA of Columbia-Willamette <a href="#"><u>Community Teaching Kitchen</u></a>	223
14. Sherwood Area Chamber of Commerce <a href="#"><u>Cruisin' Sherwood 2025</u></a>	237
15. The Manav Foundation <a href="#"><u>School to Farm Agriculture Study (year 7)</u></a>	250
16. Rotary Club of Sherwood <a href="#"><u>Sherwood Wine Festival</u></a>	268
17. CASA for Children, Inc. <a href="#"><u>Advocacy for Children in Foster Care in Sherwood</u></a>	280
18. Elks Lodge No. 2342 <a href="#"><u>Interior Floor Repair &amp; Replacement</u></a>	296
19. Friends of Tualatin River National Wildlife Refuge Complex <a href="#"><u>Program and Exhibit Enhancement at Tualatin River National Wildlife Refuge</u></a>	308
20. Sherwood Main Street <a href="#"><u>Event Supply Co-Op</u></a>	326
21. Sherwood Cultural Arts Commission <a href="#"><u>Old Town Holiday Decorations</u></a>	338
22. Sherwood Cultural Arts Commission <a href="#"><u>Cannery Square Restroom Vinyl Wrap</u></a>	350
23. Sherwood Library Foundation <a href="#"><u>Modular Meeting Pod for the Sherwood Library</u></a>	362

**2025-26 CEP Grant Application**

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**Sherwood Robin Hood Festival Association - Community Outreach**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Robin Hood Festival Association - Community Outreach Support</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Leslie Dean</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>N/A</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>Yes</b>
FY24-25 Community Outreach/Support		\$ 12,000
FY22-23 Community Outreach/Support		\$ 10,000
2. Were the applications for the same project in the current application?		<b>Yes</b>
3. How much has been awarded to the group for the project in the current application?		<b>\$ 121,272</b>
4. How much has been awarded to the group overall?		<b>\$ 121,272</b>
Total number of grant awards		<b>8</b>



Home of the Tualatin River National Wildlife Refuge



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Sherwood Robin Hood Festival Association

Project/Program: Sherwood Robin Hood Festival Community Outreach Support

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

*Ronald C. Groeger Jr*

Signature of Party Authorized to  
Represent the Organization

Ronald C. Groeger Jr.

Printed name

Date 3/25/25



## Sherwood Community Enhancement Project Application

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Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

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Title of Project/Program: Sherwood Robin Hood Festival Community Outreach Support

Applicant/Project Sponsor: Sherwood Robin Hood Festival Association

Organization Type: Non-Profit Federal Tax ID Number: 93-6033172

Contact: Ronald C. Groeger Jr Daytime Phone: 971 563-4851

Email: ronald.groeger@intel.com

Address: PO Box 496, Sherwood, OR 97140

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The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

*Ronald C. Groeger Jr*

**Ronald C. Groeger Jr.**

Signature of Party Authorized to Represent the Organization

Printed name

3/25/25

Date



Project Budget Summary

Grant Funds Requested	18000
+ Matching Funds (Cash)	0
+ In-Kind Matching Funds:	0
= Total Cost of Project:	18000

Proposed start date: 7/1/2025

Proposed end date: 6/30/2026

PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The Sherwood Robin Hood Festival Association (RHFA), a 501(c)4 non-profit organization, is engaged in a year-round community service in the City of Sherwood, having an outreach extending regionally, nationally, and internationally through the administration of culturally enriching the festivals in July and December, an international archery tournament with Nottingham, England, and through local service projects and regional ambassadorship provided by the Robin Hood Festival Association Maid Marian Court.

The Robin Hood Festival group was established in 1954, when the first official summer festival was held. The RHFA has been dedicated to community service since that time and has extended outreach to thousands of people within the community of Sherwood, regionally, and beyond. The Sherwood RHFA considers itself to be an ambassadorship for the City of Sherwood, bringing the community together to share in a common theme of fun, friendship, and celebration.

In the past, the Metro CEP has helped the festival with operating expenses as well as expenses related to RHFA's goal of including more Medieval/Renaissance themes, as seen in some of the enhancements to the tents and decorations around the Family Stage Area at Veteran's Park. In adhering to the ideals of the Metro CEP grant to show enhancements, we are asking for the grant to allow us to enhance the festival with buying some electrical spider boxes and cables for the food court, replace some more of 20+ year old broken canopies, enhance the decorations with more canopy coverings and new Renaissance themed decorations for the Maid Marian Madrigal Coronation Feast, and additional decorations for the Sherwood Tree Lighting.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

a & c) The RHFA's endeavors attract state and national media attention to Sherwood due to our unique and longstanding cultural arts activities. The Robin Hood Festival is a contributing factor cited in Sherwood's national ranking as a vibrant community and desirable place to live. Such national recognition enhances the market value of Sherwood homes and makes the community an attractive place to live. The summer and winter festivals help continue Sherwood traditions, inspiring newcomers to connect with their community and honoring the traditions of our long-time residents.

b) The Sherwood RHFA enlists a local youth organization to collect all the recyclables from the multiple receptacles we install throughout the summer festival grounds. SRHFA strongly believe that our festival should do its part to be sustainable and incorporating these practices throughout our events.

e) The Sherwood YMCA, SHS Booster Club, and Sherwood Boy and Girl Scouts are all supported by the RHFA through vendor booths, project support, and other opportunities is an example of how the Festival supports diverse community program endeavors.

g) The annual ambassadorship and community service activities of the Maid Marian Court provide opportunities for the participants to learn leadership, teamwork, and community speaking skills. The Festival supports the local Boy and Girl Scout troops to earn their Citizenship in the Community, Eagle Award and projects, Honor Awards for Girl Scouts, and the more opportunities to learn the value, necessity, and obligation of good citizenship. The RHFA also sponsors two \$500 scholarships for graduating seniors.

h) Festival activities provide culturally enriching endeavors showcasing performances of school groups,Voices for the Performing Arts, as well as musical entertainment of multiple genres, medieval entertainment, and historic re-enactments. Costumes, props, and other items owned by the RHFA have benefited several local organizations, including the Voices for the Performing Arts, The Sherwood Foundation of the Arts, and the Sherwood High School Marching Band.

i) Many local businesses that employ area residents have booths and parade entries and also experience an increase in business during our summer festival.

3. List anticipated project milestones and dates.

Holiday Festival decorations the 1st weekend in December, electrical boxes, cables, and canopy replacements, and canopy covers by June 2026. Decorative enhancements for the Madrigal Feast by April 2026.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

The Sherwood Robin Hood Festival itself is funded by sponsorships and vendors. We have a Title Sponsor and several Event sponsors that help off set the year round operation and insurance costs.

To enhance the Festivals, we would seek future CEP grants to target specific areas of improvement for the festival not supported by sponsorships and vendors.

6. Who will benefit if this project is funded? How will they benefit?

The RHFA cultural and service-oriented endeavors support many local organizations, with significant local and regional attendance at the annual summer and winter parades and performance stages, as well as booths occupied by a variety of community groups. Organizations benefiting from RHFA's endeavors include the Voices for the Performing Arts (VPA), who have excellent visibility and attendance at the summer children's production held during the Robin Hood Festival, local school choirs and Sherwood High School marching band; the Sherwood Rotary Club, Boy Scouts, Girl Scouts, and many other non-profit groups. Approximately 25,000-30,000 people attend the summer festival and our winter Holiday Festival is increasing in size (1500 free hotdogs, cookies, and drinks given out). The people of Sherwood benefit from the sense of place and community pride encapsulated in our summer Festival.

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

Sherwood Robin Hood Festival volunteers have a 65+ year history of successfully serving the community of Sherwood. Our festival leaders have been involved in coordinating many aspects of the Festival as far back as 1975 and many have extensive project management experience. We have various experienced volunteers, some with 40+, 25, and others since early 2010's. We also have many new to the city that are excited to assist in making the Festival a success and better.

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

The specific items designated for funding are for enhancements to the Sherwood Robin Hood Festival.

For these enhancements, we do not need to utilize community resources, but for the Festivals themselves we have been appreciative of the Sherwood Public Works, Sherwood Police Department, Sherwood School District and other civic groups involvement.

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The focus of the grant is to enhance the Sherwood Robin Hood Festival. The SRHFA works with many public and private organizations, including the City of Sherwood and many of its community partners on an on-going basis to achieve successful festival events. We conduct monthly meetings open to anyone in an effort to coordinate the events and to complete the enhancements we have described.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

The focus of the grant is to enhance the Sherwood Robin Hood Festival events that are all held in public areas of Sherwood. The enhancements would be stored in a private storage between events.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

The Sherwood Robin Hood Festival continues to grow. We have enhanced multiple canopies and tents in the Family Center at Veterans Park, the Kids Activity Tents, and Beer Garden tent. We have also added to the Holiday Festival decorations with a large Santa and Reindeer that were a huge hit in 2024. In the past we have complied with all the required steps of the Community Enhancement Program and will complete the 2024-2025 exit report.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

The project remains on schedule to add the enhancements for the year. We added a large Santa and Reindeer to the Holiday Festival with great reception from the city. We will submit the exit report before it is due.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant Funding would be used for:  
 \$10000 for spider boxes and cables  
 \$5000 for Canopy replacements/covers  
 \$3000 for Maid Marian Madrigal Feast, Holiday Festival,

17. List all grants applied for in support of this project and commitments confirmed to date.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
17250 volunteer hours	0	0	577702.50	577702.50
Festival Insurance	0	10000		10000
Festival Storage	0	14380		14380
Festival Entain/Items	0	20400		20400
Government Fees	0	2100		2100
General Operations	0	43125		43125
Holiday Festival	0	3500		3500
Maid Marian	18000	0		18000
Enhancement Projects				
<b>Total</b>	<b>18000</b>	<b>98505</b>	<b>577702.50</b>	<b>694207.5</b>

19. Percent of Total Budget provided by applicant:

97.5%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

0%

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

Describe how that would change the scope of work.

Depending on the amount given, we would reduce the electrical spider boxes and cables that are used for the food court and concentrate on how many canopies can be replaced and/or covers made. We want to continue to improve the appearance of the festival and realize that we would not be eligible for 2026-2027 grant, so would concentrate on physical appearance.

**2025-26 CEP Grant Application**

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**Sherwood High School Band Booster Club - Sherwood Summer Jazz**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood High School Band Booster Club - Sherwood Summer Jazz</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Leslie Dean</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>N/A</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N/A</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>YES</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>No</b>
2. Were the applications for the same project in the current application?		<b>N/A</b>
3. How much has been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		<b>N/A</b>

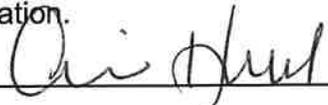


**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: Sherwood High School Band Booster Club  
Project/Program: Sherwood Summer Jazz (SSJ)

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.



Signature of Party Authorized to  
Represent the Organization

Angelique Harold

Printed name

Date 3/31/25



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Sherwood Summer Jazz (SSJ)

Applicant/Project Sponsor: Sherwood High School Band Booster Club

Organization Type: 501 (c) 3 Federal Tax ID Number: 27-0239462

Contact: Angelique Harold Daytime Phone: 503-970-6056

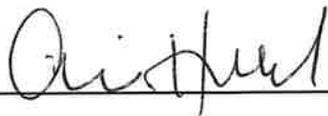
Email: shsliaison.sherwoodbands@gmail.com

Address: 21370 SW Langer Farms Parkway, Suite 142 #256 Sherwood OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.



Signature of Party Authorized to Represent the Organization

Angelique Harold

Printed name

3/31/25

Date



### Project Budget Summary

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Grant Funds Requested	4000
+ Matching Funds (Cash)	16050
+ In-Kind Matching Funds:	
= Total Cost of Project:	20050

Proposed start date: 7/9/25

Proposed end date: 7/12/25

### PROJECT DETAIL

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1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Summer Jazz (SSJ) aims to provide a four-day summer camp experience at Sherwood High School for musicians of all ages interested in learning about a great American art form. Professional jazz artists will teach and perform each day, including a headlining artist that we hope to pay for with CEP grant funds, and the camp will culminate in a concert open to the public. Our primary goal is to provide an opportunity for musicians from Sherwood and beyond to play in large jazz ensembles and learn about the music of formative American artists like Count Basie, Duke Ellington and Stan Kenton, and to bring live jazz music to the local community.

Another important goal this year is to create a foundation for growth of the program. In future years we hope to expand the public festival portion of SSJ by partnering with dance studios to offer swing dance classes and performances, and working with the city of Sherwood to host more professional public performances.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

g) SSJ will contribute to education and youth development in the Sherwood community by creating collaborative connections between middle and high school students, school district music education staff, and professional musicians and instructors. SSJ will strengthen students' music education through exposure to jazz literature and performance experiences not attainable through standard curriculum.

h) SSJ will create a unique opportunity to provide access to arts and music through a collaborative cultural event that brings together local businesses, young musicians, and local jazz artists.

3. List anticipated project milestones and dates.

- Enroll 60+ students in the camp by the end of June
- Conduct a complete 4 day camp experience in July 9-12
- Host a public performance for 200-300 people in July 12

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

6. Who will benefit if this project is funded? How will they benefit?

The primary beneficiaries of the project will be the 60+ students enrolled in the camp. They will receive immersive instruction from seven local professional musicians and five school band directors, including Sherwood band faculty members, in a camp experience. They will grow their music skills through opportunities to learn collaborative creativity, form meaningful connections with other students and jazz musicians, and develop as public performers. The secondary beneficiaries will be local community members (200+) who will be entertained by live jazz performances from students, music directors and instructors, including a headlining performance by talented professionals.

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

**The Sherwood Band Program has a long history of successfully conducting summer band camps. The band directors host a week-long youth band camp for middle school students from around the region each July, and a two-week high school marching band camp each August. Sherwood band directors also serve as instructors at band camps hosted by other organizations. Finally, Sherwood regularly hosts marching band, concert, percussion, and color guard competitions with hundreds of participants and audience members.**

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

*SSJ will take place at Sherwood High School.*

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?



19. Percent of Total Budget provided by applicant:  
80% of the total budget is covered by student tuition (cash)

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?  
100% of grant funds will be used to hire a headlining, featured jazz instructor and performer. Without grant funding, we will not have a headliner.

21. If only partial funding is available, could your project be reduced in size or done in phases?  
 Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

Describe how that would change the scope of work.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Camper Benefits (T-shirts, pizza party)		\$2,050		<b>\$2,050</b>
Director Fees (\$320/day x5 directors +\$200 Equipment management)		\$6,600		<b>\$6,600</b>
Performance Fees		\$1,800		<b>\$1,800</b>
Masterclass Instructors (\$450 x7 instructors)		\$3,150		<b>\$3,150</b>
Headlining Artist	\$4,000	\$600		<b>\$4,600</b>
Administrative (Supplies, marketing/promo, etc.)		\$1,450		<b>\$1,450</b>
Contingency		\$400		<b>\$400</b>
<b>Total</b>	<b>\$4,000</b>	<b>\$16,050</b>	<b>\$0</b>	<b>\$20,050</b>

**2025-26 CEP Grant Application**

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**American Legion, Post 56 - Backyard Improvement Project - South Side**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project American Legion, Post 56 - Backyard Improvement Project - South Side		Criteria Met (Y/N)
Staff Reviewer Name: Leslie Dean		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>Y</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	
Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>No</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>Yes</b>
FY24-25    Auto Sprinkler System & New Flower Bed		18,870.00
FY23-24    Events Sign Replacement Project		4,185.00
FY23-24    Front Yard Sign Replacement Project		550.00
FY23-24    Kitchen - Storage & Food Service Project		9,977.60
FY24-25    New Carpet & Flooring		12,233.00
FY24-25    New Chairs		5,700.00
FY24-25    New Refrigerator		1,149.00
FY23-24    Paint Main Building & Backyard Storage Bldg.		9,600.00
2. Were the applications for the same project in the current application?		1
Auto Sprinkler System & New Flower Bed		
3. How much has been awarded to the group for the project in the current application?		\$ 18,870
4. How much has been awarded to the group overall?		\$ 62,265
Total number of grant awards		8



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: American Legion, Post 56, Sherwood, OR

Project/Program: Backyard Improvement Project - South Side



Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.



Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.



Signature of Party Authorized to Represent the Organization

Philip O Morton

Printed name

Date 4/4/20



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Backyard Improvement Project - South Side

Applicant/Project Sponsor: American Legion, Post 56, Sherwood, OR

Organization Type: Service - Non-Profit Federal Tax ID Number: 98-6030981

Contact: Phil Morton Daytime Phone: 503-449-8831

Email: philofar@hughes.net

Address: The American Legion, PO Box 532, Sherwood, OR, 971140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Signature of Party Authorized to  
Represent the Organization

4/4/20

Date

Philip O Morton

Printed name



## Project Budget Summary

Grant Funds Requested	17,520
+ Matching Funds (Cash)	2,500
+ In-Kind Matching Funds:	3,330
= Total Cost of Project:	23,350

Proposed start date: *8-1-2025*

Proposed end date: *10-3-2025*

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Background: Last year, CEP: 2024-25, we received a CEP grant for Phase 1 of our Yard Improvement Project. Phase 1 was completed successfully and was a huge improvement to our Post. Phase 1 included a sprinkler system for the north half of our backyard. At the time we decided to go ahead a pay the contractor to lay sod in that half of the yard. Sod for the north half was not included in last year's grant.

Project Description: Phase 2 is to complete our backyard improvement project by installing a sprinkler system, a flower bed and sod on the south half of our backyard. Please see photos on Attachment "E" . Detailed description of the project is as follows:

1. There is a large Chesnutt tree that must be removed, please see photo on Attachment "E" . We checked with the City Planning Department and a tree permit is not required when the tree is on private property. The roots on this tree grow near the surface and they have spread throughout some of the yard. The stump of the tree and these roots must be ground up, dug out of the yard and removed. Voids created will be filled with soil.
2. Next the ground would be rototilled, leveled, and top soil added as needed.
3. The sprinkler system would now be installed. The piping would be connected to an existing valve box, on the north side, that was installed last year during Phase 1. The wiring from the controller to the valve box was also installed last year. A sprinkler permit is not required for Phase 2 as this is connected to the main sprinkler water supply installed last year which was permitted.
4. A 3 ft. x 68 ft. flower bed would be planted along the south fence line. This is the wood fence between our building and the public ally walkway and City Hall. The flower bed would be boarded with treated lumber and have approximately 30 shrubs and 50 annual flowers planted and the bed would then be covered with bark dust. Please see photo on Attachment "E" .
5. The area is prepped and then the sod is installed.

Goals: To install a sprinkler system and sod on the south side of our backyard to match the north side that was installed last year.

Objectives:

- 1) To easily maintain and keep the lawn green during the dry months
- 2) To water the shrubs and flowers in the flower beds on the south half of the yard.
- 3) Eliminate the uses of hoses connected to sprinklers and move them as required to water all areas of the south side.
- 4) To complete the beautification of the backyard for our members, their families, their guests, and to the public during the Sherwood Cruisin' and Robin Hood Festival.

Use of the CEP Grants: The CEP grant will be used to contract with a professional tree company to remove the large Chesnutt tree and grind the stump and roots; a landscape company to install the sprinkler system and sod; and to a nursery to remove the grindings from the trunk and roots and haul them away. The shrubs and flowers and the planting of the bed would be funded by In-Kind Matching Support from member volunteers.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

a) Greatly improves the appearance of the backyard south so that it completes the entire backyard improvement project for the benefit of our Veterans and their families, their guests and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

3. List anticipated project milestones and dates.

1. August 1, 2025 - Award a contract to the tree removal company, to the company removing the stump and root grindings and hauling them away, and to the sprinkler and lawn sod company.
2. August 30, 2025 - Chesnutt tree has been removed, the tree stump and roots ground up, and the grindings hauled away.
3. September 13, 2025 - The sprinkler system installation is completed.
4. September 23, 2025 - The flower bed installation is completed.
5. October 3, 2025 - Installation of the sod is completed.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Explanation: This request is for phase 2 of a planned two phase project. Completion of Phase 2 will complete the entire project.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

No further funding will be required.

6. Who will benefit if this project is funded? How will they benefit?

All Veterans, members and their families, their guests, and the public during the Sherwood Cruisin' and the Robin Hood Festival shall benefit by enjoying the beautiful outdoor environment in the completed backyard.

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

**Phil Morton, Commander of the Sherwood American Legion, has managed all types of projects throughout his occupational career of 40 plus years with Gaylord Industries, Tualatin. Outside of his occupation, over the last 50 years he has designed and managed construction of many home additions. He also managed four City of Sherwood CEP projects for FY 2023-24 and four projects for FY 2024-25.**

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

**No community resources will be used.**

9. Does this project require coordination with other public or private organizations?  
 Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

The American Legion owns the property and the building. This project improves the appearance of the backyard south for the benefit of our Veterans and their families, their guests, and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

We received funding for four projects for CEP FY 2023-24 and four projects for FY 2024-25 cycle. Please see Attachment "C" for details of each.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

**We received four CEP grants last year. As of this writing three of the four are completed. There were no unexpected issues or costs, and all required reports have been submitted. The fourth and smallest project is on track to be completed as planned. Please see Attachment "C" for details on the four projects.**

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

This application is for Phase 2 of a planned two phase project. We would like to finish the project so the south side looks as nice as the north side. We cannot proceed if we do not receive a grant.

PROPOSED BUDGET DETAIL

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

The grant funds will be used to remove the existing Chesnutt tree, stump and roots, prepare the ground for the new sod and flower bed, install a sprinkler system, plant the flower bed and install the sod. There will be no additional community resources or partnerships. Post 56 volunteers will provide In-Kind services as detailed in Project Budget Attachment "D".

17. List all grants applied for in support of this project and commitments confirmed to date.

No other grants have been applied for.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
<b>Please see Project Budget Attachment "D"</b>	<b>Please see Project Budget Attachment "D"</b>	Please see Project Budget Attachment "D"		
Total				

19. Percent of Total Budget provided by applicant:

25%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

No CEP funds will be used for personnel services or administrative costs.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

Describe how that would change the scope of work.



The American Legion – Argonne Post 56  
 PO Box 532, Sherwood, Oregon 97140  
 22548 SW Pine St, Sherwood, OR 97140, 503-625-5889

### About the American Legion Post 56, from July 1, 2024 to June 30, 2025

We are "A Service Organization that takes pride in our support for Veterans and their families and their community". The American Legion is comprised of three groups: "Legionnaires" are men and women who served in the armed services, "Sons of the American Legion" are male members whose spouse, parents or grandparents served in the U.S. military and were eligible for American Legion membership, and "The American Legion Auxiliary" are female members whose spouse, parents, or grandparents served in the U.S. military, and direct and adopted female descendants of members of The American Legion. At the Sherwood American Legion Post 56, we have just a little over 350 members among the three groups.

The purpose of the American Legion Post 56 is to have "A place for men and women of the U.S. Military to gather with family and friends". All Veterans are welcome to any American Legion Post throughout the world.

We have several outreach programs and activities to help our Veterans and their families, and to support our community. The following are examples:

#### Programs and activities for Veterans and their families

- Christmas – Every year we have a Giving Tree toy drive to provide toys and gifts to Veterans' and their children. Christmas 2024 year we were able to help 31 families, 26 adults and 90 children at Christmas. We also teamed up with the Sherwood Elks Lodge and they provided over 50 food boxes containing perishable and non-perishable food items that all went to Veterans who needed a little help this year.
- Veterans' Day Dinner – On November 11<sup>th</sup> 2024 we provided a free dinner to any Veteran and to all Post members and their families.
- Celebration of Life – An annual special Remembrance Dinner was held on September 21<sup>st</sup> to honor Post 56 members or any Sherwood Veteran who passed in the last year.
- Veteran Services – Our Service Officer, Bill Middleton, helps Veterans and their families find the proper support agencies for information on education, employment, housing, food banks, death benefits; and to help them navigate through the Veteran Administration health and disability benefits.
- Events for Veterans – During last year we had many events for the enjoyment of our members and their families. Events such as the Annual Crab Feed, St. Patrick's Day Dinner, Monday Night Dinners, Annual Family Picnic, Halloween Costume party, Christmas Party, Taco Tuesdays on the 2nd Tuesday of the month, Trivia/Potluck on the last Saturday of the month and several other potlucks. Some of the dinner events included live music. We also had Shuffleboard and Bean Bag tournaments.
- Sherwood Military Banner Program - This program is aimed at recognizing all active duty military members of our Sherwood community. The banners are offered at no expense to the families and are hung on the lampposts of main Sherwood thoroughfares. All banners are left in place during the military members active duty service. We have donated \$250 for several years and plan to do the same this year.

## Involvement with the Community

- School Award Program – For several years we have awarded three Sherwood Middle School graduating students the American Legion Certificate of School Award, please see Attachment "B". The award is for recognition of "Distinguished Achievement for Qualities of Courage, Honor, Leadership, Patriotism, Scholarship and Service". The three students are chosen by their teachers and staff. The Certificate is framed and includes a Medallion. It is presented by a Post 56 Officer at the school's graduation ceremony.
- Girls' State Program – The American Legion Auxiliary Girls' State program, introduced in 1937, is one of the most respected learning programs in the United States for young girls. The Auxiliary's mission is to honor through commitment to develop young women as future leaders grounded in patriotism and Americanism.
 

Selected high school girls who have completed their junior year spend an intensive week of learning about how our government works at the local, county and state levels. The week's activities include simulated legislative sessions and government proceedings, along with presentations, assemblies and recreational programs.

Last year, one Sherwood High School Junior was selected by their teachers and staff to attend the Girls' State program held at Oregon State University from June 23-29, 2024. The Sherwood American Legion Auxiliary fully funded the \$600 tuition. The girl we sponsored won the state program and went on to Girls Nation, a seven day event in Washington DC in July.
- Sherwood Cruisin' and Robin Hood Festival – Post 56 is open to the public for these events. The Auxiliary cooks and serves breakfast starting at 6:00 a.m. so early participants can purchase a breakfast before the event. Our Sidewalk Café, a Sons of The American Legion event, opens to the public at 11:00 a.m. for lunch selling hot dogs, sausage dogs and tri-tip sandwiches. These fundraising events help fund our programs.
- City of Sherwood Veterans' Day Ceremony – In 2024 we provided the Color Guard for the opening ceremony.
- The Sherwood Bowmen Family Foundation – This foundation is actively involved in assisting any Sherwood school families in need of assistance. They provide two \$2,000.00 college scholarships to Sherwood high school seniors as well as provide financial assistance to community members in need of emergency financial support, support youth athletic groups, sponsor grade school programs, perform street cleanup, and assist community members in need of help around their residence. This is our second year donating and we gave \$250.
- Doernbecher Children's Hospital – This year we donated \$500 to their fundraiser.
- Halloween – The American Legion Auxiliary hands out candy to the children during the Sherwood businesses Trick or Treat afternoon.
- Adopt-A Road Program – We have supported this program for a little over three years. We clean Langer Farms Pkwy from Oregon St. to Century Dr. twice a year.
- American Flag Drop Box – We have a drop box next to the sidewalk near our front entrance for the community to discard their used and worn American Flags. Typically, we empty 50 flags from the box every 2-3 weeks. The flags are burned, with passion, at the home of one of our members.
- Memorial Day Flags at Cemeteries – The day before Memorial Day we place small American Flags at Veteran's head stones at the St. Paul Lutheran Cemetery - Sherwood and the Middleton Pioneer Cemetery - Sherwood.

**Tax Exempt Status** - The American Legion is Tax Exempt under the Internal Revenue Code Section 501(c)(19). Our Federal Tax ID Number is 98-6030981

# The American Legion Certificate



of

## School Award

*This Certificate of Distinguished Achievement*

*is Awarded to*

*Madison Liles*

*of Sherwood Middle School*

*In recognition of attainment acquired as winner of the American Legion School Award. In further recognition of the possession of these high qualities of Courage, Honor, Leadership, Patriotism, Scholarship and Service which is necessary for the preservation and protection of the fundamental institutions of our government and the advancement of society.*

*This award is presented by Second Vice Commander Bill Middleton of The American Legion Post 56, Sherwood, Oregon on this date of June 12, 2024.*

*Signed* \_\_\_\_\_

**Question 13 – Previous CEP grants**

We received four CEP grants for FY 2023-24 cycle. Description of the four as follows:

- 1) Kitchen – Storage and Serving Project: The funding provided new cabinets with countertops, with drawers and storage cabinets under installed in the main hall that would serve as a buffet counter and add much needed storage. We have a very small kitchen and the new storage space allowed us to move many items such as silverware, tablecloths, paper products and cleaning supplies from the kitchen freeing up valuable kitchen storage space. The new countertop is used for almost every function either as a buffet counter or some type of display. The project was completed on time without any complications. The project was a complete success and met all of our goals. All of the required budgetary information was reported and the exit report submitted.
- 2) Paint the Main Building and Back Yard Storage Project: Our building and back yard storage shed were in need of some minor exterior repairs and new paint. The funding was used to paint both buildings. It took a while, but our Color Committee came up with the color scheme. The Legion made all the repairs and a local professional paint company prepped and painted both buildings. The Legion members love the new fresh look of the building, and the colors go with the City's lamp post colors. We also get many passers-by that complement us on the look of the building. The project was completed on time without any complications. The project was a complete success and met all of our goals. All of the required budgetary information was reported and the exit report submitted.
- 3) Events Sign Replacement Project: We had a very old single pole standing event sign placed on the corner of 1st. and Pine St. It was the type of sign you had to put individual letters in place to make an announcement. The funding was used to purchase a new LED electronic sign to mount to our building. We met all the city size and placement requirements and a sign permit was obtained. One our members is a metal fabricator and he designed and made the sign mount, and with help installed the new sign. The sign is connected to our computer making it very easy to make announcements, events etc., and to make changes and additions. The sign allows all Veterans, members and the public to see upcoming events. The old sign was removed and our property is now more attractive. The project was completed on time without any complications. This project was a complete success and met all of our goals. All of the required budgetary information was reported and the exit report submitted.
- 4) Front Yard Sign Replacement Project: Our front yard sign was in dire need of replacing. It basically just said the name of our organization and city. The funding was used to replace the signage. The new signage shows our name, tells what our building is used for, "A Place for Men and Women of the U.S. Military to Gather with Family and Friends", and recognizes the six branches of the U.S. armed forces by showing their logos. The sign is a full color "Wrap" made by PDX Wraps of Sherwood mounted on a stainless steel sheet which is mounted to two posts in the front of the building. The new sign is much more attractive to both our members and the general public. The project was completed on time without any complications. The project was a complete success and met all of our goals. All of the required budgetary information was reported and the exit report submitted.

We received four CEP grants for FY 2024-2025 cycle. Description of the four as follows:

- 1) Back and Side Yard Improvement Project: The CEP funds for this project were to Install an automatic lawn sprinkler system to water the north half of the Backyard (Phase 1) Side Yard along 1<sup>st</sup> street, which is partially City owned, and install control wiring to the existing Parking Lot Yard sprinkler system. In addition to the sprinkler system this project included a new flower bed running along our fence on 1st street with approximately 70 shrubs. Also, the project included replacing all the old grass along 1<sup>st</sup> street with sod. The new lawn and flower bed certainly made a huge improvement to the look of our Post and to the look of 1<sup>st</sup> street. The project was completed on time without any complications. The project was a complete success and met all of our goals. All of the required budgetary information was reported and the exit report submitted.
  
- 2) Hall Enhancement Project #1 – New Flooring: The CEP funds for this project were to replace the existing carpet in the main hall and office with new carpet, and replace the vinyl plank dance floor area with new vinyl planking. Both the existing carpet and plank flooring were installed about 16 - 17 years ago and both were showing lots of wear, and the color pattern of the carpet was completely outdated. The project also included installing a special type of carpet in the small front entrance foyer that allow people to wipe their feet of debris and absorb moisture before they enter the Hall. The new carpet and plank dance floor turned out fantastic and met all of our project goals. Our members and guests love the new improved look. The project was completed on time without any complications. The project was a complete success and met all of our goals. All of the required budgetary information was reported and the exit report submitted.
  
- 3) Hall Enhancement Project #2 – New Chairs: The CEP funds for this project were to replace 34 upholstered chairs with new chairs. The upholstered chairs were not new when we purchased them in the late 90's and they were very worn, and the color was a burnt orange for the back and the seats were brown so they were very outdated. The style and color of the new chairs were recommended by the Chair Committee and approved by our E-Board. The new chairs look great, especially with the new carpet, and we receive many compliments from our members and guests. The project was completed on time without any complications. The project was a complete success and met all of our goals. All of the required budgetary information was reported and the exit report submitted.
  
- 4) Kitchen Improvement Project – New Refrigerator: As of this writing this project is not completed but is on track to be completed as planned. As Interim Report has been submitted.

## Sherwood American Legion

## Backyard Improvement Project - South Side - Automatic Sprinkler System, Sod and New Flower Bed

## Project Budget

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total Cost of Project	Comments
Complete automatic sprinkler system for Back Yard south, connected to existing Back Yard north piping and controller.	\$ 4,500.00	\$ 1,000.00		\$ 5,500.00	Please see GLL quote Attachment "H"
Sod Back Yard South, 3100 SF +/- . Includes spray out of existing lawn, installation of 3" of soil amendment, rototilling of area, and fine grading.	\$ 8,920.00	\$ 1,000.00		\$ 9,920.00	Please see GLL quote Attachment "H"
Removal of chestnut tree, chip and remove debris, grind stump and roots. Grindings left on site.	\$ 2,750.00	\$ 500.00		\$ 3,250.00	Please see Trees By Joe quote Attachment "F"
Using a track hoe and dump trailer, remove the ground up stump and roots and haul to the Newberg Transfer Station. Fill voids with soil as needed. Smooth out yard.	\$ 1,350.00			\$ 1,350.00	Please see Berryhill Nursery quote Attachment "G"
Materials for new flower bed 3 ft. wide x 68 ft. long. Includes a treated lumber boarder, preparing the soil, applying landscape cloth, plant approximately 30 nursery stock shrubs, plant approximately 50 red, white and blue annuals, fertilize and apply bark dust.			\$ 1,187.00	\$ 1,187.00	Berryhill Nursery - treated 2x4 boarder =\$85, ground cover = \$65, 30 shrubs @ \$20 ea.= 600 50 flower annuals =\$175 and bark dust = \$262.
Volunteer labor to install flower bed.			\$ 2,143.00	\$ 2,143.00	64 Volunteer hours @ 33.49 per hr.= 2,143
<b>Totals</b>	<b>\$ 17,520.00</b>	<b>\$ 2,500.00</b>	<b>\$ 3,330.00</b>	<b>\$ 23,350.00</b>	

Total Matching Cash + In-Kind Matching Support	<b>\$ 5,830.00</b>
% of Matching Cash and In-Kind Matching Support to Project Cost	<b>25%</b>



Photo 1. This is the backyard, north side. The sprinkler system installed in this side was funded by a CEP FY 2024-25 grant. The sod was paid by the American Legion.

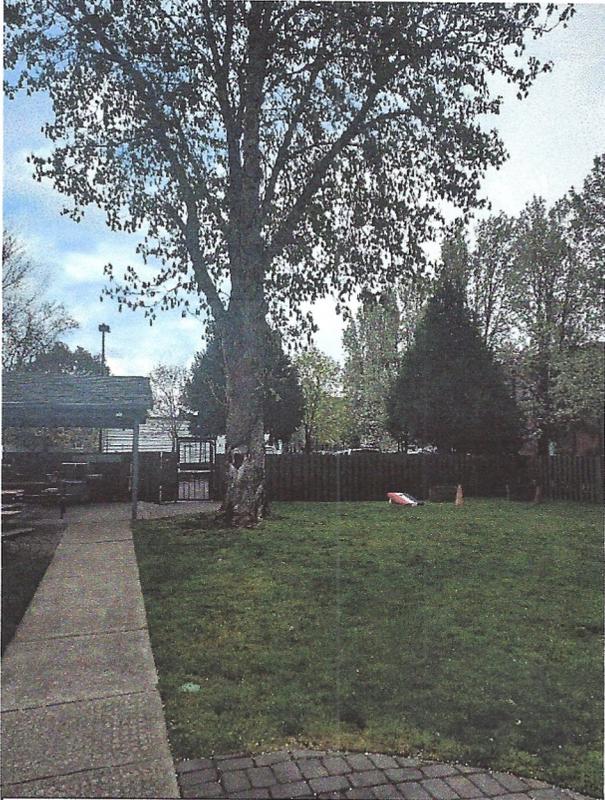


Photo 3. This is the Chesnut tree that needs to be removed.



Photo 2. This is the south side of our backyard. The requested funds would pay for removal of the Chesnut tree, see photo 3, installation of a sprinkler system connected to the existing system on the north side, see Photo 1, a flower bed, along the red line, with shrubs and plants.



# TREES by Joe

25690 S.W. Meadowbrook Ln.  
Sherwood, OR 97140  
(503) 936-5557  
CCB# 62248

## QUOTATION

Date: 3-22-25

TO: AMERICAN LEGION  
22548 SW Pine  
Sherwood, OR

971-222-4089

REMOVE CHESTNUT	32500-
-CHIP & REMOVE DEBRIS	
- LEAVE FIREWOOD	
Grind Stump & roots	750-
*grindings left on site	

*Joe Rittel*

SIGNATURE

# Berryhill Nursery

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21400 SW Scholls-Sherwood Rd. Sherwood, OR 97140-7414, Phone: 503-628-1293

## Quotation For

The American Legion  
22548 SW Pine St.  
Sherwood, OR 97140

### Scope of Work:

1. Using a track hoe, remove stump and root grindings left by the tree removal company.
2. Dig out all additional tree roots that the tree removal company could not access to grind.
3. Load all of the debris into a dump trailer and haul away.
4. Fill voids left by digging up the roots with soil.
5. Smooth out the yard in preparation for the sod installation company to prepare the final grade and install sod.

Total Cost \$1,350.00

*Thank you, Berryhill Nursery*



GREGORY LAW LANDSCAPE, LLC  
PO Box 23663  
Tigard, Oregon 97281  
Phone 503.519-5240

2/24/2025

American Legion -Argonne Post 56  
22548 SW Pine St.  
Sherwood, Or 97140

Attn: Phil Morton

Phil,

Please find below the description of what I am proposing. The area of coverage is the right rear yard turf panel.

Rainbird pop-up type sprinkler system –

- 2 Rainbird PGA 1" control valves (installed in valve boxes) connected to previously installed mainline and wiring
- 6" Rainbird pop-up sprinkler bodies
- Hunter MP Rotator nozzles (water conservation type)

\$ 5,500

Turf grass replacement at existing rear yard lawn ( right hand side)

- Spray out of existing lawn
- Installation of 3" soil amendment
- Rototilling of entire area
- Fine grading
- Sod installation 3100 SF +/-

\$ 9,920

Thanks,

Greg Law  
Gregory Law landscape LLC

**2025-26 CEP Grant Application**

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**Sherwood Youth Cheerleading - Cheer Mat Replacement and Safety Initiative**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Youth Cheerleading - Cheer Mat Replacement and Safety Initiative</b>		Criteria Met (Y/N)
Staff Reviewer Name: Leslie Dean		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	Y
Applicant Requirements	A project applicant must be one of the following:	Y
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	Y
	◊ Must not promote or inhibit religion	Y
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	Y
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	N/A
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	Y
	◊ Project Description	Y
	◊ Community Benefit	Y
	◊ Prior CEP Awards	Y
	◊ Budget	Y
	◊ On-Going Operations	Y
◊ Value to the Community	Y	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	Verified on OR Sec. of State website
	◊ When applicable, was a letter of permission from the landowner submitted?	N/A
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	No
	◊ If permits are required, was the necessary approval received?	N/A
Requirements Met: Y/N		Y

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		No
2. Were the applications for the same project in the current application?		N/A
3. How much as been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		N/A



# **Cheer Mat Replacement and Safety Initiative**

**Sherwood Community Enhancement Program Grant Proposal**

**Submitted by Sherwood Youth Cheerleading  
Jessica Lewis  
Coach & Sponsorship Coordinator  
SYC Board of Directors  
P.O. Box 414 Sherwood, OR 97140**

**April 7<sup>th</sup>, 2025**



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Sherwood Youth Cheerleading

Project/Program: Cheer Mat Replacement and Safety Initiative

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

*Jessica Lewis*  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

Date April 7th, 2025



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Cheer Mat Replacement and Safety Initiative

Applicant/Project Sponsor: Jessica Lewis

Organization Type: Non-profit 501(c)3 Federal Tax ID Number: 47-3226622

Contact: Jessica Lewis - Coach/Sponsorship Cor. Daytime Phone: 541-326-8549

Email: Sponsorship@sherwoodcheer.org

Address: P.O Box 414 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Jessica Lewis  
Signature of Party Authorized to Represent the Organization

Jessica Lewis  
Printed name

April 7th, 2025  
Date



Project Budget Summary

Grant Funds Requested	\$3,598.12
+ Matching Funds (Cash)	\$401.88
+ In-Kind Matching Funds:	\$0
= Total Cost of Project:	\$4,000

Proposed start date: July 1st, 2025

Proposed end date: September 29th, 2025

PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Youth Cheerleading is a local non-profit that empowers kids in grades K-8 through cheerleading while fostering strong community values. Our athletes become confident, kind, and positive leaders as they cheer for the local rec football team, compete at national events—earning two national championships last year—and proudly participate in Sherwood’s parades and community events. We maintain strong connections to the community by partnering with local businesses for merchandise, practice spaces, and event support. Through fundraising and sponsorships, we strive to keep participation accessible and affordable for families, helping raise the next generation of strong athletes and compassionate leaders.

Currently, we practice in the Sherwood Middle School cafeteria, where we rely on nine panel mats. However, two are older, a different thickness, and difficult to connect to the others, creating tripping hazards during stunts and tumbling. These older mats are also heavier and harder for the athletes to roll up and store, as they roll up and take down all 9 mats before and after practice each day. Since we lack access to traditional gym facilities, having safe, matching mats is essential. We are seeking support to purchase two new matching mats, storing straps, and attachment tape for all nine mats, as the current ones have worn-out Velcro. This upgrade will enhance safety and make practice setup and cleanup easier for our team.

Funds will go directly to purchasing the mats, storing straps and attachment tape. Two employees of Portland Millwork along with 4 coaches will volunteer their time to load up, transport and unload the new mats to our storage closet at the school. The Portland Millwork employees will also supply the trailer for us to transfer them in. Cost for mats would be between \$3,000-4,000 and we would order as soon as we receive funding in July, to have new mats implemented for the upcoming season. Attached is the price breakdown for each item and a link of where we'd purchase from.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

e) Sherwood Youth Cheerleading provides a positive, inclusive recreational program that empowers kids in grades K-8 to grow as athletes, leaders, and engaged members of the community. Beyond teaching cheerleading skills, we focus on building confidence, teamwork, and sportsmanship in a supportive environment. Our athletes represent Sherwood with pride at community events, parades, and competitions, fostering a strong sense of belonging and civic pride. By utilizing the Sherwood Middle School as our practice space, we ensure local youth have access to structured, healthy recreational opportunities. With safer, updated mats, we can further enhance the quality and safety of our practices, encouraging more youth to participate in physical activities. This investment directly supports our mission to raise up strong, kind, and confident future leaders who positively impact our community.

f) Updating our mats will significantly improve safety for our athletes by reducing tripping hazards during stunts, tumbling, and dancing. With safer, uniform mats and secure straps, we can better protect our youth from injuries, creating a safer environment for physical activity and individual athletic growth of skills. This investment supports the health and well-being of Sherwood's young athletes.

g) Our program builds up the next generation by teaching athletes teamwork, leadership, discipline, and confidence—skills that extend beyond cheerleading and into everyday life. By keeping youth engaged in a positive, structured environment during their free time, we help them develop lifelong values and a strong connection to their community. By updating our mats, we can continue to encourage athletes to learn in a safe, and uplifting, stable environment in the community.

h) By investing in new mats, our athletes can safely practice and perfect their performances, allowing us to continue participating in community events, parades, and local sports games. Our cheerleaders serve as positive representatives of the city, fostering community connection and uplifting local traditions through performances that celebrate teamwork and creativity.

3. List anticipated project milestones and dates.

Though our competition teams start practicing in July, August 11th is when our full program kicks off and sideline, competition and tumbling practices begin. We'd love to have the mats ordered as early in July as possible, to potentially have them or receive them as close to August 11th depending on shipping times. If we were to follow that and they arrived by then, our project could be completed in September 2025. It may vary depending on shipping times.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Does not apply.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

Does not apply.

6. Who will benefit if this project is funded? How will they benefit?

Our athletes and program will directly benefit from this project. By getting new mats, it allows us to house athletes in safe, effective and fun practices that offer stable and positive environments for our kids. It offers us practice on a full competitive practice floor size, and not worry about athletes safety during stunting, tumbling or dancing by tripping or falling. This also allows any sponsorship money we receive from local community members or companies throughout the season to go directly to the program for things like lowering athlete costs or sponsoring an athlete, instead of going straight to mat costs. This would be a huge benefit to us and our athletes.

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

As a program, we have not managed or received grants before. With managing roughly 100+ athletes each year, we have extensive experience managing large fund amounts on an individual, team and program level. We work with a variety of community businesses and other vendors as well and constantly work to find ways to reduce the costs for families and athletes.

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

We will continue utilizing Sherwood Middle School to store our mats safely and protected in a locked closet. We will have them shipped to one of our board members, and we will utilize a trailer from Portland Millwork to load them up and deliver them to the school to store. There will be 2 men from Portland Millwork helping, and 4 coaches volunteering their time as well. No additional support will be needed.

9. Does this project require coordination with other public or private organizations?  
 Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Does not apply.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

Does not apply.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

Does not apply.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

Does not apply.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

Does not apply.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will go directly toward purchasing two new mat panels, nine velcro straps to connect them, nine storage straps, and shipping costs. This support allows us to upgrade this year, which we couldn't afford on our own. Volunteers will assist with transporting the mats using trailers from Portland Mill Works. Attached is the price breakdown for each item and a link of where we'd purchase from.

17. List all grants applied for in support of this project and commitments confirmed to date.

This is the first and only grant we have applied for in regard to getting updated mats and accessories.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Purchase of mats, tape, straps and shipping.	\$3,598.12	\$0	\$0	\$3,598.12
2 hrs of loading/unloading and transporting to our gym with 6 volunteers.	\$0	\$0	\$401.88	\$401.88
Total	\$3,598.12	\$0	\$401.88	\$4,000

19. Percent of Total Budget provided by applicant:

Listed above is roughly 100% of the cost for this project. The only monetary adjustments would be for things like sales/discounts on the websites we order from.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None will be used for this.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ \$2,000**

Describe how that would change the scope of work.

If we were only awarded partial funding for this project, we would purchase as much as we could with the lesser amount. If needed, we could start by only purchasing 1 mat with the grant funds, and self fund the other mat at an additional time, or choose to purchase all accessories. We would be grateful for any grant amount towards getting new mats and even getting one additional mat would be helpful.

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## MATS AND ACCESSORIES PRICING INFO

Included are the pricing options for each grant request item: mats, tape, and storage straps.

At the bottom of the page you will find links to the website where we plan to order from. Price may adjust slightly based on sales/discounts within the site.

Sherwood Youth Cheer  
Mat/Accessories Grant Request

Description	Quantity	Unit Price	Cost
Mats	2	\$ 909.00	\$ 1,818.00
Velcro Tape	9	\$ 39.95	\$ 359.55
Storage Straps	9	\$ 15.99	\$ 880.91
Shipping	1	\$737	\$737
		Total	\$ 3,794.91

We are requesting \$3598.12 in grant funding with \$401.88 in volunteer matching hours. We request slightly more than the specific total due to the prices fluctuating quite a bit over the last few weeks. Of course, any unused funding would be returned.

Mats: <https://www.tumbltrak.com/flex-roll-carpet-bonded-foam/>

Tape: <https://www.tumbltrak.com/velcro-mat-fastener/>

Straps: <https://dollamur.com/2-x-11-black-strappkstrap.html?srsIid=AfmBOopcekl-Skp6UaiV28DDIW4WLuZf1XcKIBbEsHJwPoswWFDfCs29H4&gQT=1>

We appreciate your time and consideration.

Sincerely,

Jessica Lewis

SYC Coach/Sponsorship Coordinator

**2025-26 CEP Grant Application**

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**Sherwood Youth Cheerleading - Helmet Safety Initiative (for Stunting)**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Youth Cheerleading - Helmet Safety Initiative (for Stunting)</b>		Criteria Met (Y/N)
Staff Reviewer Name: Leslie Dean		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	Y
Applicant Requirements	A project applicant must be one of the following:	Y
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	Y
	◊ Must not promote or inhibit religion	Y
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	Y
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	N/A
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	Y
	◊ Project Description	Y
	◊ Community Benefit	Y
	◊ Prior CEP Awards	Y
	◊ Budget	Y
	◊ On-Going Operations	Y
◊ Value to the Community	Y	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	N/A
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	No
	◊ If permits are required, was the necessary approval received?	N/A
Requirements Met: Y/N		Y

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		No
2. Were the applications for the same project in the current application?		N/A
3. How much as been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		N/A



# **Helmet Safety Initiative (for Stunting)**

**Sherwood Community Enhancement Program Grant Proposal**

**Submitted by Sherwood Youth Cheerleading  
Jessica Lewis  
Coach & Sponsorship Coordinator  
SYC Board of Directors  
P.O. Box 414 Sherwood, OR 97140**

**April 7<sup>th</sup>, 2025**



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Sherwood Youth Cheer

Project/Program: Helmet Safety Initiative (for stunting)

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

*Jessica Lewis*  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

Date April 7th, 2025



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Helmet Safety Initiative (for stunting)

Applicant/Project Sponsor: Jessica Lewis

Organization Type: Non-profit 501(c)3 Federal Tax ID Number: 47-3226622

Contact: Jessica Lewis - Coach/Sponsorship Cor. Daytime Phone: 541-326-8549

Email: Sponsorship@sherwoodyouthcheer.org

Address: P.O Box 414 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Jessica Lewis  
Signature of Party Authorized to Represent the Organization

Jessica Lewis  
Printed name

April 7th, 2025  
Date



### Project Budget Summary

Grant Funds Requested	\$755.73
+ Matching Funds (Cash)	\$83.97
+ In-Kind Matching Funds:	\$0
= Total Cost of Project:	\$839.70

Proposed start date: July 7th, 2025

Proposed end date: August, 25th 2025

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Youth Cheerleading is a local non-profit that empowers kids in grades K-8 through cheerleading while fostering strong community values. Our athletes become confident, kind, and positive leaders as they cheer for the local rec football team, compete at national events—earning two national championships last year—and proudly participate in Sherwood's parades and community events. We maintain strong connections to the community by partnering with local businesses for merchandise, practice spaces, and event support. Through fundraising and sponsorships, we strive to keep participation accessible and affordable for families, helping raise the next generation of strong athletes and compassionate leaders.

Concussions are a major concern in youth sports, especially in cheerleading, where stunts and falls contribute to a high risk of head injuries. Studies show that concussions make up 31% of all cheerleading injuries, highlighting the need for better safety measures. As a result, protective, soft shell helmets are gaining popularity, designed to reduce impact while maintaining comfort. Implementing such gear can help lower concussion rates and create a safer environment for athletes as the sport continues to evolve.

Grant funding will help us purchase thirty (30) safety helmets to protect our athletes during stunting practices, where concussions are one of the primary injury risks. Our cash match will come from a single dedicated parent who has set the money aside for us should we receive the grant. Stunting is a challenging skill performed only under direct supervision by trained coaches, but even with careful oversight, accidents can happen. Providing helmets will reduce the likelihood of head injuries and give athletes greater confidence to learn new skills safely. With grant support, we can ensure every athlete has access to this essential safety equipment, implement the project quickly, and create a lasting impact on our program's safety standards.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

e) We are constantly looking to improve our program and demonstrate Sherwood's commitment to staying up to date on best practices, and help create a community that values innovation and well-being. Providing safety helmets enhances our program by prioritizing athlete safety, encouraging greater youth participation, and setting us apart as one of the few cheer programs in Oregon to adopt this advanced safety protocol.

f) Providing safety helmets directly increases athlete safety by reducing the risk of head injuries during stunting, one of the most challenging aspects of cheerleading. This proactive measure ensures safer practices for our athletes and reinforces a culture of safety within Sherwood's youth recreational programs.

g) Our program equips youth with skills like teamwork, discipline, and leadership that benefit them both in life and future athletic pursuits, helping them grow as stronger athletes prepared for high school and collegiate cheer opportunities. Safety helmets would allow us to continue growing and learning more technical skills, with the peace of mind knowing we do everything we can to put our athletes safety first.

i) By teaching young athletes the importance of protective practices and health-conscious habits, we help shape a generation that values safety, resilience, and personal growth. Using helmets in our program enhances Sherwood's culture by normalizing top-tier safety protocols and fostering a positive environment that prioritizes both mental and physical well-being.

3. List anticipated project milestones and dates.

The season fully kicks off for sideline, competition and tumbling practices on August 11th, 2025. Our goal would be to order helmets as early into July as possible and have them for the start of the season. Should there be no issues with shipping, this project should be fully completed once received, preferably before the end of September at the latest.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Does not apply.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

It will not require additional funding beyond the grant period.

6. Who will benefit if this project is funded? How will they benefit?

The athletes in our program will directly benefit from this grant by having access to safety helmets, which will reduce the risk of head injuries and provide a safer environment for learning and growth. Additionally, the entire Sherwood community will benefit as more youth engage in a safer, more confident recreational experience. This grant will also help raise the program's standards, setting an example of prioritizing safety and fostering a culture of well-being that other local programs can look to as a model.

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

As a program, we have not managed or received grants before. With managing roughly 100+ athletes each year, we have extensive experience managing large fund amounts on an individual, team and program level. We work with a variety of community businesses and other vendors as well and constantly work to find ways to reduce the costs for families and athletes.

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

No community resources will be needed to complete this project.

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Does not apply.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

Does not apply.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

Does not apply.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

Does not apply.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

Does not apply.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will be used to purchase safety helmets for our athletes, ensuring protection during stunting practices. This funding is crucial, as it allows us to provide essential safety equipment we otherwise couldn't afford right now. We will purchase the helmets from Amazon, and here is the link to purchase: <https://a.co/d/gQ0iayS>

17. List all grants applied for in support of this project and commitments confirmed to date.

This is the first and only grant we have applied to in support of getting new safety helmets.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Helmets	\$755.73	\$83.97	\$0	\$755.73
Total	\$755.73	\$83.97	\$0	\$839.70

19. Percent of Total Budget provided by applicant:

The amount disclosed above is 100% of the total budget for this project. Once we purchase from Amazon, there is no additional monetary amount needed.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**    \$377.87, with \$41.98 match.

Describe how that would change the scope of work.

The amount above would allow us to purchase half of the helmets we originally requested (15), and we can purchase additional helmets self-funded at a later date. The amount above includes the minimum grant amount and the amount we'd get covered by our cash matching. Any quantity of helmets will be more helpful to our athletes than having none, and we'd appreciate any funded amount that would go towards this project.

**2025-26 CEP Grant Application**

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**Sherwood Youth Cheerleading - Uniform Accessibility Project**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Youth Cheerleading - Uniform Accessibility Project</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Leslie Dean</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>N/A</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>No</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>No</b>
2. Were the applications for the same project in the current application?		<b>N/A</b>
3. How much has been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		<b>N/A</b>



# **Uniform Accessibility Project**

**Sherwood Community Enhancement Program Grant Proposal**

**Submitted by Sherwood Youth Cheerleading  
Jessica Lewis  
Coach & Sponsorship Coordinator  
SYC Board of Directors  
P.O. Box 414 Sherwood, OR 97140**

**April 7<sup>th</sup>, 2025**



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: Sherwood Youth Cheerleading

Project/Program: Uniform Accessibility Project

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

*Jessica Lewis*  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

Date April 7th, 2025



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Uniform Accessibility Project

Applicant/Project Sponsor: Jessica Lewis

Organization Type: Non-profit 501(c)3 Federal Tax ID Number: 47-3226622

Contact: Jessica Lewis - Coach/Sponsorship Cord. Daytime Phone: 541-326-8549

Email: Sponsorship@sherwoodcheer.org

Address: P.O Box 414 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Jessica Lewis  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

April 7th, 2025  
Date



**Project Budget Summary**

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Grant Funds Requested	\$30,825
+ Matching Funds (Cash)	\$3,425
+ In-Kind Matching Funds:	\$0
= Total Cost of Project:	\$34,250

Proposed start date: July 7th, 2025

Proposed end date: February 1st 2026

**PROJECT DETAIL**

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1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Youth Cheerleading is a local non-profit that empowers kids in grades K-8 through cheerleading while fostering strong community values. Our athletes become confident, kind, and positive leaders as they cheer for the local rec football team, compete at national events—earning two national championships last year—and proudly participate in Sherwood’s parades and community events. We maintain strong connections to the community by partnering with local businesses for merchandise, practice spaces, and event support. Through fundraising and sponsorships, we strive to keep participation accessible and affordable for families, helping raise the next generation of strong athletes and compassionate leaders.

We are requesting grant funding to purchase program uniforms for Sherwood Youth Cheerleading, which is one of the largest expenses in cheerleading. This funding will allow us to offer a more affordable uniform rental option for families, significantly reducing the financial burden they face each season to buy their own at full price through the leading company. By purchasing the uniforms in advance for our program, we will eliminate the need to fit each athlete individually, streamlining the process and saving time and energy. This will make participation more accessible and ensure the program remains financially sustainable. Additionally, by lowering uniform costs, we can allocate extra funds towards philanthropic and community-focused initiatives, further enhancing the impact of our program. This project will improve affordability and efficiency while fostering a stronger connection to the community.

We as a program will be paying the cash match for uniforms from our reserve funds. With this being one of the largest expenses in the sport of cheer, we would be so grateful to receive grant funding for the total and would happily provide funds toward the match.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
  - a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or underserved populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

e) By making uniforms more affordable and accessible, this project will encourage greater participation in Sherwood Youth Cheerleading, helping to expand recreational opportunities for local youth. It will also enhance the program's sustainability, allowing us to reinvest savings into community-building activities and other local initiatives. With a more efficient and accessible program, we can better serve the community, provide more opportunities for youth to engage in healthy, positive activities, and ultimately contribute to the growth and improvement of recreational programs in Sherwood.

g) This project will reduce financial barriers, allowing more youth, including those from low-income or underserved backgrounds, to join Sherwood Youth Cheerleading. It provides valuable life skills such as teamwork, leadership, and discipline while developing athletic abilities for future opportunities in high school and beyond. The program helps keep youth engaged in a positive environment, offering skills that benefit them both in cheerleading and in life.

3. List anticipated project milestones and dates.

We plan to finalize and order all program uniforms by December, 2025. Depending on supply chain and shipping, we would receive those within 6-8 weeks. Following that, we may have some back and forth if there are issues or adjustments and would expect to be hopefully completely finished by April of 2026. These uniforms would be utilized for the 2026-2027 program year and beyond.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Does not apply.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

Does not apply.

6. Who will benefit if this project is funded? How will they benefit?

The primary beneficiaries of this project will be the youth athletes in the Sherwood Youth Cheerleading program, especially those from low-income or under-served families. By reducing the cost of uniforms, more children will have the opportunity to participate, gaining access to valuable life skills like leadership, teamwork, and discipline. This will help them develop as athletes, build confidence, and create lasting positive impacts on their personal growth. Families will also benefit from a more affordable and streamlined process, making it easier to support their child's involvement in the program. Additionally, the community as a whole will benefit from a stronger, more accessible recreational program that nurtures the next generation of leaders and athletes.

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

As a program, we have not managed or received grants before. With managing roughly 100+ athletes each year, we have extensive experience managing large fund amounts on an individual, team and program level. We work with a variety of community businesses and other vendors as well and constantly work to find ways to reduce the costs for families and athletes.

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

No other community resources will be used for this project. Once we order the uniforms, they will be shipped directly to us and we will be able to complete the project.

9. Does this project require coordination with other public or private organizations?  
 Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Does not apply.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

Does not apply.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

Does not apply.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

Does not apply.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

Does not apply.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Funding would be used to purchase 125 program uniforms, through a site that offers bundles we can order from again in the future on an as needed bases. This is the largest expense cheer teams have, and we would not be able to purchase this on our own. Price information per uniform/piece are attached to this application.

17. List all grants applied for in support of this project and commitments confirmed to date.

This is the first and only grant we have applied to so far in regard to getting new program uniforms.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Uniforms (125)	\$30,825	\$3,425	\$0	\$34,250
<b>Total</b>	\$30,825	\$3,425	\$0	\$34,250

19. Percent of Total Budget provided by applicant:

Provided is 100% of the total budget and once order is placed and delivered we would not need additional funding for anything.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

Describe how that would change the scope of work.

Due to the size of this order, if we did not get full funding then we would most likely not move forward with the project at this time. We'd be ordering a lot of uniforms, and want to make sure we can order them all in the same year, quality and style. Ordering in batches in this sort of capacity can be difficult and we'd prefer to wait to do it all at once so it can go smoothly and to ensure accuracy and quality. We appreciate your consideration for our funding for this item and hope you can see how it would truly impact our athletes families and the financial burdens they may face.

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## PROGRAM UNIFORM PRICING INFO

Included is the pricing option for new SYC program uniforms.

At the bottom of the page you will find the link to the website where we plan to order from.

Sherwood Youth Cheer  
Program Uniform Grant Request

Description	Quantity	Unit Price	Cost
1 full Uniform (from bundle)	125	\$ 274.00	\$34,250.00
		Total	\$34,250.00

We are requesting \$30,825 in grant funding with \$3,425 in cash matching. By ordering through a bundle plan, which includes the uniform shell and skirt, we can purchase additional uniforms in the future should we need to that match the same style, color and material.

Uniforms: <https://www.rebelathleticcheer.com/youth-rec-cheer-lookbook>

We appreciate your time and consideration.

Sincerely,

Jessica Lewis

SYC Coach/Sponsorship Coordinator

**2025-26 CEP Grant Application**

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**Sherwood Youth Cheerleading - Expert Stunt Training**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Youth Cheerleading - Expert Stunt Training</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Leslie Dean</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>N/A</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>No</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>No</b>
2. Were the applications for the same project in the current application?		<b>N/A</b>
3. How much as been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		<b>N/A</b>



# **Expert Stunt Training**

**Sherwood Community Enhancement Program Grant Proposal**

**Submitted by Sherwood Youth Cheerleading  
Jessica Lewis  
Coach & Sponsorship Coordinator  
SYC Board of Directors  
P.O. Box 414 Sherwood, OR 97140**

**April 7<sup>th</sup>, 2025**



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Sherwood Youth Cheerleading

Project/Program: Expert Stunt Training



Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.



Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Jessica Lewis  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

Date April 7th, 2025



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Expert Stunt Training

Applicant/Project Sponsor: Jessica Lewis

Organization Type: Non-profit 501(c)3 Federal Tax ID Number: 47-3226622

Contact: Jessica Lewis Daytime Phone: 541-326-8549

Email: Sponsorship@sherwoodcheer.org

Address: P.O Box 414 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Jessica Lewis  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

April 7th, 2025  
Date



### Project Budget Summary

Grant Funds Requested	\$7,560
+ Matching Funds (Cash)	\$840
+ In-Kind Matching Funds:	\$0
= Total Cost of Project:	\$8,400

Proposed start date: July 7th, 2025

Proposed end date: February 31st, 2026

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Youth Cheerleading is a local non-profit that empowers kids in grades K-8 through cheerleading while fostering strong community values. Our athletes become confident, kind, and positive leaders as they cheer for the local rec football team, compete at national events—earning two national championships last year, and one this year—and proudly participate in Sherwood’s parades and community events. We maintain strong connections to the community by partnering with local businesses for merchandise, practice spaces, and event support. Through fundraising and sponsorships, we strive to keep participation accessible and affordable for families, helping raise the next generation of strong athletes and compassionate leaders.

We are applying for grant funding to cover stunt camp fees for approximately 60 youth and junior athletes at \$140 per participant, significantly easing the financial burden on families and making this valuable experience more accessible. This camp led by our program coaches and staff, provides a crucial foundation for the season by offering expert training by Kelvin Lam, team bonding, and skill development.

Stunt expert Kelvin Lam will lead sessions on updated safety and stunting techniques, ensuring our athletes start the season with best practices in mind. This training enhances athlete safety, progression, and overall performance, positioning our program as a leader in cheer safety and skill development. He will originally come in summer for sideline teams and go over fundamentals, and again in winter for our competition teams. These are usually paid for in tuition by families, so cash match will still be covered by them, but will be significantly reduced from originally planned pricing due to receiving the grant. You can learn more about Kelvin Lam through his app Cheer Moxie, or on Instagram @Cheermoxie and @thekelvinlam - he does not have a website.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or underserved populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

e) This camp enhances the city's recreational programs by strengthening our cheer program through advanced training, safety education, and skill development. By equipping athletes with industry-leading techniques and fostering team growth, we elevate the overall quality of youth sports in our community. As our program improves, it attracts more participants, expands access to high-level training, and promotes a culture of excellence and safety. This investment not only benefits our athletes but also contributes to the city's reputation for offering top-tier youth sports opportunities.

f) This camp increases safety within the city by providing athletes with expert-led training on proper techniques, injury prevention, and best practices in stunting and tumbling. With guidance from safety professionals like Kelvin Lam, our athletes will learn the most up-to-date methods to reduce the risk of injuries, ensuring a safer environment for both practices and performances. By prioritizing safety education at the start of the season, we establish a strong foundation that benefits not only our athletes but also raises safety standards within the local youth sports community.

g) This camp provides valuable skills training for youth by offering expert-led instruction in cheerleading techniques, teamwork, discipline, and leadership. Athletes will develop physical skills that enhance their future athletic opportunities in high school and college, while also gaining life skills such as perseverance, communication, and goal setting. By reducing financial barriers, this camp ensures that athletes from all backgrounds—including low-income and underserved families—have access to high-quality training and development opportunities that can positively impact their future both in and out of sports.

3. List anticipated project milestones and dates.

We have booked with Kelvin for these dates: July 31st to August 2nd 2025 and tentative dates during the winter, upon receiving the grant. Being able to use grant funding for this training and not our program funds would vastly help our athletes and families. Project would be completed as soon as each two day session is over, February 2026 at the latest.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Does not apply.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

Does not apply.

6. Who will benefit if this project is funded? How will they benefit?

The primary beneficiaries of this grant funding will be the 60 youth and junior athletes in our program. By covering camp fees, these athletes will gain access to expert coaching, advanced skill development, and team-building experiences that set a strong foundation for the upcoming season. Families will benefit from the reduced financial burden, making participation more accessible and equitable. Additionally, the program as a whole will thrive, with well-trained, cohesive teams better equipped to represent Sherwood with pride, fostering a positive community spirit.

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

As a program, we have not managed or received grants before. With managing roughly 100+ athletes each year, we have extensive experience managing large fund amounts on an individual, team and program level. We work with a variety of community businesses and other vendors as well and constantly work to find ways to reduce the costs for families and athletes.

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

We will continue to use Sherwood Middle School to host our camp and clinic with our practice mats, and our program will cover the cost of renting our space from SMS for these additional times.

9. Does this project require coordination with other public or private organizations?  
 Yes     No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Does not apply.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

Does not apply.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

Does not apply.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

Does not apply.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

Does not apply.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will cover camp and clinic costs for 60 athletes, easing financial strain on families while providing essential skill development, safety training, and team bonding. Expert Kelvin Lams will be teaching, ensuring top safety practices and allowing resources to support other community initiatives. No other resources needed.

17. List all grants applied for in support of this project and commitments confirmed to date.

This is the first and only grant applied to regarding camp opportunities.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Kelvin Lam Stunt Camp	\$7,560	\$840	\$0	\$8,400
Kelvin Lam Stunt Clinic	\$7,560	\$840	\$0	\$8,400
<b>Total</b>	<b>15,120</b>	<b>\$1,680</b>	<b>\$0</b>	<b>\$16,800</b>

19. Percent of Total Budget provided by applicant:

We are estimating 60 athletes, but it could be less depending on our teams this year. This would cover 100% of the total budget.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ \$7,560**

Describe how that would change the scope of work.

If we only received partial funding, we would utilize it to keep the Kelvin Lam Stunt Camp in the summer, and not participate in the winter clinic. This would cut the request in half, with \$7,560 being requested from the grant, and \$840 still coming from our families as our match. This would still significantly reduce family financial burden and allow both of our older teams to learn from expert Kelvin Lam at the start of the season.

**2025-26 CEP Grant Application**

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**Sherwood Youth Cheerleading - Space Cost Reduction Initiative**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Youth Cheerleading - Space Cost Reduction Initiative</b>		Criteria Met (Y/N)
Staff Reviewer Name: Leslie Dean		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	Y
Applicant Requirements	A project applicant must be one of the following:	Y
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	Y
	◊ Must not promote or inhibit religion	Y
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	Y
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	N/A
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	Y
	◊ Project Description	Y
	◊ Community Benefit	Y
	◊ Prior CEP Awards	Y
	◊ Budget	Y
	◊ On-Going Operations	Y
◊ Value to the Community	Y	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	N/A
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	No
	◊ If permits are required, was the necessary approval received?	N/A
Requirements Met: Y/N		Y

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		No
2. Were the applications for the same project in the current application?		N/A
3. How much as been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		N/A



# **Space Cost Reduction Initiative**

**Sherwood Community Enhancement Program Grant Proposal**

**Submitted by Sherwood Youth Cheerleading  
Jessica Lewis  
Coach & Sponsorship Coordinator  
SYC Board of Directors  
P.O. Box 414 Sherwood, OR 97140**

**April 7<sup>th</sup>, 2025**



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Sherwood Youth Cheer

Project/Program: Space Cost Reduction Initiative

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

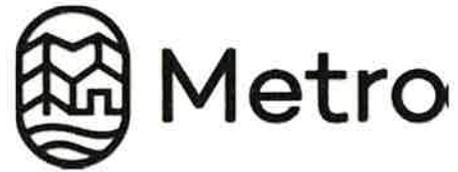
*Jessica Lewis*  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

Date April 7th, 2025



Home of the Tualatin River National Wildlife Refuge



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Space Cost Reduction Initiative

Applicant/Project Sponsor: Jessica Lewis

Organization Type: Non-profit 501(c)3 Federal Tax ID Number: 47-3226622

Contact: Jessica Lewis - Coach/Sponsorship Cord. Daytime Phone: 541-326-8549

Email: Sponsorship@sherwoodcheer.org

Address: P.O Box 414 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Jessica Lewis  
Signature of Party Authorized to Represent the Organization

Jessica Lewis  
Printed name

April 7th, 2025  
Date



### Project Budget Summary

Grant Funds Requested	\$5,206.71
+ Matching Funds (Cash)	\$527.52
+ In-Kind Matching Funds:	\$0
= Total Cost of Project:	\$5785,24

Proposed start date: September, 2025

Proposed end date: March, 2026

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Youth Cheerleading is a local non-profit that empowers kids in grades K-8 through cheerleading while fostering strong community values. Our athletes become confident, kind, and positive leaders as they cheer for the local rec football team, compete at national events—earning two national championships last year—and proudly participate in Sherwood’s parades and community events. We maintain strong connections to the community by partnering with local businesses for merchandise, practice spaces, and event support. Through fundraising and sponsorships, we strive to keep participation accessible and affordable for families, helping raise the next generation of strong athletes and compassionate leaders.

We are asking for funding for practice space costs that will directly benefit our program by reducing the financial burden on families and athletes, making cheerleading more accessible to all. Lowering participation fees allows us to allocate resources toward sponsoring athletes and families in need, ensuring everyone has the opportunity to be part of our team. Additionally, it enables us to better support our athletes during both the sideline and competition seasons by focusing funds on equipment, training, and team development. Securing consistent, quality practice space is essential to providing a safe, stable environment where our athletes can grow, learn, and thrive.

We currently practice multiple times a week at Sherwood Middle School and a local tumbling gym to ensure our athletes receive comprehensive training. Additionally, we incur storage fees for housing event materials and merchandise essential to running our program. Grant funding would help cover these costs, allowing us to reduce fees for families and reallocate resources toward athlete sponsorships and team support throughout the season. Our cash match would be from a local business who committed donating towards our program, and is a recurring sponsor with us.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

e) Securing grant funding for practice and storage spaces will directly support the continued growth and accessibility of Sherwood Youth Cheerleading. By covering these essential costs, we can reduce participation fees, making the program more affordable and inclusive for local families. This will encourage more youth to engage in structured, healthy recreational activities, fostering teamwork, discipline, and leadership skills. In turn, our program contributes to a more vibrant community by participating in city events, parades, and competitions, promoting youth engagement and a sense of civic pride.

3. List anticipated project milestones and dates.

We practice throughout the whole season and require storage year round. We would use these costs to either pay full upfront if possible, or pay each month as we do currently until the season ends. For practice spaces that would start in July of 2025 and end in March 2026, and storage space would be for the entire year from July 2025 to June 2026.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Does not apply.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

Does not apply.

6. Who will benefit if this project is funded? How will they benefit?

This grant funding will primarily benefit Sherwood's youth and their families. By covering practice and storage costs, we can reduce fees, making the program more accessible to families from diverse financial backgrounds. This inclusivity allows more children to participate in cheerleading, develop important life skills such as teamwork, leadership, and discipline, and stay active in a positive, structured environment. Additionally, the community benefits from the team's participation in local events and performances, fostering school spirit, civic engagement, and a stronger connection among residents.

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

As a program, we have not managed or received grants before. With managing roughly 100+ athletes each year, we have extensive experience managing large fund amounts on an individual, team and program level. We work with a variety of community businesses and other vendors as well and constantly work to find ways to reduce the costs for families and athletes.

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

No other community resources will be needed other than the funding.

9. Does this project require coordination with other public or private organizations?  
 Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Does not apply.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

Does not apply.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

Does not apply.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

Does not apply.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

Does not apply.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding is essential to cover our practice and storage space costs, keeping the program affordable for families and allowing us to sponsor athletes and improve team experiences. Funds will be allocated toward securing our practice locations and maintaining storage for equipment and merchandise, ensuring our team can train effectively and support community events year-round.

17. List all grants applied for in support of this project and commitments confirmed to date.

This is the first and only grant we have applied for in regards to getting funding for our spaces and storage.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Practice Spaces	\$4,275	\$475	\$0	\$4,750
Storage	\$931.5	\$103.74	\$0	\$1,035.24
Total	\$5,206.5	\$578.74	\$0	\$5,785.24

19. Percent of Total Budget provided by applicant:

The amount listed above is the total budget (100%) for this project.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None will be used for personnel services or admin costs.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ \$1,035.24**

Describe how that would change the scope of work.

Any funding towards paying for our secured practice spaces, tumbling space and storage would be beneficial. If we only received the minimum amount above, we would happily use it to cover storage space fees only. Any amount larger than that but smaller than the total requested amount would still be helpful and we would apply funds to as many payments as possible.

**2025-26 CEP Grant Application**

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**Sherwood Youth Cheerleading - Creative Learning & Routine  
Development**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Youth Cheerleading - Creative Learning &amp; Routine Development</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Leslie Dean</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>N/A</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
	◊ Value to the Community	<b>Y</b>

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>No</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>No</b>
2. Were the applications for the same project in the current application?		<b>N/A</b>
3. How much as been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		<b>N/A</b>

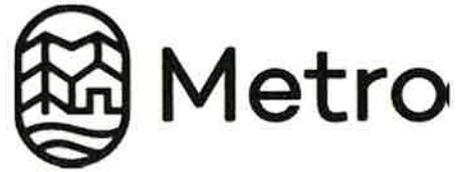


# **Creative Learning & Routine Development**

**Sherwood Community Enhancement Program Grant Proposal**

**Submitted by Sherwood Youth Cheerleading  
Jessica Lewis  
Coach & Sponsorship Coordinator  
SYC Board of Directors  
P.O. Box 414 Sherwood, OR 97140**

**April 7<sup>th</sup>, 2025**



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Sherwood Youth Cheer

Project/Program: Creative Learning & Routine Development Grant

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

*Jessica Lewis*  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

Date April 7th, 2025



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Creative Learning & Routine Development Grant

Applicant/Project Sponsor: Jessica Lewis

Organization Type: Non-profit 501(c)3 Federal Tax ID Number: 47-3226622

Contact: Jessica Lewis Daytime Phone: 541-326-8549

Email: Sponsorship@sherwoodcheer.org

Address: P.O Box 414 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Jessica Lewis  
Signature of Party Authorized to  
Represent the Organization

Jessica Lewis  
Printed name

April 7th, 2025  
Date



**Project Budget Summary**

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Grant Funds Requested	\$5,040
+ Matching Funds (Cash)	\$560
+ In-Kind Matching Funds:	\$0
= Total Cost of Project:	\$5600

Proposed start date: July 7th, 2025

Proposed end date: September 31st, 2025

**PROJECT DETAIL**

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1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Youth Cheerleading is a local non-profit that empowers kids in grades K-8 through cheerleading while fostering strong community values. Our athletes become confident, kind, and positive leaders as they cheer for the local rec football team, compete at national events—earning two national championships last year—and proudly participate in Sherwood’s parades and community events. We maintain strong connections to the community by partnering with local businesses for merchandise, practice spaces, and event support. Through fundraising and sponsorships, we strive to keep participation accessible and affordable for families, helping raise the next generation of strong athletes and compassionate leaders.

We are seeking grant funding to bring in a professional choreographer for our two older teams, enhancing their skills, creativity, and competitive edge. A professionally designed routine not only improves our athletes’ technical knowledge and performance quality but also fosters creative learning and teamwork. This investment will help us continue to succeed at both local and national levels, ensuring our athletes stay on top of industry trends. Choreography sessions will take place at Sherwood Middle School, where we regularly practice, utilizing our existing resources. Funding this initiative will elevate our program’s overall quality and provide valuable learning experiences that benefit our athletes long-term.

Each year, we hire a choreographer for our Junior team while choreographing other teams in-house. As our Youth and Junior teams continue to excel, we hope to secure funding for both this year. If only partially funded, we will prioritize Junior team choreography. We plan to book Brian Cao from Varsity, the top cheerleading organization in the U.S. A dedicated parent has committed to providing the required cash match if we receive the grant, ensuring continued growth and learning for our athletes.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

e) Bringing in a professional choreographer for our two older teams enhances the quality and competitiveness of our program, strengthening cheerleading as a recreational and athletic opportunity in the city. By elevating our routines and training methods, we attract more participants, increase community engagement, and inspire younger athletes to continue in the sport. This investment helps maintain a high standard for our program, ensuring it remains a valuable and accessible activity for local youth, contributing to the overall growth and improvement of recreational offerings in the city.

h) Hiring a professional choreographer enhances the artistic and creative elements of our cheer program, blending athleticism with performance. Cheerleading is a unique combination of sport and expression, and professionally designed routines elevate the artistry, musicality, and visual impact of our performances. This investment fosters creativity among athletes, encourages self-expression, and contributes to the cultural and artistic diversity of recreational programs in the city.

3. List anticipated project milestones and dates.

This project will be completed no later than September 31st, before our season really kicks off. We expect Junior team choreography to be August 17th, should we get the full grant, we will book again for our Youth team. Brian is a local choreographer who pours a lot into the Portland-Metro area and we have personally talked to him and secured time with him should be able too for the Youth team as well.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Does not apply.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

Does not apply.

6. Who will benefit if this project is funded? How will they benefit?

Our athletes, coaches, and the broader community will benefit from professional choreography. The athletes will gain advanced skills, creativity, and confidence, helping them grow as performers and competitors on both local and national levels. Coaches will receive structured, high-quality routines that enhance training efficiency and safety. The community will enjoy high-level performances at events, increasing engagement and pride in local youth programs. This investment strengthens our program's reputation and provides athletes with opportunities to excel in a structured, supportive environment.

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

As a program, we have not managed or received grants before. With managing roughly 100 + athletes each year, we have extensive experience managing large fund amounts on an individual, team and program level. We work with a variety of community businesses and other vendors as well and constantly work to find ways to reduce the costs for families and athletes.

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

We would not need any additional community resources for this. We would utilize Sherwood Middle School, our main practice facility and we have our own mats to utilize for practicing.

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Does not apply.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

Does not apply.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

Does not apply.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

Does not apply.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

Does not apply.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Funding will be used to pay Brian Nao, the choreographer for his time in building and teaching choreography to our teams. Without funding, we will only be able to afford one of our teams access to this and we will continue using our space and mats at Sherwood Middle School for this experience.

17. List all grants applied for in support of this project and commitments confirmed to date.

This is our one and only grant application for choreography funding.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Choreography	\$5,040	\$560	\$0	\$6,600
<b>Total</b>	<b>\$5,040</b>	<b>\$560</b>	<b>\$0</b>	<b>\$6,600</b>

19. Percent of Total Budget provided by applicant:

The funding asked for would cover 100% of the total budget needed.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ \$2,800**

Describe how that would change the scope of work.

Should we only receive partial funding, we would only book a choreographer for one of our teams instead of two. Even just receiving one, allows us to watch and learn and amplify our other team with similar skills, trends and techniques when building the routines on our own. We would be grateful for any funding offered.

**2025-26 CEP Grant Application**

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**Sherwood Baseball - SHS Baseball & Softball Hitting Barn Cage  
Replacement**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Baseball - SHS Baseball &amp; Softball Hitting Barn Cage Replacement</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Leslie Dean</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>Y</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	<b>Y</b>
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>Y</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>No</b>
2. Were the applications for the same project in the current application?		<b>N/A</b>
3. How much as been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		<b>N/A</b>



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: Sherwood Baseball

Project/Program: SHS Baseball & Softball hitting barn cage replacement

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

\_\_\_\_\_  
Signature of Party Authorized to  
Represent the Organization

**Niklas Martin**

\_\_\_\_\_  
Printed name

Date 4/9/25



## Sherwood Community Enhancement Project Application

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Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

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Title of Project/Program: SHS Baseball & Softball hitting barn cage replacement

Applicant/Project Sponsor: Niklas Martin

Organization Type: non-profit Federal Tax ID Number: 84-4702998

Contact: Niklas Martin Daytime Phone: 5039577188

Email: nmartin@sherwood.k12.or.us

Address: 18800 SW Haide Rd, Sherwood, OR 97140

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The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

\_\_\_\_\_  
Signature of Party Authorized to  
Represent the Organization

4/9/25

\_\_\_\_\_  
Date

Niklas Martin

\_\_\_\_\_  
Printed name



### Project Budget Summary

Grant Funds Requested	20,000
+ Matching Funds (Cash)	8,642.56
+ In-Kind Matching Funds:	954
= Total Cost of Project:	29,596.56

Proposed start date:

Proposed end date:

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

**Project Location:**

The hitting barns are located on Sherwood High School property, at 18800 SW Haide Road.

**Use of Funds:**

The work described below would be performed by an approved, licensed, and bonded contractor that would design, manufacture, and install the new batting cage system in the two batting barns.

**Overall Objective:**

This project is to replace the existing metal frames batting cage supports in the SHS baseball and softball hitting barns with a cable mounted system.

**Project Goals:**

The existing batting cages were installed as part of the construction bond measure in 2020, without input from the respective coaches or anyone familiar with their end use. The existing metal framed batting cages are a safety hazard to players and coaches, because the bulk and location of the metal framed support system blocks much of the building lighting and subjects both players and coaches to dangerous ricochets when batted balls strike the metal frames. Additionally, the existing netting was ordered at a stock size that does not maximize the usable area in the barns.

This project will replace the existing metal framed batting cage support system with a traditional cable-mounted system featuring baseball/softball specific netting, custom made to optimize barn size.

This will eliminate the dangerous ball ricochets, allow for more light to reach the intended areas, and give players and coaches more usable space to train in.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

e: The hitting barn cage replacement would allow for a large open space for baseball and softball skill work during our rainy indoor months. The new system improves on the existing one by including a retractable middle dividing wall that allows users to create one large area or two separate hitting tunnels. Youth baseball and softball would benefit from this as well, as with the center curtain retracted it will provide a lighted, indoor turf facility that can be used after school hours when it is dark outside. Youth programs generally conduct their preseason player evaluations prior to the change to Daylight Savings time and finding lit, playable field space at that time of year has historically been a challenge. Youth teams could have access to this facility when the high school teams are not using them, allowing more time for more reps and more practice. Practice makes perfect!

f: The hitting barn cage replacement would increase safety of the facilities threefold:

- It would eliminate ricochets and carroms from the batting cages. We have kids hitting baseballs over 90 mph and softball players over 65 mph. When batted balls unexpectedly ricochet off the existing metal framing, it is dangerous for the pitcher and the hitter.
- It would increase the effectiveness of existing building lighting. The bulky support and mounting structure of the existing batting cage system runs directly under the lights in the buildings and blocks much of it, with players often commenting how dark it is inside.
- It would increase the usable area of the existing structures. The existing cage netting is not optimized to maximize the space it is in, which reduces usable space in the buildings. In tight quarters where bats are being swung and balls are being hit, any increase in available usable space is welcomed.

3. List anticipated project milestones and dates.

- 1. Approve bid and make deposit .....May 2025, after approval
- 2. Signed contract returned to city .....June 2025
- 3. Volunteers remove existing system .....July 28, 2025, after summer season
- 4. New system installed .....August 1-3, 2025

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

6. Who will benefit if this project is funded? How will they benefit?

If this project is funded, the beneficiaries will be current high school baseball and softball players and coaches, as well as future program participants, who are currently participating in youth baseball and softball in our community. The Sherwood High baseball and softball programs have approximately 100 participants between the two programs. Sherwood youth softball programs have 300 participants this season, and youth baseball is serving approximately 400 players from Kindergarten through the 8th grade. This demonstrates a high interest in the two sports and a player pool that will continue to benefit from these hitting barn cage replacements far into the future.

The current and future Sherwood High baseball and softball players and coaches will benefit from the project in that it will provide them with a larger, safer, better-lit area to play, coach, learn, and train year round.

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

**This will be our first Community Enhancement project. On our end, this is a very simple process of hiring a contractor for a job and him finishing in 2-3 days. This contractor has done similar jobs for many local schools, he was referred by Tualatin High School**

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

**The barns are part of the facilities owned by Sherwood School District, and are located specifically at Sherwood High School. Approval for the project is attached. There are no structural changes being done, simply replacing the cage systems.**

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will be used to replace the existing batting cage systems in both barns. Grand funding is crucial because the school doesn't have any extra money for this project.

To further support this project, \$5,000 of matching funds have been pledged by a private donor, and \$954 worth of in-kind donations have been acquired. All additional costs will be paid for by the respective programs.

17. List all grants applied for in support of this project and commitments confirmed to date.

No additional grants are being applied for, only this one.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
<b>Please see attached</b>	<b>Please see attached</b>	Please see attached		
<b>Total</b>				

19. Percent of Total Budget provided by applicant:

32%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ 10,000**

Describe how that would change the scope of work.

The school district has mandated that both baseball and softball hitting barn cage replacements be done at the same time because of Title IX considerations. If full funding for both hitting barns is not available, the timeline would need to be pushed back so that an attempt could be made to try and fundraise additional funds for the projects. This would be difficult, as both programs have already completed their traditional annual fundraisers whose proceeds have been used for normal operating costs such as balls, bats, helmets, jerseys, and coaches, etc.

AC Services, LLC  
 4920 SW Homesteader Rd.  
 Wilsonville, OR 97070  
 CCB# 196916

# Estimate

Date	Estimate #
4/8/2025	417

Phone: 503-729-3609  
 E-mail: [acservices.mail@gmail.com](mailto:acservices.mail@gmail.com)

Name / Address
Sherwood High School 18800 SW Haide Rd Sherwood, OR 97140

Description	Qty	Rate	Total
BASEBALL CAGE Custom Netting: Custom made batting cage 70.5' long X 21.5' wide X 9'-3" -13' sloped ceiling height. Cage includes (1) long slider panel, (2) sewn in doors. Netting will be premium 42- A knotless netting, color of netting is black. Pricing includes delivery to Sherwood High School. Installation: Includes all hardware, labor and materials to install new cabling and netting system to customers existing building.	1	14,321.28	14,321.28
SOFTBALL CAGE Custom Netting: Custom made batting cage 70.5' long X 21.5' wide X 9'-3" -13' sloped ceiling height. Cage includes (1) long slider panel, (2) sewn in doors. Netting will be premium 42- A knotless netting, color of netting is black. Pricing includes delivery to Sherwood High School. Installation: Includes all hardware, labor and materials to install new cabling and netting system to customers existing building.	1	14,321.28	14,321.28
Pricing is subject to final measurements and mounting options in each facility, Pricing is good for 30 days from 4/8/2025		0.00	0.00
Please call if you have any questions.		<b>Total</b>	\$28,642.56

**Sherwood Baseball and Softball Barn Hitting Cage Replacement**

<u>Expense</u>	<u>Grant Funds Requested</u>	<u>Matching Funds</u>	<u>In-Kind support</u>	<u>Total</u>	<u>Comments</u>
baseball cage removal	0	0	477	477	15 hours of volunteer labor
baseball cage new system	10,000	4,321	0	14,321	see quote
softball cage removal	0	0	477	477	15 hours of volunteer labor
softball cage new system	10,000	4,321	0	14,321	see quote
<b>TOTAL</b>	<b>20,000</b>	<b>7,000</b>	<b>954</b>	<b>29,596</b>	

Sherwood School District 88J  
18800 SW Haide Rd. • Sherwood, OR 97140  
503.825.6000 • Fax 503.825.6001  
shs.sherwood.k12.or.us

March 10, 2025

To Whom it May Concern,

This letter certifies that the Sherwood High School Baseball program has permission from the Sherwood School District to replace the current batting cages with a different cage system. No structural work will be performed during the removal or installation of cages for this project.

Sincerely,



Katie Hartman  
Athletic Director  
Sherwood High School  
(503)-825-6007

**2025-26 CEP Grant Application**

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**City of Sherwood - Old Town Flower Baskets**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project City of Sherwood - Old Town Flower Baskets		Criteria Met (Y/N)
Staff Reviewer Name: Mary Hando		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following: ◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations ◊ School or institution of higher learning ◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	<b>Y</b>
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>N/A</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>N/A</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>Y</b>
FY24-25 Cannery Square Audio System Upgrade		4,000.00
FY24-25 Morback House Window Replacement		30,000.00
FY24-25 Old Town Flower Baskets		5,700.00
FY24-25 Old Town Holiday Tree Lights		5,000.00
FY24-25 Sr Ctr Patio Set Replacements		8,500.00
FY23-24 Community Access to Life Saving Services		4,000.00
2. Were the applications for the same project in the current application?		<b>3</b>
3. How much has been awarded to the group for the project in the current application?		15,700.00
Old Town Flower Baskets		
4. How much has been awarded to the group overall?		\$ 272,200
Total number of grant awards		22



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

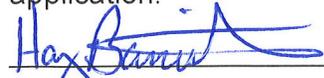
Applicant Organization: City Of Sherwood

Project/Program: Old Town Flower Baskets

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

  
Signature of Party Authorized to Represent the Organization

Harry Banister  
Printed name

Date 4/18/25



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Old Town Flower Baskets

Applicant/Project Sponsor: City Of Sherwood

Organization Type: Municipal Government Federal Tax ID Number: 93-6002255

Contact: Harry Banister Daytime Phone: 503-625-5722

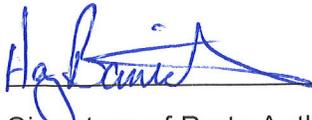
Email: banisterh@sherwoodoregon.gov

Address: 15527 SW Willamette Street, Sherwood OR, 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.



Signature of Party Authorized to Represent the Organization

Harry Banister

Printed name

4/11/25  
Date



### Project Budget Summary

Grant Funds Requested	\$4,700.00
+ Matching Funds (Cash)	
+ In-Kind Matching Funds:	\$3,550.00
= Total Cost of Project:	\$8,250.00

Proposed start date: April 2026

Proposed end date: October 2026

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Purchase and maintain flower baskets for Old Town from Pine Street to Main Street, from Railroad Street to First Street, and on Columbia Street along Cannery Plaza. The objective is to beautify the Old Town and attract visitors to Sherwood.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

a) Improves the appearance or environmental quality of the City.

c) Rehabilitates or upgrade the attractiveness or market value of public areas.

Old Town Sherwood is an integral part of the City, used for many events annually including Cruisin', Robin Hood Festival, Farmers Market, along with private events. Enhancing Old Town with flower baskets creates an attractive and inviting space for residents and visitors to enjoy all Summer and through the early Fall months.

3. List anticipated project milestones and dates.

02/01/2026 - Order flower baskets from AI's Garden Center

04/30/2026 - Hang flower baskets throughout Old Town

05/01/2026 - 10/31/2026 Water flower baskets 3x times daily and fertilize 2x a month

11/01/2026 - Remove flower baskets from Old town street light poles

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

N/A

6. Who will benefit if this project is funded? How will they benefit?

Residents of Sherwood, Old Town businesses and visitors will benefit by this project. The flower baskets enhance the beauty of Old Town.

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

We have implemented many City projects such as the first floor window replacement at the Morback House, used Community Enhancement funds for Senior center Patio furniture, and the Old Town flower baskets.

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

City staff will maintain the flower baskets throughout the season, ensuring that the flower baskets are watered and fertilized for the health of the plants and the beauty of the city.

9. Does this project require coordination with other public or private organizations?  
 Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

We coordinate with AI's Garden Center to order the flower baskets.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

N/A

PRIOR APPLICANTS

11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

Projects: First Floor window replacement at the Morback House. the project was intended to keep the windows "period correct" with the age of the structure. And the existing windows were not energy efficient and were of varying styles and materials. As this is a historical landmark in the City, we want to make the appearance uniform and consistent with the upstairs windows that were replaced in 2024. The overall community impact of this project was it improves the appearance or the environmental quality of the City, rehabilitates or upgrades the attractiveness or market value of public area. And all required step where and will be completed.

Senior Center Patio sets replacement. Replace old wood pic-nic tables and benches and replace with composite patio furniture sets. Results in improvement to, or increase in recreational areas and programs in the City, results in increase in safety in the city. And all required step where and will be completed.

Cannery Audio Repair. project was intended update the audio system which was outdated and did not work consistently. Results in improvement to, or increase in recreational areas and programs in the City. And all required step where and will be completed.

Programs: Old Town Tree Light replace. this program is to provide and install led string lights from base to top of tree in Old Town street trees. Holiday/ winter season. results in improves the appearance or environmental quality of the city. And all required step where and will be completed.

Old Town Flower Baskets. Purchase and maintain flower baskets for Old Town. Improves the appearance or environmental quality of the City. And all required step where and will be completed.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

Four out of the Five are completed, and the Flower baskets have been ordered and will be put up and maintained through the summer season. There was no unexpected issues or cost. And all the projects/program have remained on schedule. No final reports have been submitted at this time.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

This is an annual program that the City provides for Old Town. We have not considered other options - if funding cannot be through this grant the City will budget this program with general fund dollars.

PROPOSED BUDGET DETAIL

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Funding will be used to purchase approximately 53 flower baskets annually including a few extra baskets for replacement due to unforeseen circumstances that lead to plant mortality (i.e heat, poor plant health, etc.)

17. List all grants applied for in support of this project and commitments confirmed to date.

None.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Purchase Flower Baskets	\$4,700.00			\$4,700.00
Staff Labor			\$3,000.00	\$3,000.00
Vehicle expenses			\$550.00	\$550.00
Water - Donated by City				
Total				\$8,250.00

19. Percent of Total Budget provided by applicant:

43%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

43%

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

Describe how that would change the scope of work.

**2025-26 CEP Grant Application**

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**Junior Baseball of Oregon - Sherwood - Competitive & Rec Baseball Play  
& Safety Equipment**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Junior Baseball of Oregon - Sherwood - Competitive &amp; Rec Baseball Play &amp; Safety Equipment</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Mary Hando</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
Project Requirements	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
Project Goals	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>Y</b>
	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
◊ Budget	<b>Y</b>	
◊ On-Going Operations	<b>Y</b>	
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>Y</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received? FY24-25      HawksView & SMS Field & Backstop		<b>Y</b>
2. Were the applications for the same project in the current application?		<b>N</b>
3. How much as been awarded to the group for the project in the current application?		<b>\$ 28,266.40</b>
4. How much has been awarded to the group overall? Total number of grant awards		<b>\$ 28,266.00</b> <b>1</b>



COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.

Applicant Organization: Junior Baseball of Oregon - Sherwood

Project/Program: Sherwood JBO Competitive & Rec Baseball Play & Safety Equipment

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at 503-925-2308 to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at 503-625-5524. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Digitally Signed

Aaron Rudis

Signature of Party Authorized to Represent the Organization

Printed name

Date 4/25/25



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Sherwood JBO Competetive & Rec Baseball Play & Safety Equipment

Applicant/Project Sponsor: Junior Basebal of Oregon - Sherwood

Organization Type: Non-Profit Youth Sports Federal Tax ID Number: 93-1306314

Contact: Aaron Rudis Daytime Phone: 503-780-1592

Email: aaronrudisPE@gmail.com

Address: PO BOX 605 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Digitally Signed

Aaron Rudis

Signature of Party Authorized to Represent the Organization

Printed name

4/25/25

Date



## Project Budget Summary

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Grant Funds Requested	\$66,591
+ Matching Funds (Cash)	\$0
+ In-Kind Matching Funds:	\$0
= Total Cost of Project	\$66,591

Proposed start date: August 1st, 2025

Proposed end date: April 24th, 2026

### PROJECT DETAILS

**1. Project Description - Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.**

Sherwood Junior Baseball (SJBO) program will serve 417 kindergarten through 8<sup>th</sup> grade youth in its six levels (3 recreation and 3 competitive) from the city of Sherwood during their 2025 season. Currently, SJBO ranks as the second largest youth baseball program in the state of Oregon and continues to draw in more families each season.

The city of Sherwood has 12 fields throughout the community SJBO utilizes, each with their own continued needs. In tandem with the fields, equipment, and supplies for the upcoming season have needed an overhaul as well in order to give each individual player and team a safe and cohesive season. The previous SJBO Board worked tirelessly yet imperative steps were overlooked and neglected.

With a new SJBO Board and motivated volunteers, countless hours have already been spent conducting a deep dive inventory of the equipment and field maintenance needed to run a safe and successful baseball program. Sherwood Junior Baseball is committed to offering a high level of standard for the safety, quality, and access of equipment to its players and coaches.

To do so, SJBO **must** acquire funding. The opportunities the funding would provide will show the players in the program and their families that SJBO cares about their growth and safety in the sport of baseball and will do everything possible to make their season successful.

During the deep dive, Board members and volunteers focused mainly on equipment and fields. Please see the following inventory notes, findings, and plan for the Metro Grant Funds (if awarded).

- **Equipment:**

- **INVENTORY:** The equipment volunteer's goal for the 2025 season has been to determine what the 39 teams in the league are currently needing to play.
- **FINDINGS:** The findings of the inventory identified large deficits that showed equipment distributed to teams was inconsistent in quality and quantity.
  - sets of catching gear were the wrong size (XL for Rookies players for example), broken, or missing pieces (only one shin guard or no chest protector)
  - tees that no longer adjusted height
  - first aid kits that were incomplete or missing
  - not enough baseballs/wiffle balls
  - helmets that were missing padding or chin straps
  - deteriorating L screens
- **HOW THE METRO GRANT WILL BE USED:** After the inventory was done, SJBO must replace or provide teams with the gear necessary to field their teams. The gear will be checked out to each team at the beginning of the season and checked back in to the equipment volunteer at the end. This way, the program can track and replace any items necessary.
- To start this new system for the 2026 season, SJBO needs to purchase:
  - buckets of baseballs
  - buckets of wiffle balls
  - appropriate and functioning catcher's gear
  - first aid kits with ice packs
  - hitting tees
  - storage bins (one for each rec field)
- Player development is also something that was identified as a need from coaches during practices. The following items would be distributed to all teams and or field locations for use.
  - pitching machine for practice
  - L Screens to protect coaches
  - throwing training bands

- **Field Maintenance:**

- **INVENTORY:** The field volunteer's goal for the 2025 season has been ongoing since last season. With the City of Sherwood Metro grant awarded last season, SJBO purchased 88 yards of dirt, hired a landscaping crew to clean out weeds and level the transition between the infields and outfields, built wooden backstops with new padding for 5 of the 12 fields, reseeded grass in needed places, and replaced the four homerun fences at Hawks View.
- **CONTINUED NEEDS:** Although a lot of work has been done to improve the 12 fields SJBO utilizes, there are still imperative repairs that need to be made. Because

Sherwood School District owns the land the fields are on and has final say in how those fields are maintained, it has been SJBO's top priority to partner with the district's Facility Director. However, despite SJBO's best efforts, a working partnership with the district has been challenging and continues to be a barrier in providing the best fields possible for the players in the program. Last season, the district charged SJBO \$14,460.50 for field maintenance and only saw a benefit through the grass being mowed. At this point, the cost is far outweighing the benefits, but SJBO must continue to use the fields, leaving the program needing funding to help their efforts.

This season, the field volunteer and SJBO President will continue to negotiate with the district to cover:

- netting over the fields for safety (current netting is ripped and insufficient to cover spectators from getting hit by foul balls)
- full repair or replacement of all 6 competitive field pitching mounds
- extending the chain link fencing at the four fields in the Hawks View complex for player safety
- maintaining the fields (weeding, irrigation, leveling around the bases and the lip transition from the infield to the outfield, mole prevention, and electricity to the field lights, scoreboards, and Snack Shack)
- repairing the hitting barn (residing and fixing water damage from gutter and irrigation leaks)
- bringing dugouts at the JV field up to code for the safety of the players
- installing bleachers at the Hawksview field and replacing the aging bleachers at the SMS Junior Varsity field.

○ **HOW THE METRO GRANT WILL BE USED:**

- covering any of the above listed items the district does not
- nail drag (one for each Gator: 2 in total)
- field rakes (one for each field)
- chalk liners (one for each field)
- backpack blower to keep infield dirt out of grass (prevent lips)
- signage on all fields indicating "No Dogs on Fields" while kids are playing a game.
- Portable PA system to communicate during Sherwood hosted tournaments.

**2. Identify by letter and describe how this project meets one or more of the goals for funding:**

- |  |   |
|--|---|
| <p>a) <b>Improves the appearance or environmental quality of the city.</b></p> <p>b) Increases recycling opportunities or reduces solid waste production.</p> <p>c) <b>Rehabilitates or upgrade the attractiveness or market value of public areas.</b></p> <p>d) Results in the preservation or enhancement of wildlife, riparian</p> | <p>zones, wetlands, forestlands, or marine areas, and/or improve the public awareness about them.</p> <p>e) <b><u>Results in improvement to, or an increase in recreational areas and programs in the city.</u></b></p> <p>f) <b><u>Results in increases in safety within the city.</u></b></p> |
|--|---|

- g) Provides skills training, work or education opportunities for youth, seniors, low income, or underserved populations persons.
- h) Enhances art and culture.
- a) Improves the appearance or environmental quality of the city
  - The improved baseball fields would be a strong statement of quality and commitment that the City of Sherwood provides for its youth in the community. The improved visual and functional use of the fields will also be an example of Sherwood community’s high standards for neighboring communities that compete in regular season games, district, and state tournaments at Sherwood’s fields. Lastly, with the improvement of the fields, the City of Sherwood shows their investment in ensuring their youth athletes have access to safe and reliable playing fields.
- c) Rehabilitates or upgrades the attractiveness or market value of public areas.
  - The rehabilitation of the baseball fields at Hawks View Elementary and at Sherwood Middle School will improve the attractiveness and market value of these public spaces. With all of the work planned to enhance their functionality and aesthetic appeal to residents and visitors; by involving the City of Sherwood (local residents, and stakeholders) it ensures the rehabilitation of the fields meets the needs and preferences of the community and will bring back a positive impression people have of the City of Sherwood.
- e) Results in improvement to, or an increase in recreational areas and programs in the city.
  - With this grant, the citizens of Sherwood will see their tax dollars go directly back into their community to positively impact their children. Optics from this will create a sense of pride and appreciation that the city prioritizes their investments in the youth who depend on safe equipment to participate in a sport they love.
- f) Results in increases in safety within the city.
  - Ensuring the safety of SBJO athletes is crucial to the program. The grant money received from the city will help prioritize the minimization of injuries to the players and improve the quality of practice and play. All in all, the safety of players is SBJO’s number one priority, and with this grant and partnership with the City of Sherwood, the community will know the city also cares about the safety of its baseball players.

**3. List anticipated project milestones and dates.**

- Project Start: August 1<sup>st</sup> 2025
- Project Completion: April 24<sup>th</sup>, 2026 (Start of 2026 Season)

**4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?**

Yes

No

If yes, please explain the plans, the expected funding sources, and the estimated project cost by funding source.

**5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.**

- It is on the minds of the Baseball Board to create and maintain a routine equipment maintenance schedule and budget to ensure no gear goes past its intended operational use as well as upkeep to each of the 12 fields.

**6. Who will benefit if this project is funded? How will they benefit?**

- Any player in the SJBO program who steps on the field to play baseball will benefit. Immediately, the 39 Sherwood baseball teams and their supporting families have a direct benefit improving the quality of equipment and the protection it provides. The improvement of equipment and field maintenance will show the community and its families what is possible when their youth is prioritized.

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

- Last year’s CEP grant allowed for the baseball infields at Hawksview and SMS to be filled with field dirt mitigating ponding resulting from rainstorms. Also, new backstops were procured in the offseason and will be ready for play the 2025 season.
- As done every year, before the baseball season starts for teams in Sherwood, the players, and coaches along with their families attend a “Field Day” where weeding, edging, mowing, smoothing out of the infield dirt, and watering take place on two Sunday afternoons. The Sherwood School District continues to maintain the mowing of the fields, but the baseball players and families continue to be the ones with the heavy lift of keeping the fields in working order – something they are always willing to do.

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

- None. All resources are volunteer based that come from the SJBO community.

**9. Does this project require coordination with other public or private organizations?**

Yes

 No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

**10. If the project is located on private land, discuss the public benefit of the project.**

(Attach landowner permission for the project with this application).

- The Sherwood community and SJBO utilize the land owned by the Sherwood School District. The funding in this grant will apply to field maintenance the district does not cover and to the improvement of the equipment used by SJBO on the school district’s property.
- For projects proposed to improve the infrastructure of the fields see attached letter from the Sherwood School District.

## PRIOR APPLICANTS

**11. Is this your organizations first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.**

Yes

No

**12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.**

Yes

No

- See attached

**13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?**

- What was the project intended to do?
  - Last year's CEP grant funded the improvement of 6 infields by cleaning all of them by a professional landscaping company and installing several dump truck loads of dirt to the infield mitigating any ponding after a rainstorm. In addition to the infield repairs new backstop padding was ordered for both the SMS and Hawkview fields and will be installed for use in the 2025 season.
- Was it successful?
  - The infields maintained their integrity for the full season and has resulted in less maintenance work during the offseason and for the upcoming season.
  - Backstops will be installed for use in the 2025 season
- What was the overall community impact of the project?
  - The improved baseball fields were a strong statement of quality and commitment that the City of Sherwood provided for its youth in the community. The improved visual and functional use of the fields was on display during regular season and Sherwood sponsored tournaments. Lastly, with the improvement of the fields, the City of Sherwood showed their investment in ensuring their youth athletes have access to safe and reliable playing fields.
- Were all required steps, including submission of budgetary and exit report information completed?
  - Yes, See attached Grant Completion Report

**14. Was a Community Enhancement grant received last year?**

Yes

No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

- The infields of Hawkview and SMS have been repaired to mitigate ponding after rainstorms and the padded backstops have been ordered and delivered. The SMS padded backstops will

be installed during the scheduled field day on 3/30/25 and 4/5/25 where families come to clean up the fields. The backstops for the Hawksview field are in storage ready for use on game day.

- This project is complete, and the grant completion form has been submitted to the City of Sherwood. See the attachment at the back of this application.

**15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?**

The previous year's project scope was complete. However, there are always projects that can be done to the fields to improve them. Routine maintenance (other than mowing the grass) was discussed with the school district. At the moment due to the vacancy of their facilities management we are at a standstill and rely solely on the volunteer parents of the community to perform the maintenance. Any costs incurred for maintenance beyond the mowing of the grass is on SJBO.

Last year SJBO did receive a quote from the company that is contracted with the school district to do their landscaping maintenance. The cost for the maintenance work is the equivalent to what SJBO paid the district for field rental fees in the previous season. This was discussed but fell through due to the departure of the facilities manager. The school district has reset and is not accepting any negotiation meetings until the school year is over and will look for an agreement in the summer months.

## PROPOSED BUDGET DETAIL

**16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?**

- How will the grant funding be used?
  - i. Grant funding will be used to pay for field improvements and replacement of equipment necessary for the safe practice and play of baseball in SJBO’s Competitive and Recreation programs.
- Why is the grant funding critical to the success of the project?
  - i. The current SJBO budget does not have the funds to purchase the quantity of needed equipment in support for all 39 teams and improve the fields to safe working conditions.
- How will additional community resources or partnerships be used to support this project?
  - i. There is no ask for other resources or partnerships to support the maintenance and improvement of the practice and play equipment.

**17. List all grants applied for in support of this project and commitments confirmed to date.**

- None

**18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2024-2025 grant cycle, please use \$31.80/hour to calculate the value of volunteer labor.**

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
First Aid Kits/ Ice Packs	\$1,041	\$0	\$0	\$1,041
Storage Bins at Rec Fields (2)	\$1,200	\$0	\$0	\$1,200
Infield Nail Drag	\$742	\$0	\$0	\$742
Field Maintenance Tools: Rakes, Tamper, Hula Hoe	\$1,083	\$0	\$0	\$1,083
Pitching Mound & Batter’s Box Clay	\$1,055	\$0	\$0	\$1,055
Chalk Liner	\$580	\$0	\$0	\$580
Backpack Blower	\$550	\$0	\$0	\$550
Pitching Machines	\$11,980	\$0	\$0	\$11,980
L Screens	\$3,264	\$0	\$0	\$3,264
Catcher’s Gear	\$5,100	\$0	\$0	\$5,100
Throwing Training Bands	\$1,581	\$0	\$0	\$1,581
“No Dog” Signage	\$551	\$0	\$0	\$551
Baseballs for Rec & Competitive Teams	\$3,444	\$0	\$0	\$3,444
Portable PA System	\$260	\$0	\$0	\$260
Bleachers for Hawksview & SMS JV	\$14,560	\$0	\$0	\$14,560
Hawksview Fence Extension	\$4,000	\$0	\$0	\$4,000

Hawksview Netting	\$12,600	\$0	\$0	\$12,600
SMS Dugout Protection Fence	\$3,000	\$0	\$0	\$3,000
Total	\$66,591	\$0	\$0	\$66,591

**19. Percent of Total Budget provided by applicant.**

- 100%

**20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?**

- 0% because all administrative services are done by volunteers.

**21. If only partial funding is available, could your project be reduced in size or done in phases?**

Yes

No

If yes, what is the minimum grant amount that would allow the project to be performed. Describe how that would change the scope of work.

## Back up

- **Letter of approval to perform facility projects on the property owned by the Sherwood School District.**
- **Quotes & Receipts from Vendors / Suppliers (Labor assumed 50% of material cost)**
  - AD STARR (DICK'S Sporting Goods) - Order from 2025 Season for reference
    - competitive: 40 Cases @ \$72
    - rec: 4 Buckets @ \$131
  - Amazon
    - First aid kit - Order from 2025 Season for reference
    - Training bands - 3 Sets for 17 teams
    - Field Signs - 24
    - PA System - 2
    - Chalk Liner - 4
  - Baseball Savings (Catcher's Gear) - 17
  - Ewing Irrigation & Landscape Supply
    - Nail Drag- Order from 2025 Season for reference - 2
    - Mound Clay - Order from 2025 Season for reference
    - Netting
  - Home Depot
    - Storage Box - 2
    - Maintenance Tools
    - Fencing Extension Materials for Hawksview
    - Fencing Materials for SMS JV Dugouts
  - JUGGs (Pitching Machine) - 4
  - Practice Sports (L Screen) - 6
  - Stark Street Lawn & Garden (Backpack Blower)
  - ULINE (Bleachers)
    - 4 @ Hawksview & 3 @ SMS JV



**Brady Strutz, Interim Chief Operations Officer**

Sherwood School District 88J  
21920 SW Sherwood Blvd. • Sherwood, OR 97140  
503.825.5000 • Fax 503.825.5001  
bstrutz@sherwood.k12.or.us

April 18, 2025

Sherwood Junior Baseball Organization & City of Sherwood Grant Committee

Dear Grant Committee,

I am writing to express my support for the Sherwood Junior Baseball Organization proposal. This project offers an exciting opportunity to enhance our student-athletes' experience, improve our facilities, and foster community engagement.

We believe this project aligns with the district's goals of leveraging our athletic facilities to serve our students as they participate in local youth activities. The proposed improvements will replace the netting and extend the cyclone fence at the Hopkins baseball complex and upgrade the dugouts at our SMS JV baseball field with cyclone fencing. Projects at both sites will positively impact our students and the wider community.

If SJBO receives the grant, we will partner with them and follow our standard procedures for capital projects, including working with licensed, bonded, and insured contractors and collaborating with district staff on approval before work begins. We are confident that SJBO is committed to working collaboratively with the district to meet these requirements. This is a beneficial partnership for our students and community. Thank you for considering this proposal. We believe the SJBO project has the potential to make a significant difference.

Sincerely,

*Brady Strutz*

Brady Strutz  
Interim Chief Operations Officer  
Sherwood School District



**A.D.STARR is a proud member  
of the DICK'S Sporting Goods Family**

4300 McClaren Woods Road  
Coraopolis, PA 15108  
PHONE: 844-374-8747

Page	Date	Quotation No.
1	03/04/25	297827A

**Bill To**

Rick Dooley  
Sherwood Junior Baseball Organization  
17408 SW Timber Crossing Lane  
Sherwood, OR 97140

**Ship To**

(Same as Bill-To)

Customer No.	Sales I.D.	Reference #	Media Code	Terms
146006	BF /BF		/	QUOTATION

Ordered By	Warehouse	Phone Number	Total Wt.	Zone	# Packages	Ship Via
		(406) 480-9254	0.0 Lbs		0	FHD

**Message:**

Our website is [www.ADSTARR.com](http://www.ADSTARR.com). Gift cards may not be reflected.  
If your organization is state tax exempt we will need your state tax exemption form prior to placing your order. Thank you for your order.

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
20	0	0	90	Champion Deluxe Batting Tee	24.9900	--	499.80
12	0	0	BS60 ORANGE	Indoor/Outdoor Throw Down Bases Orange	11.0000	--	132.00
10	0	0	SCOREBOOK	Baseball/Softball Scorebook	5.0000	--	50.00
40	0	0	A1030BUSSSA	USSSA Regular Season Play	71.9500	--	2878.00
5	0	0	ADLG912C BLACK	9-12 Leg Guard Combo 13.0 BLACK	54.9900	--	274.95

**MERCHANDISE QUOTATION TOTAL \$ 3834.75**  
**SHIPPING & HANDLING \$ 345.00**  
**QUOTATION TOTAL \$ 4179.75**

---

**Fwd: [EXTERNAL] Re: TeeBall Bucket quote-Dick's/A.D. STARR**

1 message

**Rick Dooley** <rick.dooley@sherwoodjuniorbaseball.com>

Tue, Apr 8, 2025 at 10:56 AM

To: A R &lt;treasurer@sherwoodjuniorbaseball.com&gt;, Stephanie Dooley &lt;stephanie.dooley@sherwoodjuniorbaseball.com&gt;

Fyi Quote is the first email.

Rick Dooley  
| Sherwood JBO // President |

----- Forwarded message -----

From: **Rick Dooley** <rick.dooley@sherwoodjuniorbaseball.com>

Date: Tue, Apr 8, 2025 at 10:47 AM

Subject: Re: [EXTERNAL] Re: TeeBall Bucket quote-Dick's/A.D. STARR

To: Francis, Bobby &lt;Bobby.Francis@dcs.com&gt;

Yes, will get payment processed asap.

Rick Dooley  
| Sherwood JBO // President |

On Tue, Apr 8, 2025 at 10:46 AM Francis, Bobby &lt;Bobby.Francis@dcs.com&gt; wrote:

Rick,

Do you want me to send you a payment link for the invoice?

**BOBBY FRANCIS**  
**Sales Representative, A.D. STARR**  
4300 McClaren Woods Drive | Coraopolis, PA 15108  
BOBBY.FRANCIS@DCSG.COM | o: 724.273.2853[Custom Uniforms For Your League](#)[Catalogs For All Our Sports](#)[2025 Baseball & Softball Starter Kit](#)

**From:** Rick Dooley <[rick.dooley@sherwoodjuniorbaseball.com](mailto:rick.dooley@sherwoodjuniorbaseball.com)>  
**Sent:** Tuesday, April 8, 2025 1:45 PM  
**To:** Francis, Bobby <[Bobby.Francis@dcs.com](mailto:Bobby.Francis@dcs.com)>  
**Subject:** [EXTERNAL] Re: TeeBall Bucket quote-Dick's/A.D. STARR

**CAUTION:** This email originated from outside the DICK'S Sporting Goods network. Please do not click links or open attachments unless you recognize the source of this email.

Yep, lets do it!

Thank you,

Rick

Rick Dooley  
| Sherwood JBO // President |

On Tue, Apr 8, 2025 at 10:43 AM Francis, Bobby <[Bobby.Francis@dcs.com](mailto:Bobby.Francis@dcs.com)> wrote:



**A.D. STARR is a proud member  
of the DICK'S Sporting Goods Family**

4300 McClaren Woods Road  
Coraopolis, PA 15108  
PHONE: 844-374-8747

Page Date Quotation No.

1 04/08/25 301824A

Bill To

Rick Dooley  
Sherwood Junior Baseball Organization  
17408 SW Timer Crossing Ln  
Sherwood, OR 97140

Ship To

(Same as Bill-To)

Customer No.	Sales I.D.	Reference #	Media Code	Terms
146006	BF /BF		/	QUOTATION

Ordered By	Warehouse	Phone Number	Total Wt.	Zone	# Packages	Ship Via
		(406) 480-9254	0.0 Lbs		0	FHD

Message:

Our website is [www.ADSTARR.com](http://www.ADSTARR.com). Gift cards may not be reflected.  
 If your organization is state tax exempt we will need your state tax exemption form prior to placing your order. Thank you for your order.

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
4	0	0	BUCSPLTB STARR1	A.D. STARR Bucket Special - Tee Balls	131.0000	--	524.00
				STARR1			
12	0	0	STARR-1	AD STARR-1 Safety Baseball	0.0000	--	0.00
4	0	0	1130934	Padded Lid for 6 Gallon Bucket	0.0000	--	0.00
4	0	0	1047512	ADS 6 Gallon Bucket	0.0000	--	0.00

**MERCHANDISE QUOTATION TOTAL \$ 524.00**  
**SHIPPING & HANDLING \$ 49.95**  
**QUOTATION TOTAL \$ 573.95**

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To unsubscribe from this group and stop receiving emails from it, send an email to [treasurer+unsubscribe@sherwoodjuniorbaseball.com](mailto:treasurer+unsubscribe@sherwoodjuniorbaseball.com).

**Fwd: Ordered: "Lightning X Products Black..." and 6 more items**

1 message

**Stephanie Dooley** <stephanie.dooley@sherwoodjuniorbaseball.com>  
To: treasurer@sherwoodjuniorbaseball.com

Thu, Feb 27, 2025 at 2:38 PM

This should do it. We may have to restock on band aids during the season, but we will see how it plays out. Thanks!

----- Forwarded message -----

From: **Amazon.com** <auto-confirm@amazon.com>  
Date: Wed, Feb 26, 2025 at 8:47 PM  
Subject: Ordered: "Lightning X Products Black..." and 6 more items  
To: <steph.dooley@gmail.com>

[Your Orders](#)   [Your Account](#)   [Buy Again](#)

**Thanks for your order, Stephanie!**

**Ordered**   Shipped   Out for delivery   Delivered

**Arriving overnight 7 AM – 11 AM**

**Stephanie - SHERWOOD, OR**  
Order # 113-7057675-6542627

[View or edit order](#)



Wet Ones Plant Based Antibacteria...

Quantity: 5

\$16<sup>79</sup>

**Total** **\$83.95**

# Arriving Friday

Stephanie - SHERWOOD, OR

Order # 113-8621777-9368258

[View or edit order](#)



Lightning X Products Black Nitril...

Quantity: 1

\$32<sup>99</sup>



120 Pack Pocket Tissues Travel Ti...

Quantity: 1

\$26<sup>99</sup>

---

Total **\$57.98**

---

## Keep shopping for



\$14.99

Extra Large Duffle Bag...



-9% \$91.29

Bownet Big Mouth Bas...



\$15.99

Personalized Luggage ...

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The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226  
Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-  
1075

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#).  
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in accordance with the applicable laws of that state. If your order contains one or more  
items from a seller other than Amazon.com, it may be subject to state and local sales tax,  
depending upon the seller's business policies and the location of their operations. Learn  
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sherwoodjuniorbaseball.com](mailto:treasurer+unsubscribe@sherwoodjuniorbaseball.com).

---

**Fwd: Your Amazon.com order**

1 message

---

**Stephanie Dooley** <stephanie.dooley@sherwoodjuniorbaseball.com> Sun, Feb 16, 2025 at 1:38 AM  
To: treasurer@sherwoodjuniorbaseball.com, Rick Dooley <president@sherwoodjuniorbaseball.com>

Aaron,

We made our first substantial purchase for equipment tonight. Rather than order a lot of first aid kits, we opted to buy bulk materials and will build out kits for each team. It should save us over 50%. This also includes the ice packs.

Let me know if you have any questions—these were all purchased on the JBO card and are being delivered to our house for assembly.

Thanks  
Stephanie

----- Forwarded message -----

From: **Amazon.com** <auto-confirm@amazon.com>  
Date: Sun, Feb 16, 2025 at 1:35 AM  
Subject: Your Amazon.com order  
To: <steph.dooley@gmail.com>



## Hello Stephanie,

Thank you for shopping with us. We'll send a confirmation when your items ship.

Your purchase has been divided into **2** orders.

### Order Confirmation

Arriving:

**Monday, Feb 17, 4 a.m. – 8 a.m.**

Ship to:

**Stephanie  
SHERWOOD, OR**

Order #

**113-4575324-4940231**

[View or manage order](#)



OK TAPE OKPore Medical Surg...

Qty : 2



MED PRIDE 4x4 Sterile Gauze...

Qty : 2

Order Total:

**\$51.96**

## Order Confirmation

Arriving:

**tomorrow, February 17**

Ship to:

**Stephanie  
SHERWOOD, OR**

Order #

**113-3425718-4694634**

[View or manage order](#)



WYT Plastic Storage Bins wi...

Qty : 8



Lightning X Black Nitrile G...

Qty : 1



Band-Aid Brand Antiseptic C...

Qty : 45



AUSTARK 10 Pcs Zipper File ...

Qty : 4

Arriving:

**Friday, February 21**

Ship to:

**Stephanie  
SHERWOOD, OR**

Order #

**113-3425718-4694634**

[View or manage order](#)



General Medi Instant Ice Co...

Qty : 3



BBTO Assorted Styles Flexib...

Qty : 9

Order Total:

**\$847.12**

### Keep shopping for



Extra Large Duffel  
Bag Lightweight,...  
\$14.99 



SUNLU PLA 3D  
Printer Filament  
PLA...  
\$13.99 

The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-1075

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NEGATIVE Uncomplicated luxury intimates



Shop now

Sports & Outdoors > Exercise & Fitness > Strength Training Equipment > Resistance Bands



### Baseball & Softball Resistance Bands - High Elasticity Arm Trainer with Interchangeable Grips for Strength Training, Warm-Ups & Throwing Velocity for Baseball/Softball Training Equipment

Brand: Olodeer 5.0 (6) | Search this page

-14% \$30.99 List Price: \$35.99

Two-Day FREE Returns Exclusive Prime price

Coupon: Apply 10% coupon Terms

Get \$100 off instantly: Pay \$0.00 upon approval for Prime Visa.

- "5-Tier Resistance System for Progressive Training - Olodeer Baseball & Softball Resistance Bands offer 5 color-coded resistance levels (Green-10lb/Gray-20lb/Red-30lb/Black-40lb/Purple-50lb) - the widest range in the market. Ideal for youth players building foundational strength to elite athletes enhancing pitching velocity. Includes 2 cushioned handles and ankle straps for full-body workouts targeting arm muscles, hip rotation, and throwing mechanics.
- "Pro-Grade Training Kit with Interchangeable Tools - Master your swing & pitching with 14 professional accessories: 5 ultra-strong resistance bands, 2 ankle

\$30.99

Two-Day FREE Returns

FREE delivery Saturday, April 19. Order within 12 hrs 37 mins

Deliver to Brianne - Sherwood 97140

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon Sold by Olodeer Returns 30-day refund/replacement Gift options Available at checkout See more

Add to List

Click to see full view

Ask Rufus

Can the resistance levels be adjusted for progressive training?

Does it come with any accessories for versatile training?

Is it suitable for outdoor use and extreme weather conditions?

Ask something else



\$22.95



Lip Smacker Coca-Col...  
36,273

-21% \$8<sup>66</sup>  
(\$7.73/Ounce)  
List: \$11.00

Today by 6:00 PM  
Purchased Dec 2024

Add to cart

## Shopping Cart

Deselect all items

Price



SmartSign - K-7388-AL-12x18 "No Dogs Allowed In Athletic Field Areas" Sign | 12" x 18" Aluminum Black/Red on White

\$22<sup>95</sup>

FREE delivery Apr 22 - 25 for Prime members

FREE Returns

This is a gift [Learn more](#)

Style: 12" x 18" Non Reflective Aluminum

1

Delete

Save for later

Compare with similar items

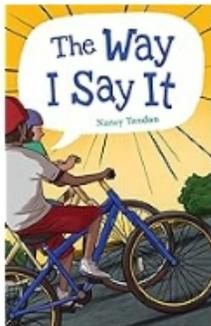
Share

Subtotal (1 item): \$22.95

## Your Items

Saved for later (4 items)

Buy it again



The Way I Say It  
by Nancy Tandon

\$14<sup>43</sup>

Save 25% [Clip Coupon](#)

Hardcover

In Stock

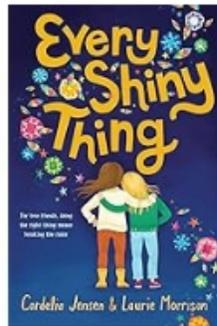
& FREE Returns

Move to cart

Delete

Add to list

Compare with similar items



Every Shiny Thing  
by Cordelia Jensen

\$9<sup>99</sup>

Paperback

Only 6 left in stock (more on the way).

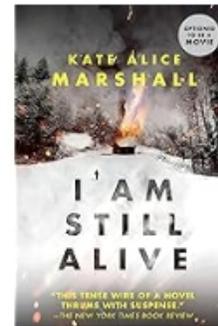
& FREE Returns

Move to cart

Delete

Add to list

Compare with similar items



I Am Still Alive

by Kate Alice Marshall

\$10<sup>70</sup>

Paperback

In Stock

& FREE Returns

Move to cart

Delete

Add to list

Compare with similar items

Electronics

Shop now



\$22.95

Sponsored

Musical Instruments > Live Sound & Stage > PA Systems

1



Click to see full view

Buy new:

\$129.99

One-Day FREE Returns

FREE delivery Tomorrow, April 18. Order within 11 hrs 59 mins

Shorter shipping distance

Deliver to Brianne - Sherwood 97140

In Stock

Quantity: 1

Add to Cart

Buy Now

Ships from Amazon.com Sold by Amazon.com Returns 30-day refund/replacement Support Product support included

See more

Add a Protection Plan:

- 2-Year Protection Plan for \$16.99
3-Year Protection Plan for \$23.99
Complete Protect: One plan covers all eligible past and future purchases (Renews Monthly Until Cancelled) for \$16.99/month

Save with Used - Like New \$102.27

FREE delivery Sunday, April 20

Ships from: Amazon Sold by: Amazon Resale

Add to List

Other sellers on Amazon

Thank you for being a Prime member. Get \$100 off: Pay \$29.99 \$129.99 upon approval for Prime Visa.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Brand Pyle
Item dimensions 12.4 x 10.2 x 19.5 inches
L x W x H
Connectivity Technology USB, AUX
Color Black
Compatible Devices iPhone, Laptop, Personal Computer, Tablet, Smartphone

About this item

- 1000 WATTS POWER SUPPLY: This compact and high powered 1000 Watt Karaoke PA sound system by Pyle is equipped with 10-inch Subwoofer and 3" treble speaker for full-range stereo sound reproduction perfect for a patio party, crowd control

Ask Rufus

- Does it connect to Bluetooth devices easily?
How long does its battery last on single charge?
Are additional microphones compatible with it?
Ask something else

Shop now

Sponsored

Sports & Outdoors > Sports > Team Sports > Other Team Sports > Track & Field > Meet Equipment > Markers



Click to see full view

### New - Baseball and Softball Field Liner Dry Line Marker and Chalker Powder Coated Blue

Brand: Eastern Atlantic  
(10) | Search this page

\$145<sup>00</sup>

Or \$14.57 /mo (12 mo). Select from 1 plan

Thank you for being a Prime member. Get \$100 off: Pay \$45.00 ~~\$145.00~~ upon approval for Prime Visa.

- 25-30 pound chalk capacity.
- Fingertip shut-off and flow control.
- 2" chalk line
- Made of heavy duty 20 gauge steel with two 8" hard rubber wheels.
- Sports and Outdoors

Report an issue with this product seller

Sponsored

\$145<sup>00</sup>

\$35.39 delivery April 23 - 24. [Details](#)

Arrives after Easter. Need a gift sooner? Send an Amazon Gift Card instantly by email or text message.

Deliver to Brianne - Sherwood 97140

Only 1 left in stock - order soon.

Add to Cart

Buy Now

- Ships from Eastern Atlantic Sports Source LLC
- Sold by Eastern Atlantic Sports Source LLC
- Returns 30-day refund/replacement
- Customer service Eastern Atlantic Sports Source LLC
- See more

Add to List

Sponsored

#### Ask Rufus

- Does it spill or leak during use?
- How durable is its powder coated finish?
- Are refills readily available for it?
- Ask something else

#### Frequently bought together



+



Total price: \$206.95

Add both to Cart

One of these items ships sooner than the other. [Show details](#)

This item: Eastern Atlantic New - Baseball and Softball Field Liner Dry Line Marker and Chalker... \$145<sup>00</sup>

Rawlings | Cal Ripken Baseballs | Competition Grade | RCAL1 | Youth/14U | Multiple Count... \$61<sup>95</sup>

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[Free Shipping on orders over \\$99](#)

[Free Shipping on orders over \\$99](#)

[No Code Required](#)

[No Coupon Code Required](#)

[Exclusions apply.](#)

[Exclusions apply. See details.](#)

[Some exclusions apply. See details.](#)

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- [Sign In](#)
- [Current Order](#)

17

[Gear Upgrade Sale](#)

[Last Day! Gear Sale](#)

[Last Day! Gear Upgrade Sale](#)

[Gear Up. Play Hard. Save Big.](#)

[Shop Now](#)

[Shop](#)

[Shop Now](#)

[Free Belt with Pants](#)

[Free Belt with Select Pants](#)

[Free Belt](#)

[with purchase of Select Pants](#)

[Shop Now](#)

[Qualifying Items](#)

[Qualifying Items](#)

[Exclusions. Limited time only.](#)

## Shopping Cart

Current Order

The cart has qualified for free standard shipping on orders over \$99. [See Details](#)

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Accept

Deny



### Mizuno Intermediate Samurai Catcher Set

Color: Black/Cardinal

SKU: I1426165

Status: In Stock

Quantity: Change will update current order totals immediately Quantity

Price: \$299.95 each

\$5099.15

[Change Item](#)

[Move to Wish List](#) [Move to Wish List](#)

[Remove Item](#)

### Exclusive Checkout Offers



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## Thank you for making a payment!

### Account Information

**Account Number:** 3285334

**Account Name:** Junior Baseball of Oregon - Sherwood

### Terms on Account:

PO BOX 605

United States Sherwood

Oregon 97140-8196

**Account Paid**

**\$370.89**

**Date Paid:** 03/03/2025 01:47AM

**Ewing Receipt Number:** 3000063938

**Transaction ID Number:** 7409664392986252303004

**Card Number:** xxxxxxxxxxxx1238

**Card Type:** Visa

### Invoice(s) Paid:

24630061

### Comments

[Go to Dashboard >](#)



**Order Number: 21015205**

Completed

Created: Jan 08,2025

## Sold To

Junior Baseball of Oregon - Sherwood

PO BOX 605

Sherwood,Oregon

United States 97140-8196

## Ship To

Junior Baseball of Oregon - Sherwood

21970 Sw Sherwood Blvd

Sherwood,Oregon

United States 97140-8196

## Order Information

**Order Date:** Jan 08,2025

**PO Number:** Curtis

**Job Name:** Nail Drag

**Payment Method:**

**Sales Location:** Tigard #140

**Sales Person:**

**Delivery Method:**

**Tracking Number:**

# Invoice #24630061

SKU	Product Name	Price	Qty	UOM	Subtotal
<a href="#">68502442</a>	LTL 5'X3' NAIL DRAG	\$369.92	1.00	EA	\$369.92

Subtotal: \$369.92  
Shipping & Handling: \$0.97  
Tax: \$0.00  
**Grand Total: \$370.89**



INVOICE

3441 E. HARBOUR DR., PHOENIX, AZ 85034  
PHONE (602) 437-9530  
WWW.EWINGOUTDOORSUPPLY.COM

ORDER # 21197201  
INVOICE # 25132531  
PAGE 1 OF 1  
ORDERED 03/11/2025  
TERMS: 10th Prox  
\*3285334\*

SOLD TO:  
# 3285334

1317 1 AB 0.593 E0052X I0106 D14067986801 S2 P10727131 0001:0001



JUNIOR BASEBALL OF OREGON-SHERWOOD  
PO BOX 605  
SHERWOOD OR 97140-0605

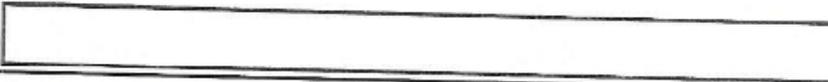
REMIT TO: Ewing Irrigation Products Inc.  
P.O. Box 208728  
Dallas, TX 75320-8728

SHIP TO: Junior Baseball of Oregon - Sherwood  
21970 Sw Sherwood Blvd  
Sherwood, OR 97140-8196  
US

DELIVERY INSTRUCTIONS: Sherwood Middle School

PO#: Curtis - 503-619-9054 BUYER: Curtis Clark PH: (503) 619-9054  
P21 JOB: \_\_\_\_\_ EIP#: \_\_\_\_\_ BY: DAN M QUOTE#: \_\_\_\_\_  
EWING JOB: \_\_\_\_\_ JOB REF: Field Supplies 2025

QTY ORDER	QTY SHIP	QTY B/O	ITEM DESCRIPTION	NET	EXTENSION	LINE#
<i>Invoice Note:</i>						
80.00	80.00	0.00	55011010 TURFACE 50LB MVP	15.09	1,207.58	1
80.00	80.00	0.00	55015640 DRE PROLOC MOUND BLOCK CLAY	2.99	239.55	2
40.00	40.00	0.00	55015430 DRE 50LB DURAPITCH PREM CLAY	20.38	815.07	3



**SUB-TOTAL:** 2,262.20  
**TOTAL FREIGHT:** 75.97  
**TAX:** 0.00  
**AMOUNT PAID:** 0.00  
**AMOUNT DUE:** 2,338.17

# CARTONS

U.S Dollars

SIGNATURE \_\_\_\_\_  
Acknowledgement of receipt of goods listed above.

FILLED BY \_\_\_\_\_  
DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DELIVERED BY \_\_\_\_\_  
DATE \_\_\_\_\_

NO CASH REFUNDS. Sale subject to terms and conditions on reverse  
No recommendation has been made by, or provided to, the seller concerning the use of the pesticide covered by this invoice.  
PROPOSITION 65 WARNING: Some of the products on your order may expose you to chemicals that are known to the State of California to cause cancer, birth defects, and reproductive harm. learn more at <https://www.p65warnings.ca.gov>.



Home Office  
 3441 E. Harbour Drive, Phoenix, AZ 85034  
 602.437.9530  
 www.ewingos.com



**QUOTATION**

140 Ewing Tigard  
 10600 SW Cascade Ave  
 Tigard, OR 97223  
 PHN 5036849530 FAX 5039680446

QUOTE # 21214426  
 PAGE 1 of 1  
 QUOTED 03/07/2025

SOLD TO: Junior Baseball of Oregon - Sherwood  
 # 3285334 PO BOX 605  
 Sherwood, OR 97140-8196  
 PH 5037801592

SHIP TO: Junior Baseball of Oregon - Sherwood  
 21970 Sw Sherwood Blvd  
 Sherwood, OR 97140-8196  
 PH 5037801592

DELIVERY INSTRUCTIONS: \_\_\_\_\_

PO#: TBD BUYER: Curtis Clark PH: \_\_\_\_\_  
 P21 JOB: \_\_\_\_\_ EIP#: \_\_\_\_\_ BY: TIM L QUOTE# \_\_\_\_\_  
 EWING JOB: \_\_\_\_\_ JOB REF: #24 Netting

QTY	ORDER	ITEM DESCRIPTION	NET	EXTENDED	LINE#
12,480	EA	99680000 #24 Gauge (1-7/8") Net with Rope Border	0.6000	7,488.00	1

Quotes do not include estimated tax. Once invoiced and local tax location is identified, applicable taxes will be calculated and applied.

**SUB-TOTAL:** 7,488.00  
**TAX:** 0.00  
**SHIPPING & HANDLING:** 908.11  
**AMOUNT DUE:** 8,396.11

No recommendation has been made by, or provided to, the seller concerning the use of the pesticide covered by this invoice.  
**PROPOSITION 65 WARNING:** Some of the products on your order may expose you to chemicals that are known to the State of California to cause cancer, birth defects and reproductive harm. Learn more at <https://www.p65warnings.ca.gov/>

This estimate disclaimer is provided to clarify the terms and conditions associated with the estimates provided by Ewing Outdoor Supply

This quote provided by Ewing Outdoor Supply is based on available information at the time of quoting and are subject to change based on unforeseen circumstances, Tariffs, Forced Majeure or additional factors beyond Ewings control.

Contractor to verify all materials and quantities quoted.

This quote is for estimating purposes. When the order is placed it will be priced with the most current pricing at the time of shipment.

The price named in the estimate is an approximation of the project requirements as provided to Ewing.

The disclaimer emphasizes that the estimate is non-binding and subject to change based on various factors, such as unforeseen circumstances or alterations to the project requirements.



Beaverton 8PM 97229

What can ...



Beaverton 8PM 97229

Shop All Services

DIY

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Home / Tools / Tool Storage / Jobsite Boxes

Internet # 317120276 Model # RB60 Store SKU # 1006603237

### Customers Also Viewed

Exclusive



**Husky**  
Tool Storage 48 in. W Black Steel Job Site Toolbox

★★★★★ (4.2 / 220)

**\$398<sup>00</sup>**

Top Rated



**TRINITY**  
36 in. Job Site Box, Gray

★★★★★ (4.1 / 217)

**\$235<sup>46</sup> /box**



< 1/6 >

Exclusive

RIDGID

### 60 in. x 24 in. Universal Storage Chest

★★★★★ (1568) Questions & Answers (418)



\$599<sup>00</sup>

Pay \$549.00 after \$50 OFF your total qualifying purchase upon opening a new card. [Apply for a Home Depot Consumer Card](#)

- Requires padlock w/ 7/8-1 in. shackle, recommended Master Lock #5
- Overlapping lid design provides protection against weather
- Box dimensions 28.5 in. H x 60 in. W x 24 in. D
- [View More Details](#)

Feedback

Color/Finish: **Black**



Product Width (in.): **60 in**



Pickup at [Beaverton](#)

Delivering to [97229](#)

<p><b>Pickup</b> <span style="color: orange;">✔</span></p> <p><b>Today</b></p> <p>1 in stock</p> <p><b>FREE</b></p>	<p><b>Delivery</b></p> <p><b>Tue, Apr 8</b></p> <p>20 available</p> <p><b>FREE</b></p>
---	--

Get it delivered as soon as tomorrow. Schedule your delivery in checkout.

Quantity selector: 1



As low as \$32.27/mo with [PayPal](#). [Learn more](#)

### Free & Easy Returns In Store or Online

Return this item within **90 days** of purchase.

[Read Return Policy](#)

### Frequently Bought Together

<p>CURRENT ITEM</p> <p><input checked="" type="checkbox"/> Select</p> <p>Exclusive </p>	+	<p><input checked="" type="checkbox"/> Select </p>						
---	---	--	---	--	---	--	---	--



**RIGID**  
60 in. x 24 in. Universal Storage Chest

★★★★★ (4.3 / 1568)

\$599<sup>00</sup>

Subtotal: **\$1,340<sup>38</sup>**

[Add 6 Items to Cart](#)



**Master Lock**  
Stainless Steel Outdoor Padlock with Key, 2 in. Wide, 2 Pack

★★★★★ (4.6 / 448)

\$26<sup>28</sup>



**Shepherd**  
4 in. Black Rubber and Steel Swivel and Rigid Caster Kit with Hardware (4-Piece)

★★★★★ (4.2 / 123)



**Knaack**  
Jobmaster 42 in. x 19 in. x 23.37 in. Rolling Storage Chest

★★★★★ (4.1 / 10)

\$610<sup>00</sup>



**Master Lock**  
Steel Cable with Loop Ends, 15 ft. Long

★★★★★ (4.7 / 598)

\$19<sup>55</sup> 1/1

[Feedback](#)



**Ask about this product**

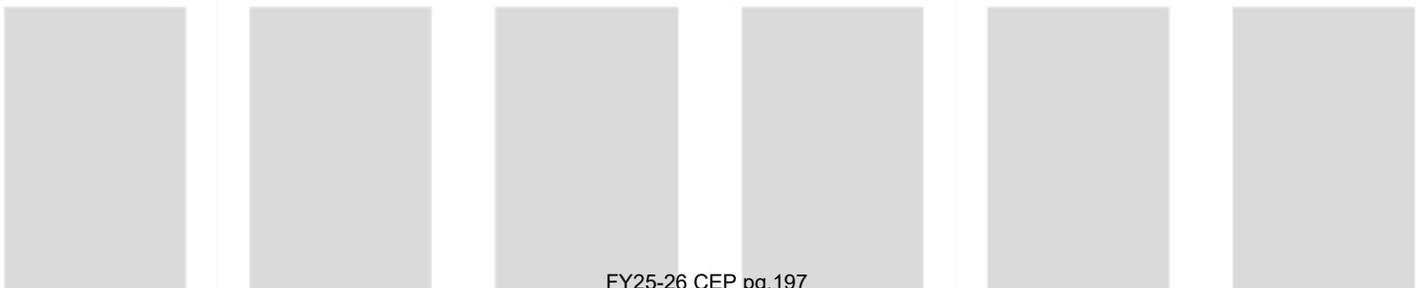
Get an immediate answer with AI

Type a question

[Get an Answer](#)

AI-generated from the text of manufacturer documentation. To verify or get additional information, please contact The Home Depot customer service.

**Loading Recommendations**





Beaverton 10PM 97229 W.



Beaverton 10PM 97229

Shop All Services DIY Log In

# CART (20)

[Remove All Items](#)

## Pickup and delivery options

Choose an option to change all items in your cart (if available)

**Pickup**

All items available

**Delivery**

All items available

## Pickup

Beaverton (4 items)

LIMITED LIFETIME WARRANTY



### Razor-Back

36 in. Aluminum Landscape Rake

Total Count of Individual Units: 1

Handle Length (in.): **66 in**

Rake Width (in.): **36**

Handle Material: **Aluminum**

**\$419.88**

(\$69.98/item)

- 6 +

Share

Feedback

LIMITED  
LIFETIME  
WARRANTY



**Razor-Back**

24 in. Aluminum Landscape Rake

Total Count of Individual Units: **1**

Handle Length (in.): **66**

Rake Width (in.): **24**

Handle Material: **Aluminum**

**\$349.74**

(\$58.29/item)

-	6	+
---	---	---

Feedback

LIMITED  
LIFETIME  
WARRANTY



**Razor-Back**

10 in. x 10 in. Steel Tamper

Model #30005

**\$109.96**

(\$54.98/item)

-	2	+
---	---	---



**Ames**  
54 in. Wood Handle Action Scuffle Hoe  
Model #2825800

**\$203.58**  
(\$33.93/item)

-	6	+
---	---	---

Feedback

## Recently Viewed



**RIDGID**  
60 in. x 24 in. Universal Storage Chest  
★★★★★ (4.3 / 1568)  
**\$599<sup>00</sup>**

Add to Cart



**DEWALT**  
3400 PSI 2.5 GPM Cold Water Gas Pressure Washer with Electric Start DeWalt 208cc Engine  
★★★★☆ (3 / 321)  
**\$569<sup>00</sup>** Was \$589:00

Add to Cart



**Honda**  
21 in. Nexite Variable Speed 4-in-1 Gas Walk Behind Self-Propelled Mower with Select Drive Control  
★★★★★ (4.5 / 2230)  
**\$799<sup>00</sup>**

Add to Cart



**Honda**  
Nexite Deck 4-in-1 Select Drive 21 in. Gas Walk Behind Self-Propelled Lawn Mower with Blade Stop...  
★★★★☆ (4 / 86)  
**\$899<sup>00</sup>**

Add to Cart

< 1/1 >

## Loading Recommendations

## Your Order

Subtotal	\$1,083.16
Pickup	FREE
Estimated Sales Tax*	---

**Total** **\$1,083.16**

Have a Promo Code?

Checkout

Check Out Quickly With



 **Easy In-Store and Online Returns**  
Read Our [Return Policy](#)

 **Get Up to \$100 Off**

Get a Home Depot Credit Card and receive **\$25 off** your qualifying purchase of \$25+, **\$50 off** purchases \$300+, or **\$100 off** orders over \$1000. 

[Apply Now](#)

Item Total	\$1,083.16
Savings	-\$100.00
<b>New Total</b>	<b>\$983.16</b>

### Let Us Know if You Need Help

See our [Online FAQs](#) or phone us:

Online Customer Support: [1-800-430-3376](tel:1-800-430-3376)

Custom Blinds: [1-800-658-7320](tel:1-800-658-7320)

Call 7 days a week - 6 a.m. to 2 a.m. EST



Beaverton 10PM 97229

What c...



Beaverton 10PM 97229

Shop All Services

DIY

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# Hawksview Fence Extension

CART (265)

[Remove All Items](#)

There's a problem with your cart. Please correct any errors indicated below and try again.

## Pickup and delivery options

Choose an option to change all items in your cart (if available)

**Pickup**

All items available

**Delivery**

All items available

## Cart Errors

(1 item)

Your store has only 17 in stock. Please reduce the quantity, check nearby pickup stores, or change your fulfillment to proceed.

[Check Nearby Stores](#)



### Everbilt

Chain Link Fence 70 in. Galvanized Steel Tension Bar

Model #328510DPTEB

**\$383.36**

(\$11.98/item)

Quantity selector: - 32 +

## Pickup

Beaverton (9 items)



**Everbilt**  
1-3/8 in. Chain Link Fence Aluminum Rail End  
Color Family: **Silver**

**\$81.28**  
(\$1.27/item)

-	64	+
---	----	---



**Everbilt**  
6-1/2 in. Long 11-Gauge Aluminum Fence Ties (30-Pack)  
Model #328554EB

**\$36.80**  
(\$9.20/item)

-	4	+
---	---	---

# Hawksview Fence Extension



**Everbilt**

Chain Link Fence 2-3/8 in. Galvanized Steel Tension Band

Color Family: **Silver**

**\$199.68**  
(\$3.12/item)

-	64	+
---	----	---

Feedback



**Everbilt**

Chain Link Fence 2-3/8 in. Aluminum Post Cap

Color/Finish: **SILVER**

Fits Nominal Post Size: **2.375X2.375**

**\$43.68**  
(\$2.73/item)

-	16	+
---	----	---

# Hawksview Fence Extension

**Everbilt**

5/16 in. x 1-1/4 in. Galvanized Steel Carriage Bolt (20-Pack)

Color Family: **Silver**

**\$25.90**

(\$12.95/item)



-	2	+
---	---	---



**Everbilt**

1-5/8 in. Dia. x 8 ft. 16-Gauge Galvanized Steel Chain Link Fence Line Post

Product Width (in.): **1.63 in**

Product Height (in.): **96 in**

Color Family: **Silver**

**\$483.20**

(\$30.20/item)

**Get Bulk Pricing of \$27.18 on this item when you purchase at least 24 units.**



-	16	+
---	----	---

# Hawksview Fence Extension



**Quikrete**  
80 lb. Concrete Mix  
Product Weight (lb.): **80 lb**

**\$191.36**  
(\$5.98/item)

**Get Bulk Pricing of \$5.38 on this item when you purchase at least 42 units.**

-	32	+
---	----	---

Feedback



**Everbilt**  
6 ft. x 50 ft. 11.5- Gauge Galvanized Steel Chain Link Fence Fabric  
Product Width (in.): **600 in**  
Product Height (in.): **72 in**  
Color Family: **Silver**

**\$417.00**  
(\$139.00/item)

**Get Bulk Pricing of \$125.10 on this item when you purchase at least 10 units.**

-	3	+
---	---	---

**Hawksview Fence Extension**



**Everbilt**

Chain Link Fence 1-3/8 in. Diameter x 10 ft. Long 17-Gauge Thick Galvanized Steel Top Rail Post

Color Family: **Silver**

**\$736.00**

(\$23.00/item)

# Hawksview Fence Extension

— 32 +



## Recently Viewed



**Everbilt**  
Chain Link Fence 1-3/8 in. Diameter x 10 ft. Long 17-Gauge Thick Galvanized Steel Top Rail Post

★★★★★ (4.5 / 290)

**\$23<sup>00</sup>**

Add to Cart



**RIDGID**  
60 in. x 24 in. Universal Storage Chest

★★★★★ (4.3 / 1569)

**\$599<sup>00</sup>**

Add to Cart



**DEWALT**  
3400 PSI 2.5 GPM Cold Water Gas Pressure Washer with Electric Start DeWalt 208cc Engine

★★★★☆ (3 / 321)

**\$569<sup>00</sup>** Was \$589-00

Add to Cart



**Honda**  
21 in. Nexite Variable Speed 4-in-1 Gas Walk Behind Self-Propelled Mower with Select Drive Control

★★★★★ (4.5 / 2244)

**\$799<sup>00</sup>**

Add to Cart



**Honda**  
Nexite Deck 4-in-1 Select Drive 21 in. Gas Walk Behind Self-Propelled Lawn Mower with Blade Stop...

★★★★☆ (4 / 90)

**\$899<sup>00</sup>**

Add to Cart

< 1/1 >

## Customers Also Purchased...



**Everbilt**  
6-1/2 in. Long 11-Gauge Aluminum Fence Ties (30-Pack)

★★★★★ (4.3 / 227)

**\$9<sup>20</sup>** /package



**Everbilt**  
2-3/8 in. Galvanized Steel Chain Link Fence Brace Band

★★★★★ (4.7 / 101)

**\$2<sup>98</sup>**



**Everbilt**  
1-5/8 in. Aluminum Chain Link Fence Eye Top for Line Post

★★★★☆ (4.2 / 113)

**\$3<sup>82</sup>**



**Everbilt**  
Chain Link Fence 2-3/8 in. Galvanized Steel Tension Band

★★★★★ (4.4 / 120)

**\$3<sup>12</sup>**



**Everbilt**  
1-3/8 in. x 6 in. Galvanized Steel Chain Link Fence Top Rail Sleeve

★★★★★ (4.6 / 117)

**\$5<sup>22</sup>**

Best Seller



**Everbilt**  
Chain Link Fence 1-3/8 in. Diameter x 10 ft. Long 17-Gauge Thick Galvanized Steel Top Rail Post

★★★★★ (4.5 / 290)

# SMS Dugout Fencing

Pickup

FREE

Estimated Sales Tax\*

---

**Total**

**\$2,598.26**

Have a Promo Code? 

# Hawksview Fence Extension

Checkout

Check Out Quickly With



## Easy In-Store and Online Returns

 Read Our [Return Policy](#)

Feedback

## Get Up to \$100 Off

Get a Home Depot Credit Card and receive **\$25 off** your qualifying purchase of \$25+, **\$50 off** purchases \$300+, or **\$100 off** orders over \$1000. ⓘ

[Apply Now](#)

Item Total

\$2,598.26

Savings

-\$100.00

**New Total**

**\$2,498.26**

## Let Us Know if You Need Help

See our [Online FAQs](#) or phone us:

Online Customer Support: [1-800-430-3376](tel:1-800-430-3376)

Custom Blinds: [1-800-658-7320](tel:1-800-658-7320)

Call 7 days a week - 6 a.m. to 2 a.m. EST

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The Company Store

VISSANI.



HAMPTON BAY.



StyleWell.



trafficMASTER



## Need Help?

Visit our [Customer Service Center](#) or Text 38698



Beaverton 10PM 97229 W.



Beaverton 10PM 97229

Shop All Services

DIY

Log In

CART (282)

# SMS Dugout Fence

Share

[Remove All Items](#)

! There's a problem with your cart. Please correct any errors indicated below and try again.

## Pickup and delivery options

Choose an option to change all items in your cart (if available)

**Pickup**

All items available

**Delivery**

All items available

## Cart Errors

(1 item)

! Your store has only 139 in stock. Please reduce the quantity, check nearby pickup stores, or change your fulfillment to proceed.  
[Check Nearby Stores](#)



### Everbilt

Chain Link Fence 2-3/8 in. Galvanized Steel Tension Band

Color Family: **Silver**

**\$449.28**  
(\$3.12/item)

Quantity selector: - 144 +

## Pickup

Beaverton (9 items)



**Everbilt**

Chain Link Fence 1-3/8 in. Diameter x 10 ft. Long 17-Gauge Thick Galvanized Steel Top Rail Post

Color Family: **Silver**

**\$276.00**

(\$23.00/item)

-	12	+
---	----	---



**Everbilt**

Chain Link Fence 70 in. Galvanized Steel Tension Bar

Model #328510DPTEB

**\$191.68**

(\$11.98/item)

-	16	+
---	----	---

**SMS Dugout Fence**



**Everbilt**

1-3/8 in. Chain Link Fence Aluminum Rail End

Color Family: **Silver**

**\$60.96**

(\$1.27/item)

-	48	+
---	----	---

Feedback

**Everbilt**

6-1/2 in. Long 11-Gauge Aluminum Fence Ties (30-Pack)

Model #328554EB

**\$92.00**

(\$9.20/item)



-	10	+
---	----	---

**SMS Dugout Fence**

**Everbilt**

Chain Link Fence 2-3/8 in. Aluminum Post Cap

Color/Finish: **SILVER**

Fits Nominal Post Size: **2.375X2.375**



**\$27.30**

(\$2.73/item)

-	10	+
---	----	---

Feedback

**Everbilt**

5/16 in. x 1-1/4 in. Galvanized Steel Carriage Bolt (20-Pack)

Color Family: **Silver**

**\$129.50**

(\$12.95/item)



-	10	+
---	----	---

**SMS Dugout Fence**



**Everbilt**

6 ft. x 50 ft. 11.5- Gauge Galvanized Steel Chain Link Fence Fabric

Product Width (in.): **600 in**

Product Height (in.): **72 in**

Color Family: **Silver**

**\$278.00**

(\$139.00/item)

**Get Bulk Pricing of \$125.10 on this item when you purchase at least 10 units.**

-	2	+
---	---	---

Feedback

**Quikrete**

80 lb. Concrete Mix

Product Weight (lb.): **80 lb**

**\$119.60**

(\$5.98/item)

**Get Bulk Pricing of \$5.38 on this item when you purchase at least 42 units.**



-	20	+
---	----	---

**SMS Dugout Fence**



**Everbilt**

1-5/8 in. Dia. x 8 ft. 16-Gauge Galvanized Steel Chain Link Fence Line Post

Product Width (in.): **1.63 in**

Product Height (in.): **96 in**

Color Family: **Silver**

**\$302.00**

(\$30.20/item)

**Get Bulk Pricing of \$27.18 on this item when you purchase at least 24 units.**

-	10	+
---	----	---



**Loading Recommendations**

**SMS Dugout Fence**

**Loading Recommendations**

# SMS Dugout Fence

Feedback

### Your Order

Subtotal	\$1,926.32
Pickup	FREE
Estimated Sales Tax*	---
<b>Total</b>	<b>\$1,926.32</b>

Have a Promo Code?

Checkout

Check Out Quickly With 

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### Get Up to \$100 Off

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[Apply Now](#)

Item Total  
Savings  
**New Total**

\$1,926.32  
-\$100.00  
**\$1,826.32**

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**JUGS SPORTS  
MINI3 BASEBALL PITCHING  
MACHINE**

PRICE **\$2,995.00**  
 QUANTITY:  **4**   
 TOTAL **\$11,980.00**



SUBTOTAL:\$11,980.00

SHIPPING:Add Info

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---

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Pacific Time

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Protective Screens



Patio Furniture

Baseball/Softball / Screens / L-Screens / Pro L-Screen: 7'6" x 7'6"



## Pro L-Screen: 7'6" x 7'6"

Frame, Net, Pad, Wheels

SKU: MUHL-PRLS



★★★★★ 5.00 (2 reviews)

**\$544.00**

Quantity: - 1 +

ADD TO CART

[Details](#)

[Related Items](#)

[Customer Reviews](#)

The 2" powder coated steel tubing frame with hip protector is heavy duty and built to last. Frame padding extends the net life, reduces ball ricochet, and gives a tough strong look. Large airless wheels provide the Pro L-Screen with a smooth and easy mobility for easy transportation on and off the field.

Thick #96 knotted netting slips over the frame pillow-case style for double protection. 7.5' H x 7.5' W with a 3' x 3' cutout and hip protector offers great protection and in what many coaches say is the best screen on the market, at an even better price.

Steel wheel covers protect the life of the wheels. The wheels are airless for trouble free usage.

The thick, foam padding makes a durable vinyl cover.

## Technical Specifications:

- 7.5' H x 7.5' W frame
- 3' x 3' cutout and hip protector
- Compression bolt design for super rigid frame
- 2" powder coated steel frame
- 1.5" thick vinyl padding
- Never flat airless wheel kit
- Heavy Duty #96 knotted net
- 2 welded gussets

### Pro L Screen Padding Instruction



**Practice Sports, Inc. - Premium Sports Facility Equipment Supplier & Installer**

**4.9** ★★★★★

Based on 327 reviews powered by Google



**Christian Scott**

7 months ago



Had a great experience! This group helped me plan and determine what equipment was right to get



**Ana M**

7 months ago



Ordered a new gaga pit from practice sports for our youth group and it is fantastic. However, what I am super



**Ganesh Ramacha...**

7 months ago



Practice Sports and Practice Baseball offer a large variety of high quality equipment for the sports enthusiast. In

## RECOMMENDED FOR YOU



# Stark Street Lawn and Garden 1

14270 SW Galbreath Dr  
 Sherwood, OR 97140  
 Phone: (503) 625-2967 Fax: (503) 925-1240

## Invoice

1127995

It is a privilege to serve you today and we hope to see you again soon. Items must be returned in their original packaging, no returns on special orders or electrical parts. Returns may be subject to 15% restocking.

Bill To				Ship To		
Curtis Clark 24460 SW Ladd Hill Rd Sherwood, OR 97140						
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
153506			(503) 619-9054		Cash Sale	
Counter Person	Sales Person	Invoice Date	Reference	Email Address		Department
Evelyn	Evelyn	07/12/24	1201178			Default

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
BR600	STQW	65cc Blower	1		1	\$549.99	\$549.99	\$549.99
		SN 541421790						

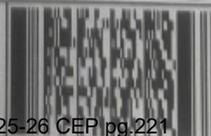
Invoice Total	\$549.99
Sales Tax	\$0.00
<b>Grand Total</b>	<b>\$549.99</b>

Payment Details	Memo	Clerk	Date Time	Amount
Visa		Evelyn	07/12 10:02	(\$549.99)
MC	XXXXXXXXXXXX4829			
Approval #	01200B			
AMOUNT:	549.99			
TERMINAL:	7/12/2024 10:03:12 AM	BUYER AGREES TO PAY TOTAL AMOUNT ABOVE ACCORDING TO CARDHOLDER'S AGREEMENT WITH ISSUER		
TERM113-PC				

Payment Total	<u>\$549.99</u>
Balance Due	\$0.00

Thanks for your Business!! We hope that you are satisfied with your purchase. We have a 30 day return policy. No returns if machine has been misused, abused or not properly lubricated. No returns on Snow Equipment or Generators. Stark Street Lawn & Garden will use text messaging in some cases to attempt to communicate with you. We do comply with opt-out requests. [www.starkstreet.com](http://www.starkstreet.com) [www.facebook.com/starkstreet](http://www.facebook.com/starkstreet) @starkstlawn

Notes:



Customer acknowledges receipt thereof:

## Aluminum Bleachers - 15', 3 Rows



Get the crowd into the game with comfortable seating and elevated views.

- 10" deep aluminum benches and foot rails.
- Welded aluminum frame. No rust.
- [Concrete](#) or [Grass Mounting Hardware](#) and [Wheel Kits](#) sold separately.

[More Images](#)

MODEL NO.	DESCRIPTION	SEATING CAPACITY	SIZE L x W x H	WT. (LBS.)	PRICE EACH		IN STOCK SHIPS TODAY
					1	3+	
H-4406	3 Rows	30	15 x 5 x 2'	186	\$2,130	\$2,080	1 <a href="#">ADD</a>

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

[Additional Info](#) [Parts](#) [Shopping Lists](#) [Request a Catalog](#)

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 14 LOCATIONS

**2025-26 CEP Grant Application**

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**YMCA of Columbia-Willamette - Community Teaching Kitchen**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project Staff Reviewer Name: <b>Mary Hando</b>		<b>YMCA of Columbia-Willamette - Community Teaching Kitchen</b>	Criteria Met (Y/N)
Verification Criteria:	Metro/IGA Requirements		
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.		<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:		<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations		
	◊ School or institution of higher learning		
Project Requirements	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.		<b>Y</b> <b>Y</b> <b>Y</b> <b>N/A</b>
	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds		
	◊ Must not promote or inhibit religion		
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation		
Project Goals	◊ If located on private land, application must establish a clear public benefit and must document landowner permission		<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>
	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.		
	◊ Project Goals		
	◊ Project Description		
	◊ Community Benefit		
	◊ Prior CEP Awards		
	◊ Budget		
◊ On-Going Operations			
◊ Value to the Community			

Additional Considerations	City Responsibility to the Community		Verified on OR Sec. of State website	
	◊	When applicable, was an IRS determination letter submitted?		<b>Y</b>
	◊	When applicable, was a letter of permission from the landowner submitted?		<b>Y</b>
	◊	Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?		<b>N</b>
	◊	If permits are required, was the necessary approval received?		<b>N/A</b>
Requirements Met: Y/N			<b>Y</b>	

Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
1. In the prior 3 years, have applications been received?			<b>N</b>
2. Were the applications for the same project in the current application?			<b>N</b>
3. How much has been awarded to the group for the project in the current application?			\$ -
4. How much has been awarded to the group overall?			\$ <b>49,091.00</b>
	Total number of grant awards		<b>4</b>



Home of the Tualatin River National Wildlife Refuge



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: \_\_\_\_\_

Project/Program: \_\_\_\_\_

\_\_\_\_\_ Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

\_\_\_\_\_ Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

\_\_\_\_\_  
Signature of Party Authorized to  
Represent the Organization

\_\_\_\_\_  
Printed name

Date \_\_\_\_\_



Home of the Tualatin River National Wildlife Refuge



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: \_\_\_\_\_

Applicant/Project Sponsor: \_\_\_\_\_

Organization Type: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

\_\_\_\_\_  
Signature of Party Authorized to Represent the Organization

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date



Home of the Tualatin River National Wildlife Refuge



### Project Budget Summary

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Grant Funds Requested	
+ Matching Funds (Cash)	
+ In-Kind Matching Funds:	
= Total Cost of Project:	

Proposed start date:

Proposed end date:

### PROJECT DETAIL

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1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

3. List anticipated project milestones and dates.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes                      No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

6. Who will benefit if this project is funded? How will they benefit?

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

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

9. Does this project require coordination with other public or private organizations?  
Yes                      No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes                      No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes                      No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

14. Was a Community Enhancement grant received last year?

Yes

No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?



19. Percent of Total Budget provided by applicant:

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes

No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

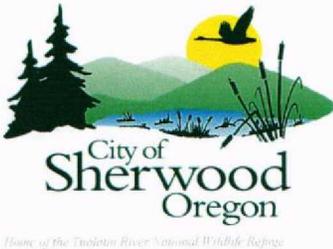
Describe how that would change the scope of work.

## Proposed Budget Detail

Sherwood YMCA  
 Community Teaching Kitchen  
 CEP Grant 2025

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Ventilation Budget Estimate*	\$30,000			\$30,000
Budget Wash Station Install*	\$8,000			\$8,000
Appliance & Furnishings Purchase	\$18,000			\$18,000
Paid Staff Costs		\$57,800		\$57,800
Volunteer Staff Costs 30 hours			\$1,004.70	\$1,004.70
Food Costs		\$7,800	\$955	\$8,755
Cooking Equipment Purchase		\$950		\$950
<i>PHASE 2 Construction Costs</i>				<i>\$52,000</i>
<i>PHASE 2 Appliance &amp; Furnishings</i>				<i>\$6,000</i>
		<b>TOTAL</b>		<b>\$182,509.70</b>

\*The construction company who agreed to provide a comprehensive bid did not follow through on the agreed upon timeline. These budget estimates were provided over the phone by companies with experience in each type of construction. We will be getting written, detailed bids from at least three companies before moving forward with any work.



April 15, 2025

Letter of Support and Approval of Teaching Kitchen

Sherwood Regional Family YMCA,

I am pleased to express my support and approval for a permanent teaching kitchen within the Sherwood YMCA's multipurpose room.

Thank you,

Craig Sheldon

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

**Mayor**  
Tim Rosener

**Council President**  
Kim Young

**Councilors**  
Renee Brouse  
Taylor Giles  
Keith Mays  
Doug Scott  
Dan Standke

**City Manager**  
Craig Sheldon

**Assistant City Manager**  
Kristen Switzer

**2025-26 CEP Grant Application**

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**Sherwood Area Chamber of Commerce - Cruisin' Sherwood 2025**

### 2025-26 CEP Grant Applicant Staff Review Report

Applicant & Project Staff Reviewer Name: Mary Hando		<b>Sherwood Area Chamber of Commerce - Cruisin' Sherwood 2025</b>	Criteria Met (Y/N)
Verification Criteria:	Metro/IGA Requirements		
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.		Y
Applicant Requirements	A project applicant must be one of the following:		Y
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations		
	◊ School or institution of higher learning		
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.		
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds		Y
	◊ Must not promote or inhibit religion		Y
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation		Y
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission		N/A
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.		
	◊ Project Goals		Y
	◊ Project Description		Y
	◊ Community Benefit		Y
	◊ Prior CEP Awards		Y
	◊ Budget		Y
	◊ On-Going Operations		Y
	◊ Value to the Community		Y

Additional Considerations	City Responsibility to the Community		
	◊	When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊	When applicable, was a letter of permission from the landowner submitted?	Y
	◊	Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	N
	◊	If permits are required, was the necessary approval received?	N/A
Requirements Met: Y/N			Y

Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
1. In the prior 3 years, have applications been received?			Y
	FY22-23	Work Share Space Enhancement	\$ 9,595
2. Were the applications for the same project in the current application?			Y
	FY21-22		
3. How much as been awarded to the group for the project in the current application?			\$ 21,660.00
4. How much has been awarded to the group overall?			\$ 47,655.00
	Total number of grant awards		4



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: Sherwood Area Chamber of Commerce

Project/Program: Cruisin' Sherwood 2025

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

  
\_\_\_\_\_

Farrah Burke  
CEO & Executive Director  
Sherwood Area Chamber of Commerce  
\_\_\_\_\_

Signature of Party Authorized to Represent the Organization

Printed name

Date 4/14/2025



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Cruisin' Sherwood 2025

Applicant/Project Sponsor: Sherwood Area Chamber of Commerce

Organization Type: 501(c) 6 Federal Tax ID Number: 93-0938421

Contact: Farrah Burke Daytime Phone: 503-625-7800

Email: chamber@sherwoodchamber.org

Address: 16273 SW Railroad St. Sherwood, Or 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Farrah Burke

Signature of Party Authorized to Represent the Organization

Printed name

Farrah Burke  
CEO & Executive Director  
Sherwood Area Chamber of Commerce

4/14/2025

Date



Project Budget Summary

Grant Funds Requested	20,998.1
+ Matching Funds (Cash)	
+ In-Kind Matching Funds:	
= Total Cost of Project:	44,462.69

Proposed start date:

Proposed end date:

PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The proposed project is Cruisin' Sherwood 2025. The overall objective of Cruisin' is to honor the long standing tradition of the Cruisin' car show and family festival in Sherwood on its 33rd year.

Family festivals bring tourism and give Sherwood its home town feel.

The location of Cruisin' is in the downtown streets of Sherwood, Oregon.

Goals for Crusin':

1. Operational uplift of all areas. Minimizing costs and maximizing benefit. Work smarter, not harder. Goal being a 28% reduction in expenses overall.
2. Back to the basics on the event. Smooth and well communicated logistics for all vendors, sponsors, and the City of Sherwood.
3. Celebrate the City of Sherwood and its businesses. Honor our downtown businesses and beyond by listening to grievances from the past and attempting to correct.

We would like to ask for CEP funds for items that would aid in the safety, security, and operational excellence of the Cruisin' event. The Chamber would pay for the entertainment, awards, and apparel items for the event. (See "CEP Cruisin' 2025 Expenses" attachment for details)

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

How does Cruisin' meet the City of Sherwood Goals:

Results in increases in safety within the city: Increased safety for our large events results from tactical and well communicated logistics.

Enhances art and culture: Cruisin' is a cultural icon festival of the city of Sherwood. As the tradition of Cruisin' continues it enhances the cities committment to focusing on the small town feel while still thinking big.

Improves the employment or economic opportunities residents: Cruisin' employs almost exclusively local vendors for its needs on every level. It also brings 20,000 people to Sherwood to patron our businesses. This quantity of visitors is only seen in Sherwood twice a year at Cruisin' and the Robin Hood Festival.

3. List anticipated project milestones and dates.

Registration, Vendor, and Sponsor forms go live: April 4

SEPA submitted: April 8

CEP grant submitted: April 14

City, Police, Tualatin Valley Fire & Rescue Meeting: Late April, Early May

Volunteer Opportunities go Live: May 1

Vendor & Sponsorship Deadline: May 14

Vendor List to City of Sherwood: June 16

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

6. Who will benefit if this project is funded? How will they benefit?

The City of Sherwood residents will benefit from this grant as it will continue the Cruisin' festival tradition.

The businesses of Sherwood will benefit from the 20,000 visitors on the day of the festival.

The Chamber will benefit from the grant as it will aid in the implementation of the festival.

The Chamber has one employee and a small board of volunteers. Any financial assistance with this project is humbly appreciate

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

**The CEO of the Chamber has been a VP of Operations and Director of Programs at large corporations and managed multi million dollar budgets with scope, schedule, and timelines. The CEO has also managed many events in Sherwood on a volunteer basis.**

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

**The City of Sherwood Center for the Arts for festival registration.  
The City of Sherwood for waste management.  
The City of Sherwood for police.**

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

See expense details spreadsheet for full list of private vendors for coordination.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

PRIOR APPLICANTS

---

11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

1. FY21-22 Sherwood Area Chamber of Commerce Crusin' Car Show 21,660.00
2. FY22-23 Sherwood Area Chamber of Commerce Work Share Space Enhancement 9,595.00

1. Coming out of Covid I believe this CEP was needed to continue the tradition of Cruisin'. The grant was successful in helping the car show continue.

This grant pre-dates the current CEO so specifics of the grant are not available.

2. The Work Share space enhancement allowed for small work spaces to be built within the Chamber giving more opportunities for persons to work within the chamber space.

Although the Chamber did not remain in the space that was enhanced, I believe it helped the Chamber refresh at the time.

This grant pre-dates the current CEP so specifics of the grant are not available.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

PROPOSED BUDGET DETAIL

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Please see the attached spreadsheet for details of the grant funding usage. The Chamber has one employee and being able to aid the employee put on the festival with less worry about covering expenses with Sponsorships In Kind will help the CEO to focus on critical Logistics and Communications.

17. List all grants applied for in support of this project and commitments confirmed to date.

None to this date.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
	See			
	attached			
Total				

19. Percent of Total Budget provided by applicant:

52%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

23%

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$** See below.

Describe how that would change the scope of work.

The Chamber will ensure that Cruisin' 2025 takes place as we see it is our duty to continue the tradition.

Without the cities support it will be much more difficult for the Chamber to run the festival.

But we will happily and humbly take any level of support that is given.

Thank you for the consideration!

CEP Request Items: Based on 2024 Expenditures		Sherwood Area Chamber Expenses	
Expense	Total	Expense	2024 Cost
Alert Security (Overnight security Friday to Saturday)	\$385.00	Accent Signs: Awards	\$450.00
City of Sherwood (Center for the Arts Rental for Car Registration)	\$1,800.00	Adam Screenprint: T-Shirts/Sweatshirts	\$8,386.00
State Wide Rent A Fence (Fencing around the beer garden & other areas)	\$708.00	Blue Moose Graphics: Cruisin Annual Artwork	\$1,095.00
Printing for Neighborhood Notifications & Local Promotions	\$1,415.69	BMI: Music Licensing	\$425.00
United Site Services (Porto Potties)	\$2,697.87	Carpenter Media Group/Pamplin Media	\$1,866.88
Event Insurance	\$5,057.43	City of Sherwood SEPA Fees	\$546.25
Tech Audio: Stage Rental	\$2,400.00	Live Bands	\$6,100.00
Arden Event Collective: Tables & Chairs	\$1,049.12	Pacific Golf & Turf: Golf Carts	\$1,175.00
Vision Communications Co: Walkie Talkie Rental	\$475.00	Symposium Coffee for Volunteers	\$80.00
Sherwood Cruisers (Car Show Management Fee)	\$4,500.00	The Mobile DJ	\$650.00
Car Show Pro (Car Show Software Management)	\$510.00	UPS	\$312.45
	<b>\$20,998.11</b>	GK Machines: Trophies	\$2,175.00
		Credit Card Fees	\$203.00
			<b>\$23,464.58</b>
Total Project Cost	\$44,462.69		

**2025-26 CEP Grant Application**

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**The Manav Foundation - School to Farm Agriculture Study (year 7)**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project Staff Reviewer Name: <b>Mary Hando</b>		<b>The Manav Foundation - School to Farm Agriculture Study (year 7)</b>	Criteria Met (Y/N)
Verification Criteria:	Metro/IGA Requirements		
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.		<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:		<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations		
	◊ School or institution of higher learning		
Project Requirements	Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.		
	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds		<b>Y</b>
	◊ Must not promote or inhibit religion		<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation		<b>Y</b>
Project Goals	If located on private land, application must establish a clear public benefit and must document landowner permission		
	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.		
	◊ Project Goals		<b>Y</b>
	◊ Project Description		<b>Y</b>
	◊ Community Benefit		<b>Y</b>
	◊ Prior CEP Awards		<b>Y</b>
	◊ Budget		<b>Y</b>
◊ On-Going Operations		<b>Y</b>	
◊ Value to the Community		<b>Y</b>	

Additional Considerations	City Responsibility to the Community		
	◊	When applicable, was an IRS determination letter submitted?	<b>Y</b>
	◊	When applicable, was a letter of permission from the landowner submitted?	<b>Y</b>
	◊	Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N</b>
	◊	If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N			<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
1. In the prior 3 years, have applications been received? FY22-23                                      School to Farm Seasonal Study			<b>Y</b> <b>\$ 5,237.00</b>
2. Were the applications for the same project in the current application?			<b>Y</b>
3. How much as been awarded to the group for the project in the current application?			<b>\$ 35,919.00</b>
4. How much has been awarded to the group overall? Total number of grant awards			<b>\$ 35,919.00</b> <b>4</b>



Home of the Tualatin River National Wildlife Refuge



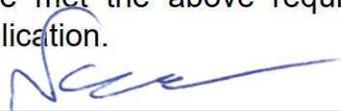
## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: The Manav Foundation

Project/Program: School to Farm Agriculture Study (Year 7)

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

  
\_\_\_\_\_

Signature of Party Authorized to  
Represent the Organization

**Narendra Varma**  
\_\_\_\_\_

Printed name

Date 4/14/25  
\_\_\_\_\_



## Sherwood Community Enhancement Project Application

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Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

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Title of Project/Program: School to Farm Agriculture Study (Year 7)

Applicant/Project Sponsor: The Manav Foundation

Organization Type: 501(c)(3) Federal Tax ID Number: 45-2963443

Contact: Narendra Varma Daytime Phone: 503-308-8276

Email: narendra@manav.org

Address: 14109 Alesca Lane, Sherwood, Oregon 97140

---

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

\_\_\_\_\_  
Signature of Party Authorized to  
Represent the Organization

4/14/25

\_\_\_\_\_  
Date

Narendra Varma

\_\_\_\_\_  
Printed name



### Project Budget Summary

Grant Funds Requested	30016
+ Matching Funds (Cash)	4316
+ In-Kind Matching Funds:	
= Total Cost of Project:	34332

Proposed start date:

Proposed end date:

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

This project is a collaborative effort between all four Sherwood School District Elementary Schools (Archer Glen Elementary, Hawks View Elementary, Ridges Elementary, and Middleton Elementary) and The Manav Foundation. The project funds the visit of every elementary student in the district (1,882 students) to a local organic farm to engage in hands-on, place-based learning. The Manav Foundation has been conducting this project for over 6 years (with some interruptions due to Covid) albeit with just one of the schools (Hawks View). Expanding the program to all four schools ensures that all children gain a deeper understanding of food, agriculture, and environmental systems. All four schools are in full support of the project, with letters of support from all four school principals included as a part of this application.

The applicant, The Manav Foundation, is a 501(c)(3) non-profit sister organization of Our Table Cooperative, a 58-acre organic farm in Sherwood, Oregon. This funding will allow all elementary school students in the district to travel by bus, to the farm, one time during the 2025-26 school year.

Classes will travel to the farm with their grade level. Education on the farm is tailored to each grade level, builds on information initially presented in class, contains hands-on experiential elements, and aligns with NGSS requirements for each individual grade. On-farm lessons give students a deeper knowledge of sustainability, a greater appreciation for locally produced foods and an awareness of the varied ecosystems on the farm. A comprehensive farm walk during each visit allows for sensory observation and investigation of all parts of the property. Life science and Earth science concepts are explored through student led inquiry, experiential exploration and Investigation Stations. Investigation Stations help develop the student critical thinking and scientific reasoning skills, which are necessary for them to draw conclusions and support explanations.

Project funds will be used to pay for curriculum development, transportation of students to the farm, supplies, and staff time for science-based field-trips. As noted above, Hawk's View Elementary (formally Hopkins) has been a longtime partner with The Manav Foundation and has been previously supported by multiple Sherwood CEP Grants. It is our goal to use the requested CEP funding in this application to expand our existing partnership with the school district to all four elementary schools so that we can serve every elementary age child in the district.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

d) Our Table Cooperative Farm continues to conduct extensive riparian restoration projects and actively constructs/creates wildlife habitat. The students will have the opportunity to view progress on these projects over time, thereby gaining an increasing appreciation for the complex impacts of ecological repair that unfold over time.

g) This grant allows all district elementary age children to participate in place-based science education. By incorporating student led inquiry into curriculum presentation, the students are also strengthening valuable skills such as teamwork, problem solving, cooperation, and communication of conclusions and explanations.

h) With this opportunity, each student and teacher at the elementary schools will better understand the cooperative farm structure and culture. Through the years, the students are understanding a local food system, the art of growing and preparing food, and the importance of making healthy food choices. Our hope is that many more families will choose to use their green spaces to grow vegetables, flowers and herbs for food!

3. List anticipated project milestones and dates.

1,882 students will make their farm visits between Fall of 2025 and Spring of 2026. All farm visits will be completed by May 2026. All curriculum development and education materials will be completed between July 2025 and Oct 2025, prior to the start of the field-trips.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

N/A

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

N/A

6. Who will benefit if this project is funded? How will they benefit?

The primary beneficiaries are the 1,882 students who attend the four elementary schools in the Sherwood school district. These students will have the opportunity to engage with an organic, biodiverse farm. Learning will include all aspects of growing, co-existing with native wildlife, and engaging in creating spaces that encourage positive and mutually beneficial interactions with people, plants and animals of all kinds. The school staff and student families also benefit by attending the farm visits or hearing about them from their students. The benefits include an increase in environmental awareness, knowledge of environmental stewardship, an increased knowledge of organic agriculture, and habitat and wildlife conservation. The Sherwood School District also benefits from this partnership by housing a unique on-farm learning opportunity.

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

This will be the seventh year The Manav Foundation has partnered with local schools to manage this project. The project has run smoothly and has received high praise and positive feedback from the students, teachers, parents, and administration. We foresee further success as we venture into a new year of partnership.

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

The project will make use of the Sherwood School District buses, employs Sherwood School District drivers and uses the 58-acre Our Table Cooperative Farm and it's structures. Additionally, this project is facilitated by The Manav Foundation.

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Coordination is required between the four schools, Our Table Cooperative Farm, and The Manav Foundation. All parties have a history of working together and are fully aware of the expectations and responsibilities.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

The primary beneficiaries of the project are the 1,882 students who have the opportunity to engage with an organic, biodiverse farm. The Sherwood School District also benefits from this partnership by providing a unique on-farm learning opportunity. The private landowner, Community by Design LLC, will not realize any material benefit from the project and will receive no payment, rent, etc. from this project.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12 If yes, please proceed to item 16

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

The Manav Foundation received a CEP grant for FY 2022-23 for a similar project partnering with just one of the elementary schools -- Hawk's View Elementary (formally called Hopkins Elementary) to create and deliver seasonal farm curriculum, transporting students to the farm, and providing needed education materials. In addition, any volunteers and other family members who attended lessons on the farm have been introduced to the resources that The Manav Foundation and Our Table Cooperative offer to the community. We estimate that these visits positively impacted over 500 people and was extremely successful.

All steps of the previous project, including submission of budget and exit reporting, were completed on time.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

N/A

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

N/A

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will be used to transport students to and from the farm, to provide the farm and students with necessary materials for each lesson, for project management, to pay for educators' time, and for curriculum development.

17. List all grants applied for in support of this project and commitments confirmed to date.

The Manav Foundation received a general operating grant from The Harbourton Foundaiton in Q1 2025. Part of the foundaions's FY25-26 budget includes allocation for the foundation's portion of this project.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Bus transportation	\$2,615	\$0	\$0	\$2,615
Curriculum development	\$402	\$1,386	\$0	\$1,788
Project mgmt	\$1,239	\$1,425	\$0	\$2,664
Staff costs	\$12,210	\$0	\$0	\$12,210
Facilities, supplies, materials, etc.	\$13,550	\$1,506	\$0	\$15,056
<b>Total</b>	\$30,016	\$4,316	\$0	\$34,332

19. Percent of Total Budget provided by applicant:

13%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

46%

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ 14,596**

Describe how that would change the scope of work.

The total project costs per child are budgeted to be \$18.24/child. Partial funding would require us to reduce the number of children served. In the event that we do not receive the full funding requested, we will work with our school partners to determine the best way to allocate the available funds -- either by cutting one or more entire schools from the program or by cutting certain grade levels. The minimum grant amount of \$14,596 above is computed as the minimum amount required to scale the project back from four schools to two schools (Hawks View (Title 1) and Middleton) serving a total of 933 children versus the 1,882 children served by the full grant amount. The total project budget in this scenario would be \$18,206 with applicant contributing \$3,610 (11%) of the total.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

FEB 28 2013

THE MANAV FOUNDATION  
C/O NARENDRA VARMA  
25460 SW BAKER ROAD  
SHERWOOD, OR 97140

Employer Identification Number:  
45-2963443  
DLN:  
17053017378003  
Contact Person:  
NICHOLAS R HINDS ID# 31662  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Effective Date of Exemption:  
August 2, 2011  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Based on the information you submitted with your application, we have determined you are likely to qualify as a private operating foundation described in section 4942(j)(3) of the Code. Accordingly, you are treated as a private operating foundation for your first year. After that, you will be treated as a private operating foundation as long as you continue to meet the requirements of section 4942(j)(3). You are required to file Form 990-PF annually.

Please see enclosed Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Holly O. Paz  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PF

Letter 1075 (DO/CG)

March 11, 2025

To Whom It May Concern:

I am writing in support of the Community Enhancement Project grant application submitted by Jessie O’Kane with Our Table Cooperative. Being new to Sherwood, I have had the pleasure of experiencing their organic farm and understand the importance of the work being done by this local organization.

In Jessie’s role as the Farm and Garden Educator, she is passionate about providing our students with the opportunity to provide a hands-on learning experience for our students at Archer Glen Elementary. While our students learn about plants, farming, and the benefits of eating healthy foods within the school setting, this experience would allow them to witness the process of seed to table. Additionally, we do not have any other field trip experiences that appeal to students at every grade level.

If given the opportunity, I am confident that our teachers, students, and chaperones will embrace this local experience. I offer my full support to Jessie and her team as they seek to secure the grant and assist our staff in planning and preparing lessons to create the background knowledge necessary to allow students to make the most of this unique experience within our own community. We will gladly work together to organize and schedule the trips highlighting the various growing seasons that occur over a school year.

I appreciate your consideration and look forward to the many possibilities this partnership could provide for our school community!

Kindly,

*Dr. Sarah Woofter*

Dr. Sarah Woofter  
Principal  
Archer Glen Elementary School



**Amy Mitchell, Principal**

Hawks View Elementary School  
21970 SW Sherwood Blvd. • Sherwood, OR 97140  
503.825.5400 • Fax 503.825.5401  
www.sherwood.k12.or.us

Dear Grant Committee,

I am writing this letter in support of the Sherwood Community Enhancement Project grant written by the Farm & Garden Educator at Our Table Cooperative. I am the principal at Hawks View Elementary and have witnessed the learning and excitement that our students have experienced in the past, when we visited Our Table through the School to Farm Seasonal Study Project.

All classes at Hawks View Elementary, pre-k through fifth grade, have successfully traveled to the farm for varied seasons engaging in new learning each trip. They love walking around the farm and learning about life on the farm firsthand. We have received positive feedback from staff, students and parent chaperones regarding our field trips to the farm.

I offer my full support for this project next year. It has been a success, in the past, due to thoughtful planning of the lessons, organization in scheduling the trips and the follow through on gathering feedback. We look forward to partnering with Our Table to reinstate the field trips to the farm!

Sincerely,

Amy Mitchell  
Principal, Hawks View Elementary

February 24, 2025

Dear CEP Grant Committee,

I am writing this letter in support of the Community Enhancement Project Grant from Our Table Cooperative. I am the principal at Middleton Elementary and have witnessed the learning and excitement that our students have experienced the past few years visiting Our Table through various field trips.

All of our teaching teams at each grade level at Middleton, Pre-K through fifth grade, have expressed enthusiasm about this opportunity. We love to get our students outside, to extend learning beyond the walls of our school, and to have them engage with our community. Our grade levels who have visited Our Table in the past have loved it. We always receive positive feedback from staff, students and parent chaperones about the field trips to the farm.

I fully support this project and am excited about this opportunity.

Sincerely,



Natasha Edinger  
Principal, Middleton Elementary



**Ridges**  
ELEMENTARY

**Miranda Johnson- Principal**

Ridges Elementary  
21472 SW Copper Ter. • Sherwood, OR 97140  
503.825.5703 • Fax 503.825.5701

mmjohnson@sherwood.k12.or.us

March 11, 2025

To Whom It May Concern,

I am writing this letter in support of the Community Enhancement Project grant written by Jessie O’Kane, Farm and Garden Education at Our Table here in Sherwood. I am the principal at Ridges Elementary and would love to provide our students with a School to Farm Seasonal Study Project.

Our current curriculum for literacy and social sciences focuses a great deal on communities, healthy eating choices, farm to market concepts, and the impacts of seasons within nature. All of these content areas would partner very well with the proposed Our Table field trip program. This opportunity would allow our elementary students to visit a local farm and learn first hand how the food grown there impacts them personally. An additional exciting component is that our school food services team purchases food items from Our Table, and I have no doubt our students will love seeing exactly where some of their salad bar items come from. The fund from the Community Enhancement Project grant would allow our students the chance to experience first hand how important agriculture is to their daily lives.

I offer my full support for Ridges to participate in this project next year. My own girls participated many years ago with Hopkins Elementary and having attended the field trips as a chaperone, I can attest to the many positive outcomes that can result from such a partnership. It is my greatest hope that we can provide these same opportunities to the students at Ridges next year. Thank you so much for your consideration.

Sincerely,

Miranda Johnson  
Ridges Elementary Principal

# Community by Design, LLC

*Small Farm Incubator*

14109 SW Alesca Ln, Sherwood OR 97140  
www.communitybydesignllc.org



Sherwood CEP Grant Committee

April 10, 2025

Dear Grant Committee:

I am writing in support of the Community Enhancement Project grant submitted by The Manav Foundation in collaboration with Sherwood Elementary Schools.

As the private land owner of the property where the grant project will be conducted, I pledge my full support of the project and certify that the land owner will not receive any payments, rent, or material benefits from this project.

(by Narendra Varma, for Community by Design LLC)

**2025-26 CEP Grant Application**

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**Rotary Club of Sherwood - Sherwood Wine Festival**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project Staff Reviewer Name: <b>Mary Hando</b>		<b>Rotary Club of Sherwood - Sherwood Wine Festival</b>	Criteria Met (Y/N)
Verification Criteria:	Metro/IGA Requirements		
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.		<b>Y</b>
Applicant Requirements	A project applicant must be one of the following: ◇ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations ◇ School or institution of higher learning ◇ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.		<b>Y</b>
Project Requirements	◇ Must not be used to replace any other readily available source of federal, state, local or regional funds ◇ Must not promote or inhibit religion ◇ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation ◇ If located on private land, application must establish a clear public benefit and must document landowner permission		<b>Y</b> <b>Y</b> <b>Y</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level. ◇ Project Goals ◇ Project Description ◇ Community Benefit ◇ Prior CEP Awards ◇ Budget ◇ On-Going Operations ◇ Value to the Community		<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>

Additional Considerations	City Responsibility to the Community		
	◇ When applicable, was an IRS determination letter submitted?		<b>Verified on OR Sec. of State website</b>
	◇ When applicable, was a letter of permission from the landowner submitted?		<b>N/A</b>
	◇ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?		<b>N</b>
	◇ If permits are required, was the necessary approval received?		<b>N/A</b>
Requirements Met: Y/N			<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
1. In the prior 3 years, have applications been received? FY24-25                                      Sherwood Wine Festival			<b>Y</b>
2. Were the applications for the same project in the current application?			<b>Y</b>
3. How much has been awarded to the group for the project in the current application?	<b>\$ 6,000.00</b>		
4. How much has been awarded to the group overall? Total number of grant awards	<b>\$ 6,000.00</b>		<b>1</b>



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Rotary Club of Sherwood

Project/Program: Sherwood Wine Festival

- Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.
- Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Tara Clark

Tara Clark

Signature of Party Authorized to  
Represent the Organization

Printed name

Date 4/3/2021



Home of the Tualatin River National Wildlife Refuge



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Rotary Club of Sherwood Wine Festival

Applicant/Project Sponsor: Tara Clark

Organization Type: 5013c Federal Tax ID Number: 93-1114633

Contact: Tara Clark Daytime Phone: 803-397-7026

Email: sherwoodwinefestival@sherwoodrotary.org

Address: Rotary Club of Sherwood  
ATTN: Sherwood Wine Festival  
PO Box 683  
Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

*Tara Clark*

Tara Clark

Signature of Party Authorized to Represent the Organization

Printed name

4/3/2021

Date



Project Budget Summary

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Grant Funds Requested	2,500
+ Matching Funds (Cash)	8,524
+ In-Kind Matching Funds:	4,454
= Total Cost of Project:	15,478

Proposed start date: 11/8/2025

Proposed end date: 11/8/2025

PROJECT DETAIL

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1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The goal of the project is for the Rotary Club of Sherwood to raise money to help fund the various community projects, provide scholarships and grants as well as to fund international humanitarian efforts. The event will take place at the Red Berry Barn on Chapman Road in Sherwood on November 8, 2025 from 1 PM to 7 PM. The wine festival will allow Rotary Club of Sherwood to engage with the local and nearby citizens while strengthening its reputation within the community. The festival also allows local wineries and vendors to showcase their products, promote their business, and build their client base.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
  - a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

The Sherwood wine festival is an annual tradition and has become a highly anticipated event in the Sherwood community. Over the past 4 years, the festival has seen a steady increase in attendance and an increase in the number of participating vendors, indicating its growing popularity and hence economic impact. This past year, in 2024, we hosted 400 wine lover attendees, 14 local wineries, 5 artisans and 2 food truck businesses. Our event will take place at Red Berry Barn, an iconic garden center that is centrally located between our Sherwood East and West communities. It is also prominently positioned on the well traveled HWY 99. The festival not only provides a platform for families to enjoy local wine and culture but the event also supports local businesses. Wineries from the surrounding area benefit from the festival by having the opportunity to showcase their vintages, aim to expand their customer base and possibly increase wine sales. Artisans can display their crafts and boost their businesses while local food vendors have the opportunity to promote and sell their signature dishes. Furthermore, the Sherwood Wine Festival Committee will be marketing to local and nearby localities which will allow for increased business opportunities within the city of Sherwood. The Sherwood Wine Festival supports the city's position of being the "Gateway to Wine Country."

3. List anticipated project milestones and dates.

Book musicians - April 30, 2025

Secure wine vendors and food trucks, artisans - June 1, 2025

Secure sponsorships - July 1, 2025

Advertise at community festivals throughout the year - ongoing

Advertise with with flyers in businesses, yard signs - October 1, 2025

Finalize Volunteers - October 15, 2025

Wine Festival - November 8, 2025

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

n/a

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

The project will not require continued funding beyond the grant period. The funds provided will be used for expenses incurred prior to the event date of November 8, 2025.

6. Who will benefit if this project is funded? How will they benefit?

The Rotary Club of Sherwood uses its funds to support various local and global community projects. Locally, the club supports: Friends of the Library and Tualatin River National Wildlife Refuge. The club supports many youth programs. The Interact Club of Sherwood is a growing community of high school youth who continuously strive to better the community. Some of the Interact Club's efforts include: Road cleans up, connecting with senior citizen's, and making meals for the economically challenged through the SHARE program. The club also sponsors Youth Exchange which allows students aged 15-19 to experience a year-long or shorter exchange in another country, fostering global understanding, leadership skills, and cultural immersion through homestays and school attendance. The club supports RYLA which is a week long leadership camp available to young adults. Globally, the Club has had a huge impact in bettering the lives of the citizens in La Plata, Colombia. Over the past 13 years, local Rotarians have come together to build play structures for children, provide fire safety resources for the local fire department and provide transportation to help seniors and the physically challenged get to local hospitals as well as numerous other projects. The foundation also supports Shelter Box which provides emergency shelter, tools, and household supplies to displaced families after a disaster. It is the goal of the Rotary Club of Sherwood to continue to build on and enhance the projects and initiatives mentioned above.

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

The Sherwood Wine Festival is an annual event. It is in its 4th year and each year it has grown in size. Prior to the Wine Festival, the Rotary Club of Sherwood hosted the Tree Sale on an annual basis for 20 years.

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

The Rotary Club of Sherwood will be asking local businesses and organizations for sponsorships. We will also ask local businesses to display our advertising posters in their window fronts.

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The Rotary Club of Sherwood will need to coordinate with wine vendors to make this project successful. The vendors are in the process of being contacted. The Club is anticipating the vendors from years past to participate again this year. The club has already reserved the date and time with the venue - Red Berry Barn.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

The project is land that is open to the public.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

The Rotary Club of Sherwood received \$6,000 in CEP grant money for our 2024 Sherwood Wine Festival. As is the case for this year, the purpose of last year's festival was to raise money to support our many local and global community programs. An exit report and project spending to include receipts were completed and submitted to the city. Leading up to the festival, we received outstanding community support in promoting the event. Local businesses played a significant role by displaying posters, placing yard signs on their properties, and sharing our event on their social media pages. Notable participants included Allstate, Hungry Hero, Rainbow Market, 503 Uncorked, Langers, Mud Puddles, and many others. In addition, our team made concerted efforts to connect with local wineries, providing them with tabletop promotions and encouraging them to advertise the event on their websites and social media platforms. Our committee members further amplified our outreach by sharing event details on local Facebook and Instagram community pages. Our comprehensive marketing efforts yielded impressive results. The Sherwood Wine Festival featured 14 wineries, five artisans, and two food trucks, drawing approximately 400 guests. We received positive feedback from many of our participating wineries, artisans, food truck businesses and guests.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

The money will be used to finance the various project costs, specifically the venue rental fee and entertainment. Funding is critical as the Rotary Club of Sherwood would like to maximize its ability to give back to the local and global communities. Financial assistance through the CEP grant will allow that to happen as it will reduce the Festival expenses. The venue is central to the West and East Sherwood communities. Wine and entertainment will bring these communities together.

Expenses: Venue Rental 1,300; Entertainment \$1200; Total: \$2,500

17. List all grants applied for in support of this project and commitments confirmed to date.

We have not applied for other grants to assist us with this project. We have requested sponsorships from various businesses.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
133 hrs of labor at 33.49			4,454	4,454
Entertainment	1,200			1,200
Venue	1,300			1,300
Website		324		324
Graphic Designer		700		700
Supplies		1,500		2,500
Event Planner		3,500		3,500
Fees		1,000		1,000
Marketing		1,500		1,500
<b>Total</b>	<b>2,500</b>	<b>8,524</b>	<b>4,454</b>	<b>15,478</b>

19. Percent of Total Budget provided by applicant:

Rotary Club of Sherwood is requesting CEP to fund 16% of the total project expenses.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

None of the CEP funds will be used for administrative costs or personal services.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ 500**

Describe how that would change the scope of work.

The scope of the work would remain largely unchanged. However, the net proceeds of the project would be reduced and therefore limit the opportunities it could provide the community.

**2025-26 CEP Grant Application**

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**CASA for Children Inc. - Advocacy for Children in Foster Care in Sherwood**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project CASA for Children Inc. - Advocacy for Children in Foster Care in Sherwood		Criteria Met (Y/N)
Staff Reviewer Name: Mary Hando		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
Project Requirements	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
Project Goals	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>N/A</b>
	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
◊ On-Going Operations	<b>Y</b>	
	◊ Value to the Community	<b>Y</b>

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Y</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received? FY22-23	Educational Advancement Project for Washington County's Youth in Foster Care	<b>Y</b> <b>\$ 7,500.00</b>
2. Were the applications for the same project in the current application?		<b>N</b>
3. How much as been awarded to the group for the project in the current application?		<b>\$ 7,500.00</b>
4. How much has been awarded to the group overall? Total number of grant awards		<b>\$ 12,500.00</b> <b>2</b>



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Advocacy for Children in Foster Care

Applicant/Project Sponsor: CASA for Children

Organization Type: Non-profit 501(c)(3) Federal Tax ID Number: 93-0923866

Contact: Anna Patterson Daytime Phone: 503-988-5115

Email: apatterson@casahelpskids.org

Address: 1401 NE 68th Ave., Portland, OR 97213

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Signature of Party Authorized to Represent the Organization

Betsy Stark Miller

Printed name

4/15/2025  
Date



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: CASA for Children, Inc. serving Multnomah, Washington, Columbia & Tillamook Counties

Project/Program: Advocacy for Children in Foster Care in the City of Sherwood



Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.



Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Signature of Party Authorized to  
Represent the Organization

Betsy Stark Miller

Printed name

Date 4.15.2025



## Project Budget Summary

Grant Funds Requested	10,000
+ Matching Funds (Cash)	73,000
+ In-Kind Matching Funds:	15,278
= Total Cost of Project:	98,278

Proposed start date: 7/1/25

Proposed end date: 6/30/26

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Children in foster care are among the most vulnerable populations in our region, facing some of life's most difficult experiences for a child. Because foster care in itself is traumatic, children in care have poorer outcomes across the board when compared to peers not in the system. The impact of CASA advocacy on children in foster care is well documented and profound. Numerous studies report that children with CASAs receive more services (such as therapy, tutoring, etc.), have fewer moves between foster homes, perform better academically and behaviorally in school, and are more likely to find permanent homes.

Founded in 1986, CASA for Children is Oregon's largest CASA organization, representing almost one quarter of Oregon's foster youth. We strive to improve outcomes for children in foster care by recruiting, training, and supporting community volunteers to advocate for the best interests of children who have experienced abuse and neglect. Our resources are dedicated to recruiting, training, and supervising over 400 Court Appointed Special Advocates (CASAs) annually who serve approximately 900 youth in Multnomah, Washington, Columbia, and Tillamook Counties.

There is an unfunded mandate in the state of Oregon that every child in foster care has the benefit of a CASA. Our goal is to serve every child in care in our four counties and adequate funding is our biggest barrier to that. The requested CEP funds would support advocacy for 15-20 children removed from their homes and/or placed into foster care in homes within the City of Sherwood. This number is based on our service to 18 children within the City of Sherwood in FY24.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
  - a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

f. Overwhelmingly, children are removed from their homes and placed into foster care due to experiencing abuse and neglect. CASA advocacy increases safety within the city of Sherwood by individually supporting children to find safe and permanent homes more quickly.

Children in foster care historically have poorer outcomes across the board compared to peers who have not spent time in foster care. Time in foster care contributes to higher levels of depression, anxiety, PTSD, arrest, conviction, incarceration, housing instability, homelessness, unemployment, poverty, dropping out of school, and early parenthood. The CASA model addresses and improves many of these poor outcomes, and it has been validated by dozens of national sources ([nationalcasagal.org/our-impact/research-and-effectiveness](http://nationalcasagal.org/our-impact/research-and-effectiveness)).

Numerous studies report that children with CASAs receive better help navigating the system: they receive more services, have better outcomes in school, and are more likely to find permanent homes ([nationalcasagal.org/our-impact](http://nationalcasagal.org/our-impact)). This model is unique because CASAs in Oregon are appointed with full legal standing in the case. CASAs typically have one case at a time, and they stay for the duration of the case. Caseworkers or lawyers often have 25-50+ cases and high rates of turnover. The judge will often turn to the CASA's report first given their in-depth knowledge of the child and case history. A 2020 CASA Program Judicial Perspectives Survey done by the University of Chicago found that when the CASA addressed the court, four times out of five the judge implemented the CASA's recommendations. One CASA can completely transform a child's life, and our agency is able to provide this life-changing service to hundreds of children each year.

The CASA model—a court-appointed volunteer advocating for the needs and best interests of a child in foster care—is proven effective at significantly improving a child's circumstances. Multiple sources of longitudinal research report that a child with a CASA receives more of the services they need, has better outcomes in school, and is more likely to find a safe, permanent home. Research shows youth that have the benefit of a long-term relationship of trust with a CASA are likely to have better mental health, more education, and have lower rates of poverty, early parenthood, and involvement with the justice system.

3. List anticipated project milestones and dates.

Our work takes place year round. We hold weekly information sessions to support volunteer recruitment, 5-6 multi-week CASA Academy programs annually to train new volunteers, and children are assigned to our program and matched with CASA volunteers on a daily basis. The specific timing for this project depends upon our appointment to cases involving children from within the City of Sherwood.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

n/a

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

This vital work is ongoing and will take place as long as there are children are in foster care. We have formed long-term relationships with a broad community of individuals, businesses, municipalities, and foundations to serve as many children as possible within our four counties.

6. Who will benefit if this project is funded? How will they benefit?

Children in foster care in Washington County, specifically the City of Sherwood, are the primary beneficiaries of this project. Every day, children suffering abuse and neglect enter foster care, and in Oregon, at a rate nearly twice the national average. Without advocacy from a dedicated CASA volunteer, they face worse life outcomes compared to their peers not in the system, especially in education attainment and achievement. CASA for Children serves youth from birth to age 18 (and in some cases to age 21), who have been removed from their families because of abuse or neglect and placed in foster care. All the children we serve, because of their circumstances, are very-low income, qualify for the Oregon Health Plan, and are considered at-risk. As a result, children with CASAs are shown to pass more courses and have fewer behavior problems in school. CASAs make a critical difference for children who are in the court system.

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

**Since 1986, CASA for Children has managed this program, working with approximately 500 volunteers each year to support over 900 youth in foster care. We have worked with the CEP funds in the past and were successful in meeting our service goals.**

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

**n/a**

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

We coordinate and work regularly with the juvenile court system in Washington County and partners across our service areas to ensure that children in foster care receive the support they need.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

not applicable

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

CASA for Children received a \$7,500 grant from the City of Sherwood to support our Educational Advancement Project (EAP), driving educational achievement and attainment for children and teens in foster care by training and supporting CASA volunteers as they remove barriers and improve the circumstances for children's academic progress. This project supported the EAP and CASA services in Washington County, specifically the City of Sherwood, where we served 13 children during the 2022-2023 fiscal year (July 1, 2022 through June 30, 2023). The project was successful, and all required steps including the exit report were completed.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

n/a

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will support the program staff and the recruiting, training and support costs to provide advocacy for children in foster care within the City of Sherwood. Grant funds will provide the final piece of the budgeted revenue needed.

17. List all grants applied for in support of this project and commitments confirmed to date.

Confirmed: Washington County-Community Development Block Grant (CDBG) - \$30,000; Planned (based on historical giving): Genentech - \$15,000; Hoover Family Foundation - \$8,000; Golf Tournament (Sep 2025) Proceeds - \$20,000

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
<b>See attached budget for detail</b>	<b>See attached budget for detail</b>	See attached budget for detail		
<b>Total</b>				

19. Percent of Total Budget provided by applicant:

90% is being provided through other supporting funders and in-kind matching funds made up of in-kind IT support (totaling \$3,000) and a portion of in-kind volunteer hours generated by the CASA volunteers serving children on cases within the City of Sherwood (\$12,278)

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

95% of the Community Enhancement funds will cover a portion of the staff working on the project. Of that percentage, 59% work directly on cases supporting CASA volunteers' work with children, 27% work directly recruiting and training volunteers to serve on cases, and 8% are administrative support for case intake, and support for legal filing and document processing.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ 6,000**

Describe how that would change the scope of work.

If less funding is provided, we would eliminate any administrative and seek other funding to cover those costs.

**CASA For Children, Inc.**  
 Serving Multnomah, Washington & Columbia Counties

**Project Budget :**  
**Advocacy for Children in Foster Care**  
 For the Year Ending June 30, 2026

	Project Budget	City of Sherwood CEP Foundation Request
<b>PROGRAM:</b>		
<b>Personnel</b>		
-Includes a portion of salary & benefits for listed positions to support children within the City of Sherwood who are in foster care with a CASA -(5) CASA Supervisors (15% FTE allocated) -Training Manager, Training & Recruitment Coordinator (10% FTE allocated) -Assistant Program Director (10% FTE allocated) -Program & Legal Director (10% allocated for Recruiting info sessions), Intake, administrative support for CASA Supervisors & Assistant Program Mgr. (5% FTE allocated)	90,778	9,000 *
<b>Training &amp; Recruiting costs</b>		
-Materials - includes program collateral, booth fees and other recruiting costs, copying/printing/mailling costs (\$1,500), portion of background check costs, new volunteer materials (\$1,500), mileage to training & outreach events (\$500)	3,500	500 *
<b>Other Training, meeting, communications &amp; support costs</b>		
Other - includes portion of cost for database for tracking (\$250), portion of Zoom platform to facilitate online recruitment & training (\$250), communication & engagement tools - Constant Contact, SurveyMonkey (\$750), training space (\$250), portion of occupancy costs related to Washington County staff in project (\$2,500)	4,000	500 *
<b>TOTAL PROJECT EXPENSES:</b>	<b>98,278</b>	<b>10,000</b>
-Washington County-CDBG	30,000	
-Genentech	15,000	
-Hoover Family Foundation	8,000	
-Golf Tournament Proceeds (Aug 2024)	20,000	
*Costs are estimated based on portions of salary & benefits for Washington County Supervisors, Training & Recruitment Team, Assistant Program Director and administrative and intake support specific to City of Sherwood activities. Additional costs are based on training support costs from previous projects as well as communication tools that are allocated to project.		
Actual Match		
Grant Amount Requested	10,000	
Matching funds (cash)	73,000	
Matching funds (in-kind)	15,278	
<b>Total Cost of Project:</b>	<b>98,278</b>	
FY25-26 CEP pg.29		
<b>% of Total Budget Provided by applicant:</b>		
	90%	

**CASA For Children, Inc.**  
 Serving Multnomah, Washington & Columbia Counties

**Project Budget :**  
**Advocacy for Children in Foster Care**  
 For the Year Ending June 30, 2026

<b>Breakdown estimated costs by source:</b>	<b>Grant Funds Requested</b>	<b>Matching Funds-Cash</b>	<b>In-Kind Matching</b>	<b>TOTAL</b>
-Includes a portion of salary & benefits for listed positions to support children within the City of Sherwood who are in foster care with a CASA -(5) CASA Supervisors (15% FTE allocated) -Training Manager, Training & Recruitment Coordinator (10% FTE allocated) -Assistant Program Director (10% FTE allocated) -Program & Legal Director (10% allocated for Recruiting info sessions), Intake, administrative support for CASA Supervisors & Assistant Program Mgr. (5% FTE allocated)	9,000	70,000	11,778	90,778
-Materials - includes program collateral, booth fees and other recruiting costs, copying/printing/mailling costs (\$1,500), portion of background check costs, new volunteer materials (\$1,500), mileage to training & outreach events (\$500)	500	2,500	500	3,500
Other - includes portion of cost for database for tracking (\$250), portion of Zoom platform to facilitate online recruitment & training (\$250), communication & engagement tools - Constant Contact, SurveyMonkey (\$750), training space (\$250), portion of occupancy costs related to Washington County staff in project (\$2,500)	500	500	3,000	4,000
<b>Total</b>	<b>10,000</b>	<b>73,000</b>	<b>15,278</b>	<b>98,278</b>
<b>Source of in-kind support:</b>				
In-kind support for the Washington County office from Multnomah County main office (IT support) totalling \$3,000. Additionally, volunteer hours provided by our CASAs serving children make up the remaining \$12,278 (calculated by using 367 volunteer hrs x \$33.49 volunteer rate = \$12,278), this is just a portion of the overall volunteer hours that will be dedicated to the project.				

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: February 25, 2000

Person to Contact:  
Dalphine Naegele 31-04012  
Customer Service Representative  
Toll Free Telephone Number:  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
93-0923866

Casa for Children, Inc.  
1401 NE 68<sup>th</sup>  
Portland, OR 97213-4957

Dear Sir or Madam:

This letter is in response to your correspondence request dated December 10, 1999, for a name change for your organization from Multnomah County Casa, Inc. located in Portland, Oregon, to Casa for Children, Inc. and a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in September 1986, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Casa for Children, Inc.  
93-0923866

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

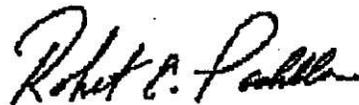
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



Robert C. Padilla  
Manager, Customer Service

**2025-26 CEP Grant Application**

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**Elks Lodge No. 2342 - Interior Floor Repair & Replacement**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project Staff Reviewer Name: <b>Mary Hando</b>		<b>Elks Lodge No. 2342 - Interior Floor Repair &amp; Replacement</b>	Criteria Met (Y/N)
Verification Criteria:	Metro/IGA Requirements		
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.		<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:		<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations		
	◊ School or institution of higher learning		
Project Requirements	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.		<b>Y</b> <b>Y</b> <b>Y</b> <b>N/A</b>
	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds		
	◊ Must not promote or inhibit religion		
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation		
Project Goals	◊ If located on private land, application must establish a clear public benefit and must document landowner permission		<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>
	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.		
	◊ Project Goals		
	◊ Project Description		
	◊ Community Benefit		
	◊ Prior CEP Awards		
	◊ Budget		
◊ On-Going Operations			
◊ Value to the Community			

Additional Considerations	City Responsibility to the Community		<b>Verified on OR Sec. of State website</b>  <b>N/A</b> <b>N/A</b> <b>N/A</b> <b>Y</b>
	◊	When applicable, was an IRS determination letter submitted?	
	◊	When applicable, was a letter of permission from the landowner submitted?	
	◊	Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	
	◊	If permits are required, was the necessary approval received?	
Requirements Met: Y/N			<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
1. In the prior 3 years, have applications been received?			<b>N</b>
2. Were the applications for the same project in the current application?			<b>N</b>
3. How much has been awarded to the group for the project in the current application?	\$	-	
4. How much has been awarded to the group overall?	\$	-	
Total number of grant awards			<b>0</b>



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: Sherwood "Robin Hood" Elks Lodge No. 2342

Project/Program: Interior Floor Repair & Replacement



Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.



Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Gretchen Brown

Signature of Party Authorized to  
Represent the Organization

Gretchen Brown

Printed name

Date 4/15/25



Home of the Oregon Deer and Wild Turkey Stamp



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Interior Floor Repair & Replacement

Applicant/Project Sponsor: Sherwood "Robin Hood" Elks Lodge No. 2342

Organization Type: Fraternal Organization Federal Tax ID Number: 93-0965013

Contact: Gretchen Brown Daytime Phone: 503-625-7888

Email: secretary@sherwoodelks.com

Address: 22770 SW Elwert Road (PO Box 71), Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Gretchen Brown

Signature of Party Authorized to Represent the Organization

Gretchen Brown

Printed name

4/15/25

Date



## Project Budget Summary

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Grant Funds Requested	
+ Matching Funds (Cash)	
+ In-Kind Matching Funds:	
= Total Cost of Project:	

Proposed start date:

Proposed end date:

### PROJECT DETAIL

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1. **Project Description-**Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The Sherwood "Robin Hood" Elks Lodge No. 2342 as a community based fraternal organization was established in Sherwood, OR August 5, 1966. It is currently made up of 800+ members which are primarily residents of Sherwood. The lodge's mission is to provide charitable services and donations to the community. These services are summarized as follows:

- + Annual Christmas Basket preparation and distribution of food and gifts to over 200 under privileged families in the Sherwood area.
- + Support of USA Veterans through clothing donations, meeting location sponsorship and member support.
- + Annual Education Scholarship awards for community students to assist in their college education.
- + Use of Elks meeting facilities by Sherwood High School clubs and sports organizations for fund raisers and other school related events events.
- + Sponsorship of Sherwood High School students in working on industrial / vocational arts projects to develop life skills and practical experience.
- + Use by other Sherwood based organizations for their events within the lodge facilities.

The scope of the project being proposed for grant funding is the replacement of the interior flooring within the lodge located at the lodge at 22770 SW Elwert Road. In late 2024, the lodge was in the process of a long overdue roof replacement and through a series of ill timed weather events in September, rain water entered the interior of the lodge which resulted in extensive damage to approximately half of the 12,000 square foot lodge. Carpeting had to be removed and disposed as temporary remediation activities were put in place to maintain lodge operations.

Based on our analysis, it was determined to replace the 50 year old flooring to provide a safe, durable and desirable surface for all lodge events. The lodge Officers, Building Committee and Membership are in the final process of selection but are dependent on fund raising events to assist the project budget for project execution. The use of a CEP grant would allow reduced burden on the needed money for the project which estimated at \$50,000 to \$70,000.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

The lodge floor replacement would continue to provide and expand services that contribute to youth and seniors in the Sherwood community through enhanced meeting facilities for the lodge operations in which the Sherwood community benefits as a social center, school events and Veterans (e.g. Vet's Cafe) and Senior Citizen organizations.

The enhanced lodge meeting facilities will also contribute to increase meetings in recreational activities such as the Sherwood Fireballs girls softball team. The lodge also employs Sherwood local residents in operation of the lodge.

3. List anticipated project milestones and dates.

Project Approval (Lodge): May - June 2025

Project Start: July / August 2025

Project Completion: August / September 2025

If CEP grant is approved it will allow for a firmer project schedule

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Lodge Building & General Fund Fund: \$25,000

Fund Raising Events & Donations: \$25,000 - \$45,000

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

If grant funding is obtained, the execution of the flooring replacement project would have a duration of 4 - 6 weeks. If funded in July or August of 2025, all work would be completed in the CEP Grant fiscal year.

6. Who will benefit if this project is funded? How will they benefit?

The Sherwood "Robin Hood" Elks Lodge No. 2342 members and surrounding community in Sherwood will benefit by having a safe and durable lodge flooring to conduct its operations, conduct meetings and events.

7. Describe prior experience managing similar projects, including prior Community Enhancement Projects.  
**This is the first application submit by the Sherwood Elks lodge for a CEP grant. We have executed many projects over they years at the in which the most recent one is the Roof Replacement Project in 2024.**

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

**At this time, the City of Sherwood would be possibly involved for any permitting, etc.**

9. Does this project require coordination with other public or private organizations?  
 Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

No other coordination is needed at this time

10. If the project is located on private land, discuss the public benefit of the project.  
(Attach landowner permission for the project with this application).

The project will be located at 22770 SW Elwert Road in Sherwood, OR. The Elks Lodge owns, maintains and pays taxes for the building and surrounding property.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes     No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes     No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?



19. Percent of Total Budget provided by applicant:

Approximately 29% of the total budget would be provided by the lodge if a grant of \$50,000 was approved by the CEP.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

All funds will be used in the direct labor and materials for the flooring project. Administrative costs will be burdened by lodge member volunteer time.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ 25,000 to \$50,000**

Describe how that would change the scope of work.

The change in grant funding would put a burden conducting additional fund raising activities or delay the needed flooring project to a later date.

**2025-26 CEP Grant Application**

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**Friends of Tualatin River National Wildlife Refuge - Program and Exhibit  
Enhancement At TR NWR**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Friends of Tualatin River National Wildlife Refuge - Program and Exhibit Enhancement At TR NWR</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Mary Hando</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:	<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	
	◊ School or institution of higher learning	
	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	
Project Requirements	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds	<b>Y</b>
	◊ Must not promote or inhibit religion	<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation	<b>Y</b>
	◊ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>Y</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.	
	◊ Project Goals	<b>Y</b>
	◊ Project Description	<b>Y</b>
	◊ Community Benefit	<b>Y</b>
	◊ Prior CEP Awards	<b>Y</b>
	◊ Budget	<b>Y</b>
	◊ On-Going Operations	<b>Y</b>
◊ Value to the Community	<b>Y</b>	

Additional Considerations	City Responsibility to the Community	
	◊ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N/A</b>
	◊ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>N</b>
2. Were the applications for the same project in the current application?		<b>N</b>
3. How much has been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ <b>15,000.00</b>
Total number of grant awards		<b>1</b>



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

Applicant Organization: Friends of the Tualatin River National Wildlife Refuge

Project/Program: Connecting the Sherwood Community with the Wonder of the Refuge

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Bonnie Anderson

Signature of Party Authorized to  
Represent the Organization

Printed name

Date 4/16/2025



## Sherwood Community Enhancement Project Application

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Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

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Title of Project/Program: Program and Exhibit Enhancement at Tualatin River National Wildlife Refuge

Applicant/Project Sponsor: Friends of the Tualatin River National Wildlife Refuge Complex

Organization Type: Non-Profit Federal Tax ID Number: 93-1197298

Contact: Bonnie Anderson- Executive Director Daytime Phone: (971) 979-2866

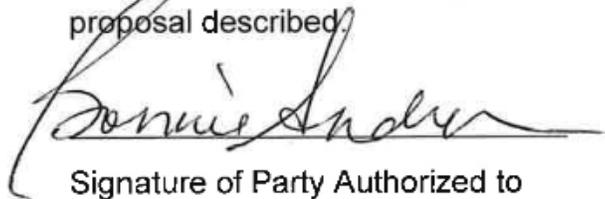
Email: info@friendsofTualatinRefuge.org

Address: 19255 SW Pacific HWY, Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.



Signature of Party Authorized to Represent the Organization

Bonnie Anderson

Printed name

Date 4/15/2025





### Project Budget Summary

Grant Funds Requested	\$10,000.00
+ Matching Funds (Cash)	\$5,500
+ In-Kind Matching Funds:	\$5,860.75
= Total Cost of Project:	\$21,360.75

Proposed start date: July 1, 2025

Proposed end date: December 31, 2025

### PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The proposed projects aim to deepen the connection between the people of Sherwood and their local public lands, specifically focusing on the Refuge. By enhancing existing programs and creating new engagement opportunities, this initiative will foster a stronger sense of community involvement and environmental stewardship.

The intended use of the CEP funds is threefold:

**Visitor Center Enhancements:** The funds will be used to upgrade the Refuge's Visitor Center exhibit hall with two interactive all-in-one touchscreen displays. These updates will provide visitors with engaging, up-to-date information about the Refuge and its wildlife, enhancing the overall visitor experience.

**Creatures of the Night Program Expansion:** This program invites the community to explore the Refuge after dark, highlighting nocturnal animals and their behaviors. With the support of staff and volunteers, we will extend outreach efforts to actively engage Sherwood residents, encouraging participation in this unique and educational evening event.

**Brews for Birds Event:** The grant will support the Brews for Birds Benefit Music and Beer Festival fundraiser held at Langer's Entertainment Center. This event will offer a family-friendly atmosphere with live music, food, and drinks, while raising awareness of the Refuge's conservation efforts and opportunities for community involvement.

The objective of this project is to engage the Sherwood community more deeply with the Refuge and foster a greater appreciation for local public lands. By offering interactive displays, unique educational experiences, and a fun, inclusive festival, this project aims to cultivate a stronger sense of belonging and stewardship. These initiatives will encourage residents to explore their nearby natural resources, ensuring they feel connected to and invested in preserving this local treasure for future generations.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
  - a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents



*Home of the Troutless River National Wildlife Refuge*



d) The funding will enhance the Sherwood community's understanding and appreciation of local wildlife and natural habitats. By upgrading the Visitor Center with interactive displays, Sherwood residents will have easy access to updated, educational content about the Refuge's ecosystems. The Creatures of the Night program will engage local residents by highlighting nocturnal wildlife and the importance of preserving the Refuge's riparian zones, wetlands, and forests. The Brews for Birds event will further connect Sherwood citizens to the Refuge through fun, community-driven fundraising efforts, raising awareness about local conservation and encouraging them to actively participate in protecting these areas.

e) This funding will increase recreational opportunities for Sherwood residents by enhancing the Refuge's Visitor Center, providing a more engaging space for local visitors. The Creatures of the Night program offers a unique, family-friendly experience for Sherwood citizens, allowing them to connect with the Refuge after dark. The Brews for Birds event provides a fairly new recreational opportunity in Sherwood, combining live music, food, and drinks with environmental education, fostering a stronger sense of community involvement in the Friends' and the Refuge's mission.

h) The Brews for Birds event will not only support environmental awareness but also contribute to Sherwood's cultural and artistic landscape. By partnering with local musicians and artists, the event will showcase Sherwood's, and the surrounding areas, vibrant arts scene, creating a space where residents can enjoy live music, food, and drinks while celebrating the cultural richness of their community. Local artists will have opportunities to display their work, fostering a sense of pride among attendees. Additionally, the event's festive atmosphere will encourage collaboration between local vendors, performers, and artisans, strengthening Sherwood's cultural identity and offering a unique way for residents to engage with both the natural and artistic aspects of their community.

3. List anticipated project milestones and dates.

**Touch Screen Kiosk Displays:**

Once funding is secured, we will move forward with the purchase of the displays. A contractor will develop the kiosk display interface templates, with a completion deadline of **July 31, 2025**. In parallel, Refuge staff and volunteers are currently working on creating the content for the displays, with a draft version expected by **August 31, 2025**. A volunteer will then input the finalized content into the two displays by **September 30, 2025**. The displays will be installed and fully operational in the exhibit hall by **September 30, 2025**.

**Creatures of the Night:**

The event is scheduled for **October 18, 2025**. Planning will begin on **August 1, 2025**, with staff and volunteers coordinating the event details. A promotional flyer will be designed by **mid-August** to advertise the event. If allowed, this flier will be distributed to the **Sherwood School District** for inclusion in Friday folders at local elementary schools and will also be shared with other youth and family-focused organizations in the area to maximize outreach.

**Brews for Birds:**

Planning for the Brews for Birds event is already underway. The two-day event will take place on **August 1st and 2nd, 2025**. A dedicated planning committee is overseeing the event's development. Music acts and artisans will be selected and contracted by **June 30, 2025**. Coordination with **Langer's Entertainment** is already in progress. Party tent rentals and other logistical requirements will be finalized by **July 15, 2025**. City of Sherwood and regional advertising will begin in **late June**, and event setup will start during the last week of July and everything will be ready to go by August 1<sup>st</sup>.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes                      No X

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

This will not require funding into the future.

6. Who will benefit if this project is funded? How will they benefit?

The primary beneficiaries of this project will be the residents of Sherwood, particularly families, local school children, and community members of all ages.

- **Sherwood Residents:** The project will offer local residents enhanced access to interactive educational content at the Refuge's Visitor Center, fostering a deeper connection with the local environment. The upgrades will provide valuable information on wildlife, ecosystems, and conservation efforts, enriching their understanding of the public lands right in their backyard.
- **Families and Youth:** Families will have new opportunities to engage with nature through programs like *Creatures of the Night*, which offers a unique nighttime wildlife experience. This program encourages environmental exploration and learning, providing a fun, family-friendly educational activity that strengthens community bonds. Additionally, the outreach efforts—such as distributing event flyers through the Sherwood School District—ensure that local youth and their families are informed and can participate.
- **Local Artists and Performers:** The *Brews for Birds* event will directly benefit local artists and performers by providing a platform to showcase their work to a large audience. Musicians and artisans from the region will be contracted for the event, creating a lively cultural experience that supports local talent and enhances the city's cultural scene.
- **The Broader Community:** The *Brews for Birds* event will bring together people from Sherwood and surrounding areas, offering a fun, community-oriented experience that combines music, food, and environmental awareness. This event will create a space for people to enjoy arts and entertainment while learning about the Refuge and supporting its conservation mission.

Overall, this project will benefit the Sherwood community by fostering greater environmental awareness, cultural enrichment, and recreational opportunities, while helping to create a more connected and engaged local population with their public lands.

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

Our staff and volunteers bring extensive experience in managing projects similar to those we are seeking funding for. The *Creatures of the Night* program has been successfully held for many years, with typical attendance around 200 visitors. With the support of this funding, we aim to increase participation and expand its reach within the community.

The *Brews for Birds* event, now entering its third year, has become our signature annual event. Under the leadership of our Executive Director, the event has grown significantly, with increasingly complex logistics and a larger team involved each year. This event is a major undertaking, involving multiple roles and coordination among various stakeholders to ensure its success.

In addition, the development of the kiosk touch screen displays draws from a similar project completed last year, where a staff member and volunteer repurposed an existing TV to create an interactive touch screen. This hands-on experience has equipped our team with the necessary skills to successfully implement the new displays as planned.

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

This project will utilize several key community resources. The primary location for many of the funded activities will be the **Tualatin River National Wildlife Refuge**, a federally owned public space that serves as an important natural and educational resource for the Sherwood community. Refuge buildings and land will be used for both the upgraded Visitor Center exhibit hall and the *Creatures of the Night* event.

Additionally, the *Brews for Birds* event will be held in partnership with **Langer's Family Entertainment Center**, a valued local business and community hub. The event will take place in their gravel parking lot adjacent to the main venue, with coordination and support from their team to help ensure a successful community gathering.

Together, these resources represent a strong collaboration between federal, civic, and private community partners, all working to support meaningful public engagement with Sherwood's natural and cultural assets.

9. Does this project require coordination with other public or private organizations?  
Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

This project involves coordination with both public and private partners to ensure its success. We will work closely with the **Sherwood School District** to promote the *Creatures of the Night* event. This includes distributing flyers through the district's communication channels, such as the "Friday folders" sent home with elementary school students. This outreach effort is essential in encouraging family participation and ensuring that local youth are aware of the opportunity to engage with nature in a fun, educational setting.

In addition, the *Brews for Birds* event will be coordinated with **Langer's Family Entertainment Center**, where the event will be hosted. Coordination includes scheduling, use of their gravel parking lot as the event site, logistical planning (such as power access and safety), and working together to support local musicians, vendors, and artisans who will participate. Their support is instrumental in creating a well-organized, family-friendly event that highlights both local culture and the Friends' and Refuge's mission.

These partnerships are key to community outreach, event success, and ensuring strong local engagement with the project goals.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

This does not pertain to our project needs.

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes                      No X

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes                      No X

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

14. Was a Community Enhancement grant received last year?

Yes

No X

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

This does not pertain to our funding request.

## PROPOSED BUDGET DETAIL

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### 16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

The CEP grant funding will support three key initiatives designed to deepen community engagement and foster long-term stewardship of the Refuge.

It will provide enhancements to the Visitor Center exhibit hall where we will be able to purchase two new interactive touch screen monitors in order to add new content for the visiting public to engage with. This will include the purchase of software and hard ware to mount the TV's.

It will provide funds to enhance our existing Creatures of the Night program. Specifically, the funds will be utilized to support outreach efforts to the local Sherwood school district. It will also provide support to bringing in new activities, such as the potential of hiring a balloon artist to accompany the face painting station we already offer. We will also purchase more robust giveaways and tote bags to hand out to everyone who comes.

For the Brews for Birds event, the funds will be used to offset the costs that are incurred specifically for the tent rentals, the stage the bands play on, and the sound equipment. All of these costs are extremely important to helping make this event a success.

Without CEP funding, these high-impact initiatives would not be feasible within the Friends current budget. The interactive displays require a significant upfront investment, and the expansion of the Creatures of the Night event depends on additional support for promotion, new activities, and materials. Grant funding provides the critical means to not only launch these efforts but also ensure their quality, reach, and long-term success. These investments will leave a lasting impact on how the community connects with and supports the Refuge.

As always, we plan to leverage existing partnerships and our strong volunteer network to extend the impact of the grant. Volunteers will support the "Creatures of the Night" program as guides, educators, and event staff. The Brews for Birds festival is being co-hosted with Langer's Entertainment Center, which is providing venue space and logistical support. Volunteers are also instrumental in making that event a success. Additional partnerships with local businesses and nonprofits are also sought to contribute in-kind donations and promotional assistance. Together, these partnerships and community contributions will maximize the reach of the grant funding and strengthen local investment in the Refuge's mission.

17. List all grants applied for in support of this project and commitments confirmed to date.

Miter Foundation Marketing Grant for Friends (\$5,500 for Brews for the Birds)

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
15 Hours of Labor at \$33.49/hr (1 volunteer) Touch Kiosk Creation			\$502.35	\$502.35
30 Hours of Labor at \$33.49/hr (10 volunteers for 3 hours) Creatures of the Night			\$1,004.70	\$1,004.70
130 Hours of Labor at \$33.49/hr (10 volunteers over 2 days) Brews for Birds			\$4,353.70	\$4,353.70
Touch Screen Kiosks: 2 All-In-One touch screen computers, 2 licenses to Microsoft office, mounting hardware, framing material, artwork to tie mounting in with existing exhibits	\$2,500.00			\$2,500.00
Creatures of the Night: Face Painting, Cookies and Icing for decorating, Balloon Artist, Giveaways, Tote	\$2,000.00			\$2,000.00

bags, Owl Pellets, Printing for flyers, Books, Misc. supplies				
Brews for Birds: Tent/Stage/Sound rental	\$5,500.00			\$5,500.00
Miter Foundation Marketing Grant		\$5,500		\$10,000
Total	\$10,000.00	\$5,500	\$5,860.75	\$21,360.75

19. Percent of Total Budget provided by applicant:  
27%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?  
0%

21. If only partial funding is available, could your project be reduced in size or done in phases?  
Yes X      No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$7,500**

Describe how that would change the scope of work.

If a reduced amount is awarded, we would scale back the planned enhancements to the *Creatures of the Night* event. Without full funding, we may be unable to hire a balloon artist, and we would need to limit the quality and quantity of giveaways and tote bags provided to participants.

Additionally, we would likely need to reduce our investment in the interactive kiosks for the Visitor Center exhibit hall—either by purchasing two smaller displays or potentially moving forward with only one unit.



**2025-26 CEP Grant Application**

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**Sherwood Main Street - Event Supply Co-Op**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project Staff Reviewer Name: <b>Mary Hando</b>		Criteria Met (Y/N)
Metro/IGA Requirements		
Verification Criteria:		
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following: ◇ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations ◇ School or institution of higher learning ◇ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	<b>Y</b>
Project Requirements	◇ Must not be used to replace any other readily available source of federal, state, local or regional funds ◇ Must not promote or inhibit religion ◇ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation ◇ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level. ◇ Project Goals ◇ Project Description ◇ Community Benefit ◇ Prior CEP Awards ◇ Budget ◇ On-Going Operations ◇ Value to the Community	<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>

Additional Considerations	City Responsibility to the Community	
	◇ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◇ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◇ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N/A</b>
	◇ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>Y</b>
FY24-25	Party in the Plaza	<b>\$ 7,875.00</b>
FY23-24	Sreimagine Sherwood Main Street	<b>\$ 14,850.00</b>
2. Were the applications for the same project in the current application?		<b>N</b>
3. How much as been awarded to the group for the project in the current application?		<b>\$ -</b>
4. How much has been awarded to the group overall?		<b>\$ 27,638.00</b>
	Total number of grant awards	<b>1</b>



Home of the Tualatin River National Wildlife Refuge



## COMMUNITY ENHANCEMENT PROGRAM GRANT Mandatory Pre-Application Procedures.

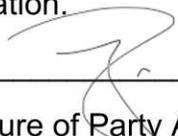
Applicant Organization: Sherwood Main Street

Project/Program: Event Supply Co-Op

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

  
\_\_\_\_\_  
Signature of Party Authorized to  
Represent the Organization

Jacob Pflug  
\_\_\_\_\_  
Printed name

Date 4/15/25



## Sherwood Community Enhancement Project Application

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Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

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Title of Project/Program: Event Supply Co-Op

Applicant/Project Sponsor: Sherwood Main Street

Organization Type: 501c3 Federal Tax ID Number: 26-4498396

Contact: Jacob Pflug Daytime Phone: 5039152324

Email: jacob@symposiumcoffee.com

Address: 22461 SW Pine St Sherwood OR 97140

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The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

  
\_\_\_\_\_  
Signature of Party Authorized to  
Represent the Organization

Jacob Pflug  
\_\_\_\_\_  
Printed name

4/15/25  
\_\_\_\_\_  
Date



Project Budget Summary

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Grant Funds Requested	
+ Matching Funds (Cash)	
+ In-Kind Matching Funds:	
= Total Cost of Project:	\$24,950

Proposed start date:

Proposed end date:

PROJECT DETAIL

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1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

Sherwood Main Street’s interpretation of the Community Event Project (CEP) objectives is that it should primarily focus on capital expenditures for tangible assets. Given that organizations like ours rely heavily on events as our primary capital expenditure, the cost of organizing community events has been steadily increasing. Consequently, we are seeking the approval of the grant committee to establish an event resource cooperative managed and stored by Sherwood Main Street.

Any organization can request complimentary access to these resources to enhance the profitability and long-term sustainability of their events. These resources include items such as those utilized in events like Robin Hood, Cruisin’ Sherwood, Party in the Plaza, Tree Lighting, and others.

To ensure the responsible use of these resources, the following stipulations must be met:

1. The requesting organization must be a non-profit entity with a physical address in Sherwood.
2. The event must be open to the general public, with a particular emphasis on children and tourism.
3. The event must be held within the boundaries of Sherwood.
4. The requesting organization will be responsible for the collection, transportation, and return of the utilized resources.

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

H: Events in Sherwood enhance the art, culture, and overall livability of our community. We rely on events to showcase our community, promote tourism and retention of visitors, and allow small Sherwood artisans, merchants, and restaurateurs to showcase their work. If we have a bank of event resources, event managers can focus more on how to run the event (meeting the metrics of success) rather than worry about how to afford rental equipment.

I: With a decrease in event expenses from fewer rentals, events are able to hire more support staff and/or the organizations would have a greater profit for the event.

3. List anticipated project milestones and dates.

When the grant funds, equipment will be immediately purchased. These items will be stored in the storage unit that Sherwood Main Street already occupies.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

No

6. Who will benefit if this project is funded? How will they benefit?

Sherwood non-profits through reduction of event expenses.

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

Sherwood Main Street has successfully accomplished three prior CEP's. This is a simple CEP as it is just the purchasing of items to support events in Sherwood. I have complete faith in our organization's ability to purchase.

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

None

9. Does this project require coordination with other public or private organizations?  
 Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

We have submitted three CEP grants in the past.

1) The mural project on the side of Symposium.

This was a very successful project led by Gregg Jacot. People love the mural and draws many visitors to our community annually.

2) Sherwood Main Street Reboot costs and Party in the Plaza 1

The CEP was applied for to reboot Sherwood Main Street from a dormate organization to a thriving non-profit that focuses on the economic vitality and livability of Old Town Sherwood. We used funds to buy event supplies, put on events, and rebrand. We do believe that this was successful, and we are seeing positive momentum build for Old Town, especially through the new Strategic Plan.

The Wine Walk was especially successful, netting a profit that sustained up for an entire year, activating businesses and spaces that are not usually open to the public, and drawing in visitors to enjoy our Old Town.

3) Last year we applied for Party in the Plaza. Our goal of the event was to give Old Town businesses publicity and an opportunity for engagement at no cost to them. It was a successful event both year, drawing in hundreds of guests, with revenue gains of neighboring businesses exceeding 20%

Upon the grant committee reviewing this document, all necessary reporting and receipting will be complete. I have not taken the time to do it yet, but will do better in reporting in the future.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

The event was completed and was successful. There were no unexpected expenses. All necessary reporting has been turned in.

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

PROPOSED BUDGET DETAIL

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

The grant will be utilized to support the acquisition of event equipment. Without the grant, the purchase of equipment will not be feasible, and rental services will continue. The primary objective of this partnership is to facilitate the utilization of this equipment by other Sherwood-based non-profit organizations.

17. List all grants applied for in support of this project and commitments confirmed to date.

None

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Canopies	1200			1200
Folding Tables	450			450
Sandwich Boards	800			800
Event Fencing	14,500			14,500
Metal Bike Racks	6,000			6,000
Folding Chairs	1000			1000
Sound System	1000			1000
Total				\$24,950

19. Percent of Total Budget provided by applicant:  
0% unless directed otherwise

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?  
0%

21. If only partial funding is available, could your project be reduced in size or done in phases?  
 Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

Describe how that would change the scope of work.

We would choose to not purchase items, or buy different items that fit within the amount given.

**2025-26 CEP Grant Application**

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**Sherwood Cultural Arts Commission - Old Town Holiday Decorations**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project Staff Reviewer Name: <b>Mary Hando</b>		<b>Sherwood Cultural Arts Commission - Old Town Holiday Decorations</b>	Criteria Met (Y/N)
Verification Criteria:	Metro/IGA Requirements		
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.		<b>Y</b>
Applicant Requirements	A project applicant must be one of the following:		<b>Y</b>
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations		
	◊ School or institution of higher learning		
Project Requirements	◊ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.		
	◊ Must not be used to replace any other readily available source of federal, state, local or regional funds		<b>Y</b>
	◊ Must not promote or inhibit religion		<b>Y</b>
	◊ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation		<b>Y</b>
Project Goals	◊ If located on private land, application must establish a clear public benefit and must document landowner permission		<b>Y</b>
	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level.		
	◊ Project Goals		<b>Y</b>
	◊ Project Description		<b>Y</b>
	◊ Community Benefit		<b>Y</b>
	◊ Prior CEP Awards		<b>Y</b>
◊ Budget		<b>Y</b>	
◊ On-Going Operations		<b>Y</b>	
◊ Value to the Community		<b>Y</b>	

Additional Considerations	City Responsibility to the Community		
	◊	When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◊	When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◊	Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N/A</b>
	◊	If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N			

Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
Repeat Applicant Report:	Additional Considerations for applicants with prior award history		
1. In the prior 3 years, have applications been received?			<b>N</b>
2. Were the applications for the same project in the current application?			<b>N</b>
3. How much has been awarded to the group for the project in the current application?			<b>\$ -</b>
4. How much has been awarded to the group overall?			<b>\$ 21,580.00</b>
	Total number of grant awards		<b>3</b>



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

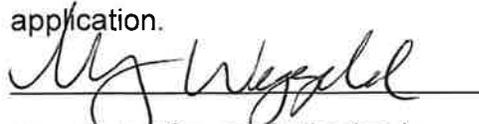
Applicant Organization: Sherwood Cultural Arts Commission

Project/Program: Sherwood Cultural Arts Commission

Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.

Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.



Signature of Party Authorized to Represent the Organization

Mary Weggeland

Printed name

Date 4/15/25



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Old Town Holiday Decorations

Applicant/Project Sponsor: Cultural Arts Commission

Organization Type: City Board/Commission Federal Tax ID Number: \_\_\_\_\_

Contact: Mary Weggeland Daytime Phone: 503-625-4207

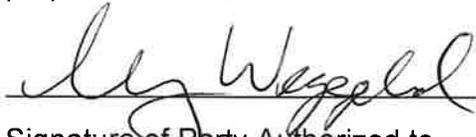
Email: Weggelandm@sherwoodoregon.gov

Address: 22689 SW Pine Street Sherwood, Oregon 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.



Signature of Party Authorized to Represent the Organization

Mary Weggeland

Printed name

4/15/25

Date



Project Budget Summary

Grant Funds Requested	\$21,200
+ Matching Funds (Cash)	0
+ In-Kind Matching Funds:	COS Staff
= Total Cost of Project:	\$21,200

Proposed start date:

Proposed end date:

PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The Cultural Arts Commission is requesting this grant to purchase holiday lighting decorations, including ones for street light poles, throughout Old Town. These would be added to the holiday lighting displays that are currently used. The new decorations are intended to enhance and compliment the annual Holiday Festival & Tree Lighting activities sponsored by the Sherwood Robin Hood Festival Association (with support from the City of Sherwood).

2. Identify by letter and describe how this project meets one or more of the goals for funding:
- a) Improves the appearance or environmental quality of the City
  - b) Increases recycling opportunities or reduces solid waste production
  - c) Rehabilitates or upgrade the attractiveness or market value of public areas
  - d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
  - e) Results in improvement to, or an increase in recreational areas and programs in the City
  - f) Results in increases in safety within the city
  - g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
  - h) Enhances art and culture
  - i) Improves the employment or economic opportunities residents

Goal A: Improves the appearance or environmental quality of the city.

During the holiday season, the Old Town district in Sherwood is already made magical by the thousands of tree lights and numerous lighted displays. Adding more lighted displays, we help to create a wonderful, festive, holiday environment to be enjoyed by all residents of Sherwood (and surrounding communities), young and old alike. Imagine gathering with family, friends, and neighbors to stroll through Sherwood's Old Town viewing the lights and many displays during the holiday season. Imagine the smiles. Imagine the joy.

Goal C: Rehabilitates or upgrades the attractiveness or market value of public areas.

Sherwood Old Town is largely composed of public areas. The streets, sidewalks, and park areas (Cannery Square, Veterans' Memorial Park, the Library, the Arts Center etc.) are all public buildings or spaces. The public has access to the entire Old Town area. The expansion of lighted displays would enhance the attractiveness of Sherwood's Old Town, making it a highly desirable destination to visit during the holiday season.

Goal H: Enhances art and culture.

Each lighted display is a representation of holiday themed, seasonal art. Large, lighted winter-themed decorations would hang from the blue lamp posts in Old Town. Where possible, other seasonally themed, lighted displays would be located throughout the district, all designed to enhance the experience for visitors in a culturally, positive way.

3. List anticipated project milestones and dates.

The Cultural Arts Commission would start by purchasing large, lighted winter-themed decorations to be installed by COS staff. Lights would also be purchased to replace current lights that are strung around the street trees. This would start upon receipt of grant funds.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

Based on the success of this project and how it is received by the community, future phases could be possible. Those phases would include the purchase of additional large, lighted winter-themed decorations.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

No additional continued funding would be required at this time. After an assessment of this step, The Cultural Arts Commission may choose to apply for a future CEP grant.

6. Who will benefit if this project is funded? How will they benefit?

As there would be no cost to view the lighted displays, all residents of Sherwood are able to benefit from this project. In addition, as the number of displays could grow in size and popularity, it would draw visitors from outside the city. The annual tree lighting ceremony attracts hundreds of people. A steady influx of visitors to Sherwood to view the displays would greatly benefit businesses located in Old Town specifically, and in greater Sherwood generally.

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

In 2016, the Cultural Arts Commission was granted \$7850 to create a cultural walking tour in Old Town. With these funds, the Commission helped to designate eight historically significant locations with plaques, created a brochure style map for people to find each location, and installed trail head kiosks.

The Commission was also granted funds in 2018 to create a Public Art Plan for Sherwood. The Commission hired a consultant to create an initial plan that was unique to the City and its needs. The Public Art Plan has been integral in the creation and approval of art projects like the Symposium mural, pedestrian bridge artwork, and the upcoming sculptures for the Oregon Street roundabout. +

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

City of Sherwood Staff

-Planning Department to help interpret code and Old Town Design Standards.

-Public Works to make sure that we are working together to improve a facility/not create maintenance issues.

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

City staff will coordinate the installation, storage, and maintenance of these displays.

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

NA

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

The Cultural Arts Commission previously received a grant to fund a mural in Sherwood. The project intended to create a mural on the side of a building in the city limits of Sherwood to enhance the city. The project was not successful. The Cultural Arts Commission did not receive permission from a local business to create mural on a specific wall in Old Town Sherwood. Although other locations were contacted, commissioners were unable to acquire an alternative location. No grant money was received, and the exit report information was completed.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

This application is not requested to support an ongoing or previous project.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will be used to fund 100% of this project. The grant money will be used to pay for the products purchased.

17. List all grants applied for in support of this project and commitments confirmed to date.

No other grants have been applied for for this project.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Lighted Decorations	\$19,200.00	0	0	
Replacement Lights	\$2,000.00	0	0	
<b>Total</b>	<b>\$21,200.00</b>			<b>\$21,200.00</b>

19. Percent of Total Budget provided by applicant:

This project would be entirely funded by this grant

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

There will be no funds used for personnel services or administrative costs.

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$ 10,000**

Describe how that would change the scope of work.

There would be fewer displays purchased. This would not have the same impact or draw.

**2025-26 CEP Grant Application**

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**Sherwood Cultural Arts Commission - Cannery Square Restroom Vinyl  
Wrap**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project Staff Reviewer Name: <b>Mary Hando</b>		Criteria Met (Y/N)
<b>Sherwood Cultural Arts Commission - Cannery Square Restroom Vinyl Wrap</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following: ◇ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations ◇ School or institution of higher learning ◇ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	<b>Y</b>
Project Requirements	◇ Must not be used to replace any other readily available source of federal, state, local or regional funds ◇ Must not promote or inhibit religion ◇ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation ◇ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level. ◇ Project Goals ◇ Project Description ◇ Community Benefit ◇ Prior CEP Awards ◇ Budget ◇ On-Going Operations ◇ Value to the Community	<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>

Additional Considerations	City Responsibility to the Community	
	◇ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◇ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◇ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>N/A</b>
	◇ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>N</b>
2. Were the applications for the same project in the current application?		<b>N</b>
3. How much has been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall? Total number of grant awards		\$ <b>21,580.00</b> <b>3</b>



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: Sherwood Cultural Arts Commission

Project/Program: Sherwood Cultural Arts Commission



Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.



Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Signature of Party Authorized to  
Represent the Organization

Mary Weggeland

Printed name

Date 4/15/25



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Cannery Square Restroom Vinyl Wrap

Applicant/Project Sponsor: Cultural Arts Commission

Organization Type: City Board/Commission Federal Tax ID Number: \_\_\_\_\_

Contact: Mary Weggeland Daytime Phone: 503-625-4207

Email: Weggelandm@sherwoodoregon.gov

Address: 22689 SW Pine Street Sherwood, Oregon 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.



Signature of Party Authorized to Represent the Organization

Mary Weggeland

Printed name

4/15/25

Date



Project Budget Summary

Grant Funds Requested	\$11,000
+ Matching Funds (Cash)	
+ In-Kind Matching Funds:	\$1,004.70
= Total Cost of Project:	\$12,004.70

Proposed start date:

Proposed end date:

PROJECT DETAIL

1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The Cultural Arts Commission is dedicated to improving the City of Sherwood with public art. Our goal is to choose high-visibility areas that could be enhanced with thoughtful, accessible public art that add to the enjoyment of the public. The stand-alone restroom at Cannery Square is something the Cultural Arts Commissioners have identified as a prime spot for visual enhancement.

CEP funds would be used to procure an artist, invite community input, and install a high quality, durable art wrap on the four exterior walls of the Cannery Square restroom. In-kind funds would be contributed in the form of many hours of volunteer work by the Arts Commissioners, and administrative time spent on the project by Arts Center staff.

Cannery Square is one of the most visible parks in Sherwood due to its Old Town location, proximity to the library, City Hall, multi-family housing, and Sherwood Center for the Arts. There is not a tree or shrubbery screen; it is highly visible from the street. It is also one of the busiest parks, especially in summer and at Christmas time. Hundreds of people visit the square during Saturday Market, National Night Out, Robin Hood Festival's Tree Lighting Festival, library summer performances, and the popular splash pad. Cannery Square is also used on a regular basis by families, kids, and nearby residents for recreation and meeting up with neighbors.

The restroom is used often, and is maintained by the City. The dark brown color does not match the vibrancy of the rest of the area, and does not look inviting.

Other cities locally and around the nation have installed art "wraps" around utility boxes and similar metal structures. The Arts Commission would like to revitalize this dark brown metal box by engaging an artist to create a custom design that reflects the best of Sherwood. Other cities have reported a decrease in vandalism in areas that have been enhanced with public art, as it is clear these areas are valued to the community and very visible.

Our hope is that this project jumpstarts the conversation around other metal/utility boxes around Old Town and, similar to other cities, begin to see this type of art spread beyond Cannery Square.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or under-served populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

A ) Improves the appearance or environmental quality of the City;

By covering a public bathroom with a visually appealing vinyl wrap, the structure is transformed from a potentially unattractive, utilitarian facility into an attractive feature that enhances the surrounding area. This simple upgrade can revitalize Cannery Square, reducing visual clutter and improving the overall environmental quality of the neighborhood making it more inviting for both Old Town residents and visitors.

C) Rehabilitates or upgrade the attractiveness or market value of public areas;

A vinyl wrap can breathe new life into a public bathroom, making it more visually appealing and up-to-date. The refreshed appearance of this public restroom would increase the overall attractiveness of Cannery Square, making it a more desirable location for both Old Town residents and businesses.

E) Results in improvement to, or an increase in recreational areas and programs in the City;

As public spaces become more attractive through such enhancements, they can encourage increased foot traffic and use of surrounding recreational areas. Cannery Square is the center of Old Town where families congregate around the water feature during summer, where festivals and local markets host vendors and where city events take place. By elevating this public restroom, the city encourages more people to engage with and enjoy this important public space.

F) Results in increases in safety within the city:

Several studies, as well as anecdotal evidence from neighboring cities, show that art in public places reduces personal and property crime, and increases visibility in a positive way.

H) Enhances art and culture;

A vinyl wrap is an excellent canvas for showcasing local artists or cultural themes, bringing art into public spaces where it can be appreciated by all. Whether featuring vibrant designs, community-driven motifs, or local history, these wraps can enrich the cultural fabric of the city, fostering pride, creativity, and cultural expression in everyday environments. The inclusion of art in public spaces also promotes the idea that art should be accessible to everyone, enhancing cultural awareness and appreciation. This is an example that art is not limited. This will be an important artistic feature in Old Town.

3. List anticipated project milestones and dates.

July 2025- Grant Awarded: Funds distributed.

July 2025- Call for Artist: Sherwood Cultural Arts Commission puts out a Call for Artists.

August 2025- Artist Selection: Three Artists are chosen to present their proposed artwork.

October 2025- Art Presentation: City Council and Cultural Arts Commission have a work session to select final artist.

December 2025- Artwork Completion: Artist completes commissioned art work.

February 2026- Installation: Contractor completes vinyl and installs artwork.

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

NA

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

This project will not require continued funding beyond the grant period. When completed, the mural will be waterproof and fused to the exterior surface of the bathroom. Routine maintenance may include periodic cleaning of the exterior with water, which is the same method currently used to maintain the exterior of the restroom.

6. Who will benefit if this project is funded? How will they benefit?

The community will benefit by an addition of art to a high-trafficked, public space. The artistic wrap will also protect a city asset, minimize maintenance - as the current painted exterior is chipping - further protecting the integrity of the exterior of the restroom (and life span). This wrap is recommended and supported by the city maintenance Operations Supervisor.

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

In 2016, the Cultural Arts Commission was granted \$7850 to create a cultural walking tour in Old Town. With these funds, the Commission helped to designate eight historically significant locations with plaques, created a brochure style map for people to find each location, and installed trail head kiosks.

The Commission was also granted funds in 2018 to create a Public Art Plan for Sherwood. The Commission hired a consultant to create an initial plan that was unique to the City and its needs. The Public Art Plan has been integral in the creation and approval of art projects like the Symposium mural, pedestrian bridge artwork, and the upcoming sculptures for the Oregon Street roundabout. +

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

City of Sherwood Staff

-Planning Department to help interpret code and Old Town Design Standards.

-Public Works to make sure that we are working together to improve a facility/not create maintenance issues.

9. Does this project require coordination with other public or private organizations?

Yes  No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

NA

10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).

NA

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16.

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

The Cultural Arts Commission previously received a grant to fund a mural in Sherwood. The project intended to create a mural on the side of a building in the city limits of Sherwood to enhance the city. The project was not successful. The Cultural Arts Commission did not receive permission from a local business to create mural on a specific wall in Old Town Sherwood. Although other locations were contacted, commissioners were unable to acquire an alternative location. No grant money was received, and the exit report information was completed.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

This application is not requested to support an ongoing or previous project.

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

Grant funding will be used to fund 90% of this project. The grant money will be used to pay for the artist's time in creating the art piece chosen. It will also be used to fund the creation and instillation of the art piece in Cannery Square.

17. List all grants applied for in support of this project and commitments confirmed to date.

Sherwood Community Art Enhancement Grant. Not confirmed.

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
Volunteer Hours			\$1,004.70	
Vinyl Wrap	\$8,000.00			
Artist	\$2,500.00			
Supplies	\$500.00			
<b>Total</b>	<b>\$11,000.00</b>		<b>\$1,004.70</b>	<b>\$12,004.70</b>

19. Percent of Total Budget provided by applicant:

Approximately 10% percent of total project costs will be associated with volunteer time in and in-kind services.

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

0%. The personnel services and administrative costs will be in-kind donations from community volunteers and Cultural Art Commissioners

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes  No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$**

Describe how that would change the scope of work.

NA

**2025-26 CEP Grant Application**

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**Sherwood Library Foundation - Modular Meeting Pod for the Sherwood  
Library**

**2025-26 CEP Grant Applicant Staff Review Report**

Applicant & Project <b>Sherwood Library Foundation - Modular Meeting Pod for the Sherwood Library</b>		Criteria Met (Y/N)
Staff Reviewer Name: <b>Leslie Dean</b>		
Verification Criteria:	Metro/IGA Requirements	
Location Requirement	Project must be located in the solid waste community enhancement area boundary, or the project must benefit individuals or programs located inside the boundary.	<b>Y</b>
Applicant Requirements	A project applicant must be one of the following: ◇ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations ◇ School or institution of higher learning ◇ Local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer.	<b>Y</b>
Project Requirements	◇ Must not be used to replace any other readily available source of federal, state, local or regional funds ◇ Must not promote or inhibit religion ◇ Must not discriminate based on race, ethnicity, age, gender, or sexual orientation ◇ If located on private land, application must establish a clear public benefit and must document landowner permission	<b>Y</b> <b>Y</b> <b>Y</b> <b>N/A</b>
Project Goals	Project address each point of the CEPC-CEP Grant Evaluation Rubric on some level. ◇ Project Goals ◇ Project Description ◇ Community Benefit ◇ Prior CEP Awards ◇ Budget ◇ On-Going Operations ◇ Value to the Community	<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>

Additional Considerations	City Responsibility to the Community	
	◇ When applicable, was an IRS determination letter submitted?	<b>Verified on OR Sec. of State website</b>
	◇ When applicable, was a letter of permission from the landowner submitted?	<b>N/A</b>
	◇ Does the grant application overlap with City jurisdiction in terms of funding? If yes, was approval received?	<b>No</b>
	◇ If permits are required, was the necessary approval received?	<b>N/A</b>
Requirements Met: Y/N		<b>Y</b>

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		<b>No</b>
2. Were the applications for the same project in the current application?		<b>N/A</b>
3. How much as been awarded to the group for the project in the current application?		\$ -
4. How much has been awarded to the group overall?		\$ -
Total number of grant awards		<b>N/A</b>



**COMMUNITY ENHANCEMENT PROGRAM GRANT  
Mandatory Pre-Application Procedures.**

Applicant Organization: Sherwood Library Foundation

Project/Program: Modular Meeting Pod for the Sherwood Library



Before applying for a community enhancement grant, applicants are responsible for verify whether city permits are required for a project. If the project results in any changes or improvements to a property or building, contact the City Planning office at **503-925-2308** to determine if a permit is required. Applications requiring a permit must include the permit fees in their proposed budget detail.



Before applying for a Community Enhancement Grant, applicants wishing to improve or utilize city run or city owned facilities must verify eligibility with the City Manager's office at **503-625-5524**. Applications involving city run or city owned facilities, not receiving prior written approval from the City Manager will be considered incomplete.

By submitting the following City of Sherwood Community Enhancement Program Grant application, the undersigned certifies that the project and the sponsoring organization have met the above requirements or the above requirements do not apply to the application.

Madeline Robinette

madeline Robinette

Signature of Party Authorized to Represent the Organization

Printed name

Date 4/15/2025



## Sherwood Community Enhancement Project Application

Before completing this form, please read the Community Enhancement Program Instructions for complete submittal instructions to ensure that your proposal meets the requirements for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required.

Title of Project/Program: Modular Meeting Pod for the Sherwood Library

Applicant/Project Sponsor: Sherwood Library Foundation

Organization Type: 501(c)(3) Federal Tax ID Number: 93-4223392

Contact: Deborah Diers Daytime Phone: 248-797-9817

Email: sherwoodlibraryfoundation@gmail.com

Address: P.O. Box 44 Sherwood, OR 97140

The grant applicant acknowledges and agrees to the following:

1. The City may award full, partial or no funding. The amount received may be as much as the amount request in this grant application, but no more.
2. All funds received must be utilized solely for the program or project as described in this application.
3. Applicants organizations or individuals who have partnered with an organization may be liable for misuse of funds.

The undersigned certifies that the following information in the application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Sherwood through the Metro Community Enhancement Program for the proposal described.

Madeline Robinette

Madeline Robinette

Signature of Party Authorized to Represent the Organization

Printed name

4/15/2025

Date



### Project Budget Summary

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Grant Funds Requested	\$18,000
+ Matching Funds (Cash)	\$10,868
+ In-Kind Matching Funds:	
= Total Cost of Project:	\$28,868

Proposed start date:

Proposed end date:

### PROJECT DETAIL

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1. Project Description-Describe the proposed program or project including the intended use of the CEP funds, project goals and overall objective and location of the project.

The Sherwood Library Foundation (SHELF) is proposing the installation of a modular Meeting Pod within the Sherwood Public Library to meet the community's pressing need for a private and adaptable meeting space. This project is shovel ready and will cater to Sherwood's expanding population of approximately 20,000 residents by offering a soundproof, cutting-edge ADA compliant space that can accommodate up to four individuals. The funds from the Community Enhancement Program (CEP) will be utilized for the purchase and installation of the Meeting Pod, which will be purchased from a local vendor, a win/win for our community.

2. Identify by letter and describe how this project meets one or more of the goals for funding:

- a) Improves the appearance or environmental quality of the City
- b) Increases recycling opportunities or reduces solid waste production
- c) Rehabilitates or upgrade the attractiveness or market value of public areas
- d) Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- e) Results in improvement to, or an increase in recreational areas and programs in the City
- f) Results in increases in safety within the city
- g) Provides skills training, work or education opportunities for youth, seniors, low income or underserved populations persons
- h) Enhances art and culture
- i) Improves the employment or economic opportunities residents

C: The Meeting Pod was chosen by SHELF as our first project based on community surveys, library patron feedback, long-term facility planning, and library staff input. While the open-concept layout of the Library is stunning to look at, it presents many challenges, including the lack of quiet, private space. The most recent community survey ranked a quiet meeting space as a high priority. In addition, library staff continually field requests for such a space. Public libraries commonly provide public meeting space and this upgrade is urgently needed for our library.

E: The Meeting Pod will bring the Sherwood Public Library into the 21st century by providing a space that will foster collaboration, support local entrepreneurs, enhance accessibility for underserved community members, and facilitate student engagement.

G: The Meeting Pod is essential for numerous underserved populations in Sherwood, as there is currently no comparable facility offering a private, soundproof environment equipped with technology and complimentary internet service. The ADA compliant space will be ideal for various activities such as job interviews, telehealth appointments, legal appointments, collaborative projects, studying, training sessions, and small group meetings.

I: The Meeting Pod will serve as a versatile space where community members can host or attend job interviews and training sessions. It will also offer a collaborative environment for local entrepreneurs to meet and work together.

3. List anticipated project milestones and dates.

August 1: Secure all funding for the project

August 7: Confirm pricing and order unit

October 1: Receive unit and apply for permits

January 1, 2026: Installation complete and Pod available for use

4. Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases?

Yes  No

If yes, please explain the plans, the expected funding sources and the estimated project cost by funding source.

5. If this project will require continued funding beyond the grant period, explain what measures have been taken to ensure the funding will be available.

6. Who will benefit if this project is funded? How will they benefit?

The Meeting Pod will benefit a wide variety of Library Patrons and Community Members including those needing:

- A quiet space in the library to read or study
- A place for small group or business meetings
- A private space for telehealth or legal meetings
- A room for small group projects
- An ADA compliant private space
- A private space for remote job interviews or trainings

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

*Project Leader Amanda Bryan brings a wealth of expertise and leadership to managing projects. As an attorney with a strong background in community development, she has demonstrated her ability to navigate complex projects involving diverse stakeholders. Her entrepreneurial experience as the founder of a successful digital publishing company showcases her capacity for innovation, strategic planning, and project execution.*

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

The Meeting Pod will be placed in the Sherwood Public Library and managed by SPL staff. SHELF has full approval from Library Manager Adrienne Doman Calkins, as well as City Manager Craig Sheldon, the Public Works department, Library Advisory Board, and Sherwood City Council liaisons to the Library Advisory Board.

**9. Does this project require coordination with other public or private organizations?**

Yes     No

If yes, please describe what type of coordination is needed and whether the coordination has been completed.

SHELF will work closely with the City of Sherwood Public Works department as well as the vendor in order to assure that all electrical, ventilation and structural requirements of the pod are taken into account. We have been working directly with Harry Banister (Sherwood Operations Director for Parks and Facilities), who has approved the project.

**10. If the project is located on private land, discuss the public benefit of the project. (Attach landowner permission for the project with this application).**

PRIOR APPLICANTS

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11. Is this your organization's first grant application for a Community Enhancement Program? If no, please answer item 12. If yes, please proceed to item 16

Yes  No

12. Has your organization received a Community Enhancement grant in the last 3 years? (Include other municipality Community Enhancement grants) If yes, please answer items 13 and 16. If no, please proceed to item 14.

Yes  No

13. Please describe the project/programs for which your organization received funding-What was the project intended to do? Was it successful? What was the overall community impact of the project? Were all required steps, including submission of budgetary and exit report information completed?

The Sherwood Library Advisory Board received a FY 23-24 CEP grant in the amount of \$3531.00. This grant launching the Sherwood Library Foundation was a resounding success. All necessary documents were filed on time and in good order.

With the 23-24 CEP Grant, SHELF was able to complete all of the necessary steps required to create and organize a 501c3 foundation including: legal documents, post office box, website hosting, non-profit business software, trainings for trustees, grant research, logos and branding, and business supplies. The Foundation was formed and has begun the work of securing donors and applying for grants.

14. Was a Community Enhancement grant received last year?

Yes  No

If yes, what is the status of the project? Have there been any unexpected issues or costs? Does the project remain on schedule? Have required reports been submitted?

15. If this application is to support an ongoing or previous project, please provide details regarding the continued need. Has there been unexpected delays or costs associated with the project? If for routine support, have other options been investigated? What is the potential impact if funding cannot be achieved through this grant?

n/a

**PROPOSED BUDGET DETAIL**

16. Budget Narrative: How will grant funding be used? Why is grant funding critical to the success of the project? How will additional community resources or partnerships be used to support this project?

The Sherwood CEP Grant funding will be used solely for purchase and installation of an ADA compliant 4-person Meeting Pod. Grant funding is urgently needed to make this project a reality for our Sherwood Library. As a newly formed foundation, completing our first successful project is integral to our future success.

17. List all grants applied for in support of this project and commitments confirmed to date.

Grants awarded:

Oregon Community Foundation: \$10,000 from the Keane Family Fund of Oregon

Grants declined:

Network of the National Library of Medicine

18. Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations). For the 2025-2026 grant cycle, please use \$33.49/hour to calculate the value of volunteer labor.

Project budget: List all project expenses and demonstrate which expenses will be covered with matching funds, and which expenses will require grant funds.

Expense	Grant Funds Requested	Matching Funds (Cash)	In-Kind Matching Support	Total
Example: 50 hours of labor at \$33.49/hr setup & tear down	\$0	\$0	\$1,674.50	\$1,674.50
Example: Supplies (paint, glue & brushes)	\$200	\$0	\$0	\$200
4 person ADA Meeting Pod	\$18,000	\$6,858		\$24858
Labor: install and delivery		\$2,710		\$2,710
Electrical Permit		\$400		\$400
Building Permit		\$900		\$900
<b>Total</b>	\$18,000	\$10,868		\$28,868

19. Percent of Total Budget provided by applicant:

37%

20. What percentage of Community Enhancement funds will be used for personnel services or administrative costs?

No CEP funds will be used for personnel or administrative costs

21. If only partial funding is available, could your project be reduced in size or done in phases?

Yes     No

**If yes, what is the minimum grant amount that would allow the project to be performed: \$** \$14,000

Describe how that would change the scope of work.

The Sherwood Library Foundation estimates that if we push the start date out to September 15 we could do additional fundraising to make up an additional \$4,000 if the CEP Grant was in the amount of \$14,000. We believe this is a reasonable and attainable goal.



March 20, 2025

Letter of Support and Approval for Modular Study Room

Sherwood Library Foundation,

I am pleased to express my support and approval for a modular study room for the City of Sherwood Public Library.

Thank you,

A handwritten signature in black ink, appearing to read "Craig Sheldon", is written over a faint, illegible stamp.

Craig Sheldon

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Tim Rosener

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Kim Young

**Councilors**  
Renee Brouse  
Taylor Giles  
Keith Mays  
Doug Scott  
Dan Standke

**City Manager**  
Craig Sheldon

**Assistant City Manager**  
Kristen Switzer