City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

AGENDA

SHERWOOD SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE
May 19, 2026 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 3, 2025 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 3, 2025
This meeting will be live streamed at
https://www.youtube.com/user/CityofSherwood

1. **CALL TO ORDER:** The meeting was called to order at 6:03 pm.

2. **COMMITTEE PRESENT:** Chair Tim Rosener, Committee members Kim Young, Keith Mays, Renee Brouse, Taylor Giles, Doug Scott, Dan Standke and Metro Councilor Gerritt Rosenthal. Taylor Giles exited at 6:38 pm.

   STAFF PRESENT: Finance Director David Bodway, City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, Arts Center Manager Chanda Hall, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, and City Recorder Sylvia Murphy.

3. **TOPICS:**

   A. Approval of June 18, 2024 Meeting Minutes

   MOTION: FROM KIM YOUNG TO APPROVE THE JUNE 18, 2024 MEETING MINUTES, SECONDED BY DOUG SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR. GARRITT ROSENTHAL ABSTAINED.

   B. Community Enhancement Program, Selection of Grants

   Chair Rosener stated that with the grant request from the YMCA, member Brouse had a conflict as she teaches a class at the YMCA. The members agreed to discuss all grants and discuss and vote on the YMCA request separate from the other requests. Doug Scott asked if there were any carryover funds from last year and Mr. Bodway replied there was about $64,000 and reminded that the committee had previously established a 20% reserve. Mr. Bodway stated the committee had around $100,200 in estimated revenue to disburse but built into the budget was about $63,400 in contingency which is made up of the last three years. Finance Director Bodway displayed a working screen and spreadsheet, (see record, Exhibit A). Chair Rosener added that the city received more applications than what were listed and not all applications meet the grant criteria.

   The committee discussed the YMCA request, (less member Brouse), with comments regarding the unknown future of the facility and operator, and the amount of the grant being nearly half of the entire committee budget. The committee discussed all grant requests. The final approved funds are depicted in exhibit A (see record), and noted below.

   The committee discussed the Sherwood Band Booster Club request for Summer Jazz and agreed to fund the full amount of $4000.00.

The committee discussed Sherwood Youth Cheerleading request for Mat Replacement and agreed to fund the full amount of $3598.12.

The committee discussed Sherwood Youth Cheerleading request for Helmet Safety Initiative and agreed to fund the full amount of $755.73.

The committee discussed the Sherwood Youth Cheerleading request for Uniform Accessibility Project and agreed to not fund the request.

The committee discussed the Sherwood Youth Cheerleading request for Expert Stunt Training and agreed to not fund the request.

The Committee discussed the Sherwood Youth Cheerleading request for Space Cost Reduction Initiative and agreed to not fund the request.

The Committee discussed the Sherwood Youth Cheerleading request for Creative Learning and Routine Development and agreed not to fund the request.

The committee discussed the Sherwood Baseball request for Hitting Barn Cage Replacement and agreed not to fund the request.

The committee discussed the Rec Baseball Play and Safety Equipment request and upon review of the remaining requests agreed to fund $10,922.

The committee discussed the Cruisin' Sherwood 2025 request and agreed to fund $20,988.10.

The committee discussed the Advocacy for Children in Foster Care request and agreed to fund $10,000.

The committee discussed the School to Farm Agricultural Study year 7 and upon review agreed not to fund the request.

The committee discussed the Wine Festival request and agreed to fund $2500.

The Committee discussed the Interior Floor and Replacement request submitted by the Sherwood Elks Lodge and asked questions of the grant representatives, including the community benefits received from the local Elks Lodge and the scope of their request. Upon review of the remaining requests, the committee agreed to fund $17,700.

The committee discussed the Program and Exhibit Enhancement at Tualatin River National Wildlife Refuge request submitted by the Friends of the Tualatin River National Wildlife Refuge and agreed to fund $10,000.

The committee discussed the request for Old Town Holiday Decorations submitted by the Sherwood Cultural Arts Commission and agreed to fund $16,200.

The committee discussed the request for Cannery Square Restroom Vinyl Wrap submitted by the Sherwood Cultural Arts Commission and agreed not to fund. Discussion followed regarding other funding opportunities.

The committee discussed the request for Modular Meeting Pod submitted by the Sherwood Library Foundation and agreed to fund $9375.

The committee discussed the process of voting on the requests, and it was decided to vote on the YMCA request separately from the other requests. The following motion was stated:

MOTION: From Kim Young to not fund the YMCA request. Seconded by Doug Scott. Motion passed with all present members voting in favor, and one abstention from Renee Brouse.

MOTION: From Kim Young to approve the slate as presented, minus the YMCA. Seconded by Renee Brouse. Prior to voting, member Mays added clarification to the motion and stated: As displayed on the screen for a total of $106 thousand and change. Member Scott asked where the extra funds were coming from, and was it from contingency? Mr. Bodway replied he could take it from the administrative fees that are charged. Committee discussion followed, and a second motion was stated:

MOTION: From Kim Young to approve the slate, minus the YMCA, for $106,048.95 and get the additional overages from administrative funds. Seconded by Doug Scott. Motion passed with all present members voting in favor.

The committee discussed possible policy changes for next year' grant cycle and it was determined to encourage applicants to split up projects, and the committee would leave it to staff's discretion when reviewing requests.

ADJOURN: Chair Rosener adjourned at 6:56 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Chair

COMMUNITY ENHANCEMENT PROGRAM GRANT

2026-27 Grant Cycle Applications

Affiliated with the City of Sherwood

1 **Sherwood Park and Rec Advisory Board**
Cedar Creek Trail Benches and Trash Cans

2 Sherwood Cultural Arts Commission *City of Sherwood Affiliated*
Pine Street Light Poles Electrical Wiring

3 Sherwood Cultural Arts Commission *City of Sherwood Affiliated*
Old Town Mural

Not Affiliated with the City of Sherwood

4 **The Village Collective**
The Village Collective – Drop In Services

5 **Sherwood Robin Hood Festival Association**
Sherwood Robin Hood Festival Community Outreach Support

6 **Sherwood High School Band Boosters Club**
Sherwood Summer Jazz

7 **Sherwood Area Chamber of Commerce**
Sherwood Community Speakers Series

8 **Sherwood School District, Sherwood Middle School**
Sherwood Middle School Bank Instrument Storage Cabinets

9 **In Kind Boxes**
Moms Night Out Movie Fundraiser for In Kind Boxes

10 **CASA for Children, Inc.**
CASA for Children's 40th Anniversary Initiative

11 **The Opportunity Club Community**
Sherwood Community Access & Environmental Engagement Initiative

12 American Legion – Post 56
Kitchen Improvement Project

13 **Sherwood Chamber of Commerce**
Cruisin' Sherwood 2026

14 **Sherwood Theater Arts and Resource Society**
STARS Arts Education and Mentorship Program

15 **Middleton Elementary School PAC**
Middleton Elementary School Playground Improvement: Picnic Tables and Bench

16 **Sherwood Baseball**
Sherwood High School Baseball Hitting Barn Cage Replacement

17 **Love INC (In the Name of Christ)**
Expanding Essential Support for Families in Sherwood

18 **Sherwood Basketball Organization**
Sherwood Youth Basketball Scholarships for Low-Income Participants

19 **Sherwood 'Robin Hood', OR No 2342**
ADA Bathroom Upgrade Project

20 **The American Legion, Post 56**
Backyard South Improvement Project, Phase 2

21 **MINDFLOW**
From SNAP to STEP: Building Simple Habits to Save Food and Reduce Waste

22 **Sherwood Youth Cheerleading**
New Tumbling Equipment & Safety Initiative

2026-27 CEP Grant Application

PARK AND REC ADVISORY BOARD - CEDAR CREEK TRAIL BENCHES AND TRASH CANS

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**PARK AND REC ADVISORY BOARD - CEDAR CREEK TRAIL BENCHES AND TRASH CANS**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ 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.	**Y**
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?	**N/A**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

	Additional Considerations for City Sponsored Applicants	
1. In the prior 3 years, have applications been received from this City Department?		**No**
2. In the prior 3 years, applications that have been funded from OTHER City Departments		
FY23-24	Community Access to Life Saving Services	**$ 4,000**
FY23-24	Sherwood Library Advisory Board - Start Up Costs for Library Foundation	**$ 6,000**
FY24-25	Cannery Square Audio System Upgrade	**$ 4,000**
FY24-25	Morback House Window Replacement	**$ 30,000**
FY24-25	Old Town Flower Baskets	**$ 5,700**
FY24-25	Old Town Holiday Tree Lights	**$ 5,000**
FY24-25	Repainting Old Town	**$ -**
FY24-25	Sr Ctr Patio Set Replacements	**$ 8,500**
FY25-26	Sherwood Cultural Arts Commission - Old Town Holiday Decorations	**$ 16,200**
FY25-26	Sherwood Cultural Arts Commission - Cannery Square Restroom Vinyl Wrap	**$ -**
	3 year total	**$ 79,400**
2. Were the applications for the same project in the current application?		**No**
3. How much as been awarded to the City Department for the project in the current application?		**$ -**
4. How much has been awarded to the City Department overall?		**$ -**
	Total number of grant awards	**N/A**
5. How much has been awarded to the City as a whole?		**$ 288,663**
	Total number of grant awards	**29**

Community Enhancement Grant Application : Entry # 4887

Applicant Information

Applicant Information

David Scheirman, Park and Rec Advisory Board

Applicant Information

22560 SW Pine Street
Sherwood, OR 97140-9415
Map It

Applicant Information

heavydfire@gmail.com

Applicant Information

5033171761

Applicant Information

Local government, local government advisory committee, department or special district

Applicant Information

93-6002255

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Cedar Creek Trail Benches and Trash Cans

Community Enhancement Grant Application : Entry # 4887

Amount Requested

$9,590.00

Program/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. Include beginning and end dates.

The project would add benches and trash cans at existing locations along the Cedar Creek Trail between Stella Olsen Park and SW Alexander Lane. The trail was constructed and opened a few years ago, but project funds were depleted before all planned amenities could be installed. While the sites for benches were paved, only one of the three planned benches was placed. Trash containers were installed at each end of the trail—at Stella Olsen Park and near the walking bridge at SW Alexander Lane.

The goal of this project is to purchase and install two additional benches and three trash cans. Two of the trash cans and benches would be located at existing bump-outs along the trail, and the third trash can would be placed near the existing bench by the Senior Center. These additions will provide more opportunities for users to stop, rest, and enjoy views of the creek and the active wildlife in the area, particularly birds that frequent the green space.

Materials would be ordered upon grant award, and the project would be completed within six months.

CEP Goals The Project Will Acheive

- Improves the appearance or environmental quality of the community
- Increases recycling opportunities or reduces the amount or toxicity of waste
- Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.
- Results in improvement to, or an increase in recreational areas and programs in the community
- Benefit youth, seniors, low income persons or underserved populations

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the appearance or environmental quality of the community

The project will improve the appearance and environmental quality of the community by providing designated locations for waste disposal along the Cedar Creek Trail. The addition of trash cans will help reduce litter along the pathway and prevent debris from entering the surrounding natural areas and watershed. Benches will create defined resting areas, which helps concentrate use and minimize off-trail impacts to vegetation.

Community Enhancement Grant Application : Entry # 4887

CEP Goal Summary: Describe how this program/project will meet the goal: Increases recycling opportunities or reduces the amount or toxicity of waste

The installation of trash cans along the Cedar Creek Trail will support proper disposal of waste and reduce the likelihood of litter entering the surrounding environment. By providing convenient and visible disposal options, the project helps prevent trash from being left along the trail or carried into the Cedar Creek watershed, where it can contribute to water pollution and environmental toxicity.

Strategically placed trash receptacles also encourage responsible use of the trail and promote a culture of stewardship among visitors. In addition, the presence of these amenities increases the likelihood that recyclable materials are properly collected rather than discarded improperly. Overall, the project supports cleaner public spaces, protects local wildlife and water quality, and reinforces sustainable habits within the community

CEP Goal Summary: Describe how this program/project will meet the goal: Results in the preservation or enhancement of wildlife, riparian zones, wetlands, forestlands or marine areas, and/or improve the public awareness about them.

The trail gives access to view the riparian zone, while being above the bank. The opportunity to see the wildlife in the City helps increase the awareness that we have a wide range of species in our community. The chance to see beaver or deer exist just minutes from Oldtown. The creek is active with waterfowl, Hooded Mergansers, Gadwalls and Canadian Geese were active along creek visible from the trail in Spring of 2026. Woodpeckers, Chickdees, American Robins and Juncos were seen while walking the trail that same day.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvement to, or an increase in recreational areas and programs in the community

The addition of benches along the trail provides opportunities for users to rest as needed, making the trail more accessible to a wider range of individuals. This allows people who may not otherwise be able to navigate the full length of the trail without breaks to comfortably access and enjoy the space.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

As noted above, seniors and others with lower endurance can use the trail with greater confidence, knowing there are designated places to rest at regular intervals. Youth benefit from the ability to move between areas of the City using the trail rather than traveling along streets. Overall, anyone who walks or bikes the trail benefits from increased access to outdoor space and opportunities for physical activity. A new feeder trail was installed next to the Senior Center, increasing access for seniors.

Community Enhancement Grant Application : Entry # 4887

Milestones: List anticipated milestones and dates.

- Grant award – July 2026
- Order benches and trash cans – within 1 week of award (mid July 2026)
- Receive materials – approximately 6 weeks after ordering (early September 2026)
- Installation by Parks Maintenance staff – within 2 weeks of delivery (late September/early October 2026)

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

As noted above adding benches and trash cans gives opportunity to view nature, rest and reduce litter. The addition of benches would have minimal impact on nearby homes and business, as the trail already exists. Hopefully would be an increase in foot traffic due to the benches. The project does not serve any specific groups but would benefit the community as a whole.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The Parks Maintenance Division would install the benches and cans. Installation costs are included in the funding amount.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

All sites are on City property.

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Budget

Project Budget

Community Enhancement Grant Application : Entry # 4887

- Cedar-Creek-Benches.xlsx

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?

There is no funding in the current budget to complete this project

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

Coordination with City staff provided cost of requested benches and trash cans.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

There are none.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

There would be additional stops by City staff to empty the addition trash cans and inspection of added benches.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

The Parks Board has been involved with oversight for trail construction, park development, park amenity replacement and park master planning.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

N/A

Certification

Project Certifications

- This project will not promote or inhibit religion in any way

Community Enhancement Grant Application : Entry # 4887

- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

David Scheirman

Date

04/13/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	1,000.00			-		$ 1,000.00
Materials & Supplies	7,390.00					$ 7,390.00
Capital Assets						$ -
Administration						$ -
Other (please explain) Shipping	1,200.00					$ 1,200.00
						$ -
						$ -
						$ -
						$ -
Total	$ 9,590.00	$ -	$ -	$ -	$ -	**$ 9,590.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**9,590.00**
$ of Total Budget provided by CEP funds		**100%**
% of Total Budget provided by Sponsor and other sources		0%

2026-27 CEP Grant Application

SHERWOOD CULTURAL ARTS COMMISSION - PINE STREET LIGHT POLES ELECTRICAL WIRING

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**SHERWOOD CULTURAL ARTS COMMISSION - PINE STREET LIGHT POLES ELECTRICAL WIRING**	
Staff Reviewer Name:	Leslie Dean	
Verification Criteria:	Metro/IGA Requirements	Criteria Met (Y/N)
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:	
	◊ 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.	**Y**
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	**Y**
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?	**N/A**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	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?			**YES**
FY25-26	Sherwood Cultural Arts Commission - Old Town Holiday Decorations	**$**	**16,200**
FY25-26	Sherwood Cultural Arts Commission - Cannery Square Restroom Vinyl Wrap	**$**	**-**
2. In the prior 3 years, applications that have been funded from OTHER City Departments:			
FY23-24	Community Access to Life Saving Services	**$**	**4,000**
FY23-24	Sherwood Library Advisory Board - Start Up Costs for Library Foundation	**$**	**6,000**
FY24-25	Cannery Square Audio System Upgrade	**$**	**4,000**
FY24-25	Morback House Window Replacement	**$**	**30,000**
FY24-25	Old Town Flower Baskets	**$**	**5,700**
FY24-25	Old Town Holiday Tree Lights	**$**	**5,000**
FY24-25	Repainting Old Town	**$**	**-**
FY24-25	Sr Ctr Patio Set Replacements	**$**	**8,500**
FY25-26	Sherwood Cultural Arts Commission - Old Town Holiday Decorations	**$**	**16,200**
FY25-26	Sherwood Cultural Arts Commission - Cannery Square Restroom Vinyl Wrap	**$**	**-**
	3 year total	**$**	**79,400**
2. Were the applications for the same project in the current application?			**No**
3. How much as been awarded to the City Department for the project in the current application?		**$**	**-**
4. How much has been awarded to the City Department overall?		**$**	**38,050**
	Total number of grant awards		**4**
5. How much has been awarded to the City as a whole?		**$**	**288,663**
	Total number of grant awards		**29**

Community Enhancement Grant Application : Entry # 4912

Applicant Information

Applicant Information

Sherwood Cultural Arts Commission

Applicant Information

22689 SW Pine St
Sherwood, OR 97140
Map It

Applicant Information

hallc@sherwoodoregon.gov

Applicant Information

5036254261

Applicant Information

https://sherwoodcenterforthearts.org/

Applicant Information

Local government, local government advisory committee, department or special district

Applicant Information

93-6002255

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4912

On-going Awards: Was a Community Enhancement Grant received last year?

Yes

Current Year Projects: 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?

Yes, it has been completed and finished. No unexpected issues or costs, and it happened on schedule. Final report submitted.

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 project we received funding for last fiscal year was the Old Town Holiday Lights project, purchasing and installing large snowflakes to grace the downtown area over the winter months. It was successful in execution and was completed in full. These holiday snowflakes are now part of the City's Old Town holiday plan, and will be used year after year. We have begun a good relationship with a trusted holiday lighting vendor through this process as well.

On-Going Support: 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 grant proposal is another incremental step towards fully wiring all of Old Town's light poles, adding more lighting elements, and creating more opportunities for decor and lighting. We feel that the most fiscally responsible way to achieve a fully decorated and festive Old Town is to take these measured, thoughtful, incremental steps.

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Pine Street Light Poles Electrical Wiring

Community Enhancement Grant Application : Entry # 4912

Amount Requested

$11,000.00

Program/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. Include beginning and end dates.

Old Town Sherwood came alive last winter with the addition of 27 LED snowflake lights placed throughout our down town. These lights (funded by a CEP grant) were made possible by having light poles that were fully wired for electricity. We are asking for funds to add electric wiring to 6-8 more light poles downtown as well as 6-8 more LED decorations, specifically on Pine Street running past Cannery Square, Sherwood Center for the Arts, and the library—one of our most visible and well traveled streets.

The goal of this project is to continue the process of lighting up Old Town during the holidays. This grant would lay the groundwork for more holiday decor and other lighting elements the City may wish to add in the future. With Pine Street light poles wired and more holiday decorations installed, we can move towards the goal of a fully vibrant Old Town.

July 20, 2026: Cultural Arts Commission meeting where design discussion will be held.
Targeted starting date for wiring: mid-August, 2026.
August 2026: recommend design to City Council.
September 2026: order new LED lights from vendor.
Targeted ending date for wiring: October 1, 2026.
November 2026: new LED lights are hung along Pine Street at the same time as 2025's snowflakes are installed throughout Old Town.

CEP Goals The Project Will Acheive

- Improves the appearance or environmental quality of the community
- Rehabilitates or upgrades the attractiveness or market value of public areas

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the appearance or environmental quality of the community

Old Town Sherwood becomes magical in the dark winter months, thanks to the abundance of tree lights and new snowflake lights throughout our down town. The snowflakes were possible because electrical wiring was added to dozens of light poles in Old Town. Our goal with this grant is to add electrical wiring to 6-8 more light poles, as well as acquire 6-8 more holiday LEDs to tie into this visual

Community Enhancement Grant Application : Entry # 4912

display.

As we continue to make Old Town an attractive, welcoming destination, this electrical wiring will create more opportunities for decorative elements. Though unseen, wiring these light poles is an important step in the process. Fully funding this grant will also allow the City to purchase 6-8 more LED decorations for these newly wired light poles.

The eventual result: a vibrant, walkable, fully lit Old Town—including the well traversed Pine Street.

CEP Goal Summary: Describe how this program/project will meet the goal: Rehabilitates or upgrades the attractiveness or market value of public areas

The ability to place holiday lights throughout downtown is an important step in upgrading the attractiveness of this area. Old Town is one of Sherwood's hidden gems. The City comes alive with the giant tree in Cannery Square and the multiple strands of lights on trees lining the sidewalks. Wiring the light poles is a necessary step in enhancing the down town area, and having holiday decor on Pine Street is a major goal.

Milestones: List anticipated milestones and dates.

Milestones:

July 1, 2026—work with Public Works Director to schedule electrical contractor;

July 20, 2026–Cultural Arts Commission meeting; discuss and identify light poles to be wired and possible design elements. Make recommendation to City Council.

August 2026–City Council sees recommendation from Cultural Arts Commission.

August 15, 2026—target date to begin electrical work, due to weather and City festival schedule.

September 2025–order 6-8 holiday designs from our vendor.

October 1, 2026–targeted date to have the wiring completed.

Approximately November 1, 2026–holiday lights are installed around Old Town; install the 27 snowflake lights we already have, and add 6-8 new LED lights on Pine Street.

End of February 2027–all lights come down and are carefully stored until November.

Community Enhancement Grant Application : Entry # 4912

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

This project will have an impact on countless citizens and visitors to our community eventually. First step is wiring for electricity; next, we will identify decor/designs that make the most sense for our community and this particular stretch of Pine Street, making a thoughtful recommendation to City Council.

Located right by the public library, City Hall, Cannery Square, and the Arts Center, this area serves a diverse population—all ages and socioeconomic backgrounds. Pine Street is the gateway to Old Town, and a popular, accessible walking destination for all Sherwood citizens.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

This would require coordination with the City's public works department and their preferred electrical contractor. This work was already done on many Old Town light poles, so this is not a new concept. We would follow best practices and protocols in place for this type of work, and we would work closely with the Public Works department and City leadership to make sure this gets done to the usual high standards.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

Yes

On-going commitments: Please explain the plans for on-going commitments, the expected funding sources and the estimated project cost by funding source.

In the future, we may apply for funds for more holiday lighting for other light poles. We may apply for other grants for holiday lighting decor as well; there are other options for placemaking grants. This

Community Enhancement Grant Application : Entry # 4912

wiring infrastructure will be very important to get done first, and continue to build on the beauty of this downtown area.

Upload Optional Supplemental Materials.

- light-poles.jpg

Budget

Project Budget

- Project-Budget-wiring-and-lighting.xlsx

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 contract electricians to do the work of wiring the light poles, and procuring more LED light decorations. This is not in the Center for the Arts' budget, which is why we are applying for this grant. We are extremely lucky to have a dedicated Arts Center staff, City volunteers, very capable Public Works staff, and downtown business owners who support this work. We have material support as well through the Center for the Arts and Public Works as well (equipment, supplies, knowledge). We will communicate with local stakeholders and do our best to represent the community's wishes as we move thoughtfully forward with this plan for a more festive downtown.

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

These costs were estimated due to previous projects of both wiring the light poles for electricity and ordering commercial grade LED decorations.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Administrative costs in administering the grant and managing the project comprise the in-kind matching funds. Administrative costs are across several departments including Public Works, senior leadership, Community Services, and Sherwood Center for the Arts. Volunteer hours are performed by Cultural Arts Commissioners.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

Community Enhancement Grant Application : Entry # 4912

This initial wiring would be maintained by the City, and would need to be kept in good working order.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

Yes

Budget For Partial Funding: What is the minimum grant amount that would allow the project to be performed?

5500.00

Budget For Partial Funding: Describe how that would change the scope of work

Partial funding means first doing the electrical wiring, and ordering less LED lights. We will do as much as possible with the funds received. We appreciate your support.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

The Cultural Arts Commission ably administered the CEP grant received last year for the Old Town Holiday Decorations (LED snowflakes). This current Arts Commission is dedicated, detail-oriented, and motivated to accomplish deliverables for the City of Sherwood and its citizens. This is a full board of highly participative and active individuals who are skilled in working with Arts Center staff to achieve their objectives.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

This requires coordination with Cultural Arts Commission, City Council, Public Works and senior leadership.

Certification

Project Certifications

Community Enhancement Grant Application : Entry # 4912

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Chanda Hall

Date

04/15/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services			40.00	1,457.60		$ 1,457.60
Materials & Supplies	11,000.00					$ 11,000.00
Capital Assets (scissor lift)				1,000		$ 1,000.00
Administration			70.00	2,100.00		$ 2,100.00
Other (please explain)						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 11,000.00	$ -	$ 110.00	$ 4,557.60	$ -	**$ 15,557.60**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**15,557.60**
$ of Total Budget provided by CEP funds		**71%**
% of Total Budget provided by Sponsor and other sources		29%



2026-27 CEP Grant Application

SHERWOOD CULTRUAL ARTS COMMISSION - OLD TOWN MURAL

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**SHERWOOD CULTRUAL ARTS COMMISSION - OLD TOWN MURAL**	
Staff Reviewer Name:	Leslie Dean	
Verification Criteria:	Metro/IGA Requirements	Criteria Met (Y/N)
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:	
	◊ 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.	**Y**
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	**Y**
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?	**N/A**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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?			**N**
FY25-26	Sherwood Cultural Arts Commission - Old Town Holiday Decorations	**$**	**16,200**
FY25-26	Sherwood Cultural Arts Commission - Cannery Square Restroom Vinyl Wrap	**$**	**-**
2. In the prior 3 years, applications that have been funded from OTHER City Departments:			
FY23-24	Community Access to Life Saving Services	**$**	**4,000**
FY23-24	Sherwood Library Advisory Board - Start Up Costs for Library Foundation	**$**	**6,000**
FY24-25	Cannery Square Audio System Upgrade	**$**	**4,000**
FY24-25	Morback House Window Replacement	**$**	**30,000**
FY24-25	Old Town Flower Baskets	**$**	**5,700**
FY24-25	Old Town Holiday Tree Lights	**$**	**5,000**
FY24-25	Repainting Old Town	**$**	**-**
FY24-25	Sr Ctr Patio Set Replacements	**$**	**8,500**
FY25-26	Sherwood Cultural Arts Commission - Old Town Holiday Decorations	**$**	**16,200**
FY25-26	Sherwood Cultural Arts Commission - Cannery Square Restroom Vinyl Wrap	**$**	**-**
	3 year total	**$**	**79,400**
2. Were the applications for the same project in the current application?			**No**
3. How much as been awarded to the City Department for the project in the current application?		**$**	**-**
4. How much has been awarded to the City Department overall?		**$**	**38,050**
	Total number of grant awards		**4**
5. How much has been awarded to the City as a whole?		**$**	**288,663**
	Total number of grant awards		**29**

Community Enhancement Grant Application : Entry # 4914

Applicant Information

Applicant Information

Sherwood Cultural Arts Commission

Applicant Information

22689 SW Pine St.
Sherwood, Oregon 97140
Map It

Applicant Information

hallc@sherwoodoregon.gov

Applicant Information

9712218176

Applicant Information

https://www.sherwoodoregon.gov/government/city-council/boards-and-committees/cultural-arts-commission/

Applicant Information

Local government, local government advisory committee, department or special district

Applicant Information

93-6002255

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4914

On-going Awards: Was a Community Enhancement Grant received last year?

Yes

Current Year Projects: 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 completed the project for which we received funding last year--the Old Town Holiday Lighting project. The LED snowflakes have been a success, and the project is officially completed. Required reports have been submitted, and it remained on schedule. No unexpected issues or costs.

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 successfully completed the Old Town Holiday Lighting project with this current Cultural Arts Commission. The intent of the project was to enhance our downtown area, and it has done just that. All required steps and exit reports and deliverables were completed.

On-Going Support: 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

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Old Town Mural

Amount Requested

$7,500.00

Community Enhancement Grant Application : Entry # 4914

Program/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. Include beginning and end dates.

The Cultural Arts Commission is asking for funds to support a new mural in Old Town. The project goals are to create a true community draw that enhances the downtown area, increasing foot traffic and adding to the unique character of Sherwood.

The process would begin in July 2026, with Arts Commissioners continuing conversations with small business owners who have expressed interest in hosting a public art mural.

The goal would be to have a brand new mural in Old Town by the end of December 2026. Weather may be a factor, but professional muralists in Oregon are skilled at working in all weather and all environments.

CEP Goals The Project Will Acheive

- Improves the appearance or environmental quality of the community
- Enhances art and culture within the community

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the appearance or environmental quality of the community

Public art murals are known to improve the appearance of a community. Murals quantifiably reduce crime, and increase civic pride and engagement. They all add to that intangible sense of "place" that we want in our Old Town neighborhood. Funding a mural specifically for our downtown area will improve both the appearance and the livability of this community.

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

Murals are an ideal way to enhance art and culture within the community. Sherwood's Old Town neighborhood is ripe with possible mural locations, and the excitement of a true murals program is shared by citizens, business owners, neighbors, and Arts Commissioners alike. A public art mural is accessible to all, and enhances the livability and vibrancy of the neighborhood.

The Arts Commission uses the following criteria when developing or evaluating mural designs and locations, and when making a decision to install a new mural:

Accessibility: is viewable by the public;

Community Enhancement Grant Application : Entry # 4914

Artist Quality: strength of the artist's concept and demonstrated craftsmanship;

Context: architectural, geographical, socio-cultural and historical;

Feasibility: budget, timeline, experience level of those involved;

Permanence: will last a minimum of five years, resistance to vandalism and weather;

Scale: appropriateness of scale to the surrounding neighborhoods;

Technical proficiency: technical skills and artistic experience of the artist.

Suitability: demonstrates community support and reflects community values

Milestones: List anticipated milestones and dates.

July 2026--Cultural Arts Commissioners will meet with previously identified small business owners to discuss mural possibilities.

Sept. 2026--Cultural Arts Commission will look at design proposals and make a recommendation to City Council based on discussions with business owners.

Depending on weather, the mural artist will complete their work by December 31, 2026.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

The citizens of Sherwood will benefit most, as well as the small business community. A thoughtfully executed public art mural will draw people downtown and increase foot traffic, enhancing the overall experience of Sherwood.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Community resources include using the Arts Center's scissor lift and coordinating with all Cultural Arts Commissioners and City Council. They would work closely with the manager of the Arts Center, and

Community Enhancement Grant Application : Entry # 4914

other city staff. The business owner of the mural location will also be involved in a meaningful way.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

We will follow the written Sherwood Public Art Murals plan, which lays out the plan for public art murals in Sherwood.

A mural is defined as a painting, mosaic, or bas-relief that is applied directly to a wall and is visible from the public right-of-way.

Murals are a part of the City's public art collection and can be located on public property—either publicly owned buildings, or privately owned buildings where the City has obtained a public art easement from the property owner. We would obtain the necessary public art easement from the property owner, and follow every guideline and policy.

Mural designs will be commissioned by the Cultural Arts Commission or selected by the Commission from ideas submitted by the public. Ideas for mural designs and mural locations are reviewed by the Cultural Arts Commission, the body responsible for overseeing Sherwood's Public Art Program, with support from the Manager of the Sherwood Center for the Arts. Arts Commissioners go through an application process and serve for a designated term. They are citizens of Sherwood who bring a diversity of backgrounds and expertise to their positions, and they are committed to promoting arts and culture in our city. All Cultural Arts Commission meetings are open to the public.

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Budget

Project Budget

- CEP-Budget-Mural-2026.pdf

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?

Community Enhancement Grant Application : Entry # 4914

Murals are an important part of our Public Art plan, and our goals for a vibrant down town area. The CEP grant would be used for the very purpose it is intended--to enhance the community. This takes the burden off of small business owners and allows them to enter into this process with the City and with the Cultural Arts Commission without a financial detriment.

Community resources that will be used include: Tualatin Valley Creates (advisory support), Sherwood Center for the Arts staff, Center for the Arts materials (including the scissor lift), Old Town small businesses, neighbors and citizens.

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

These costs are based off of the current Regional Arts & Culture Council and Tualatin Valley Creates estimates for a medium sized mural. This includes artist fees, materials, signage, and anti-graffiti/UV coating.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

The match funding is a combination of volunteer hours from the Arts Commission and other volunteers/citizens, and administrative assistance from Arts Center and City staff.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

In our Public Art Mural Plan, it states that murals should be expected to last for at least 5 years. The Cultural Arts Commission will coordinate maintenance of the mural, working closely with the business owner.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

No

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

This current Cultural Arts Commission has done a great job in managing similar projects and meeting all goals. They also have event management experience including the Lunar New Year Festival and Diwali, as well as numerous cultural events throughout the year. The Arts Commission works closely with the Arts Center staff to get deliverables accomplished on time.

Community Enhancement Grant Application : Entry # 4914

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

This project requires coordination with a private business. We will use the existing Public Art Murals Plan to carry this project through to completion. The Arts Commission has been in talks with several small business owners about a public art mural, and they would narrow down to the right fit at this time.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Chanda Hall

Date

04/15/2024

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services			20.00	728.80		$ 728.80
Materials & Supplies	7,500.00					$ 7,500.00
Capital Assets (scissor lift)				1000		$ 1,000.00
Administration			20.00	600		$ 600.00
Other (please explain)						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 7,500.00	$ -	$ 40.00	$ 2,328.80	$ -	**$ 9,828.80**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**9,828.80**
$ of Total Budget provided by CEP funds		**76%**
% of Total Budget provided by Sponsor and other sources		24%

2026-27 CEP Grant Application

THE VILLAGE COLLECTIVE - DROP IN SERVICES

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	THE VILLAGE COLLECTIVE - DROP IN SERVICES	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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**

Community Enhancement Grant Application : Entry # 4720

Applicant Information

Applicant Information

The Village Collective

Applicant Information

17486 SW Fitch Ct
Sherwood, OR 97140
Map It

Applicant Information

frances@village-collective.org

Applicant Information

9713228947

Applicant Information

https://www.village-collective.org/

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

41-3027050

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Community Enhancement Grant Application : Entry # 4720

Applicant Information

The Village Collective - Drop In Services

Amount Requested

$23,450.00

Program/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. Include beginning and end dates.

The Village Collective seeks to provide weekly drop-in sessions for high school students in Sherwood, primarily serving students who are experiencing instability related to housing, finances, family relationships, foster care involvement, or other challenging life circumstances. These drop-in gatherings create a consistent, safe place where students can access basic resources, build supportive relationships with trusted adults, and connect to services that help them stabilize and move forward.

CEP funds will be used to support the ongoing operation of these weekly drop-in sessions throughout the 2026–2027 school year. During each session, students are welcomed into a supportive environment where they can receive a hot meal, access essential supplies, and connect with trained staff and volunteers who provide mentorship and practical support.

Funding will primarily support program expenses including meals for students, food pantry and clothing closet supplies, hygiene products, program materials (this includes college application fees, and any expenses related to higher education), and operational costs that make the space welcoming and accessible.

The goals of the drop-in program are to:
-Provide a consistent, safe gathering space for students facing instability
-Ensure students have access to basic needs such as food, clothing, and hygiene items
-Build trusted relationships between students and caring, safe adults
-Connect students with resources and support systems that promote stability and well-being

The overall objective of the program is to reduce barriers faced by vulnerable students while strengthening their connection to their community and equipping them with the skills needed to successfully transition into adulthood despite the challenges they face.

Drop-in sessions will be held at the Sherwood YMCA and serve students from Sherwood High School. The program will operate twice weekly, providing a fresh meal, access to the food pantry and clothing

Community Enhancement Grant Application : Entry # 4720

closet, tutoring, job and college support, and connections to a social worker for students needing additional resources. Students will also be invited to participate in our monthly Independent Living Skills courses, which include a cooking class paired with practical lessons on essential skills for adulthood, such as finances, housing, healthcare, and job preparedness.

The proposed project timeline runs September 2026 through June 2027, aligning with the academic school year.

CEP Goals The Project Will Acheive

- Benefit youth, seniors, low income persons or underserved populations

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

This program directly benefits underserved youth by providing consistent access to essential resources, mentorship, and skill-building opportunities that help them navigate challenges related to housing, finances, and family instability. Through twice-weekly drop-in sessions, students receive meals, clothing, hygiene items, tutoring, and guidance for college and career readiness. The program also connects students with a social worker to address any needs outside of our scope, and provides opportunities for students to participate in monthly Independent Living Skills courses to equip them with practical skills for adulthood. By reducing barriers and fostering a safe, supportive environment, this program helps vulnerable youth gain stability, confidence, and the tools necessary to succeed school and in the future as adults.

Milestones: List anticipated milestones and dates.

Program Launch – September 2026
-Begin twice-weekly drop-in sessions at Sherwood YMCA
-Food pantry and clothing closet access for students
-Fresh meal at each session

Student Engagement Tracking – October 2026
-Track attendance and participation in drop-in sessions
-Begin issuing participation incentives for productive engagement

First Independent Living Skills Course (program is called Village Pathways) – October 2026
-Host first monthly cooking and life-skills class
-Introduce curriculum on finances, housing, healthcare, and job readiness
*This will be ongoing through May 2027

Community Enhancement Grant Application : Entry # 4720

Community Drive for Holidays – November 2026
-Students experiencing housing or family instability (but maybe aren't engaged in support through the SHARE center), will be included in our annual Sponsor a Student Holiday program, where families in our community have traditionally provided holiday gifts to children in Sherwood who fall under the McKinney-Vento Act.

Drop In Sessions will pause during school holiday breaks, but we will continue to ensure students have access to essential resources and meals during these periods.

Mid-Year Review – January 2027
-Evaluate student engagement, program participation, and resource usage
-Adjust programming as needed based on feedback

Post-High School Support – February 2027
-Begin working with seniors on individualized plans for life after high school, including college, career, or vocational pathways
-Connect students with mentors and community resources to support their transition
-Provide guidance on applications, interviews, and skill-building for independent living

Graduation – June 2027
-Celebrate students graduating from high school and completing the program, recognizing their achievements and growth

End-of-Year Evaluation – June 2027
-Assess overall program outcomes, student skill growth, and resource impact
-Prepare final report for CEP funders

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

This project will support vulnerable youth in Sherwood facing housing, family, or financial instability by providing access to food, clothing, tutoring, mentorship, and life skills training. Students will gain the tools and resources needed to succeed academically and prepare for adulthood, while nearby homes and businesses benefit from a more supported and engaged youth population. The program is intentionally designed to serve diverse and traditionally underserved populations, especially those qualifying under the McKinney-Vento Act, ensuring equitable access to critical resources and support.

Community Enhancement Grant Application : Entry # 4720

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

This project relies on several key community resources to ensure its success. The program will be hosted at the city-owned Sherwood YMCA, providing a safe and accessible space for students. We work closely with the Sherwood School District's resource center (SHARE) to coordinate support for students, and ensuring they are enrolled in all benefits they are eligible for.

Additionally, we plan to engage local businesses to help provide supplemental supplies, food, clothing, and student incentives, which will help strengthen community involvement and investment in the program.

This project requires coordination between the YMCA, the SHARE Center, and community partners, and ongoing communication is already in place to ensure these collaborations are viable and effective.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

NA

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- 501c3Approval.pdf

Budget

Project Budget

- VC-Financials-Sherwood-CEP.pdf

Community Enhancement Grant Application : Entry # 4720

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 directly support the core resources that make our drop-in program accessible and impactful for vulnerable students. Funds will be used to provide fresh meals twice each week, stock our food pantry, maintain our clothing closet, and purchase program materials and supplies needed for tutoring, life-skills programming, and student support. Part of our programming cost will also include covering application and participation fees that may otherwise prevent students from accessing opportunities such as college and job applications, testing (AP, SAT, etc), or participation fees for extracurriculars.

Grant funding is critical to the success of the project because many of the students we serve face financial and housing instability and rely on these services to meet basic needs. Providing consistent meals, clothing, and essential supplies removes barriers that might otherwise prevent students from attending school, participating in extracurriculars, or pursuing employment and educational opportunities.

Additional community partnerships will help strengthen and sustain the program. The Sherwood YMCA provides the physical space for the program, while collaboration with the Sherwood School District's SHARE Resource Center helps connect students to our support services. We also seek partnerships with local businesses and community members to donate food, clothing, and other supplies, allowing grant funding to focus on maintaining consistent access to essential resources for students.

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

These costs are estimated based on 68 program sessions during the school year with an average of 40 students attending each session, using pricing from previous program experience, vendor pricing, and standard service costs.

Personnel Services covers a portion of the annual salary for our Student Engagement Coordinator, who will be responsible for building student community and helping staff our drop-in sessions alongside trained adult volunteers. This estimate is based on the staff member's current hourly rate and the portion of time dedicated specifically to facilitating this program.

Materials & Supplies costs cover the supplies needed for students to complete assignments, projects, or other productive work during drop-in sessions. These estimates are based on typical school supply pricing (printer supplies, writing utensils, notebooks, etc.) and our experience supporting students with basic needs related to school, employment, or higher education opportunities that may not be covered through school or state benefits.

Community Enhancement Grant Application : Entry # 4720

Administration costs include our annual program insurance premium ($2,998) and the annual background checks required for the seven adults helping facilitate the program ($30 per person).

Clothing costs are based on typical retail prices for sweatpants (~$25 each), sweatshirts (~$30), and socks (~$15). We are developing partnerships with Nike and have donors who work for or have connections with Nike, allowing us to access discounted apparel so students can receive clothing that helps them feel confident and not stand out from their peers. Our budget allows up to 80 students to access one full outfit (sweatpants, sweatshirt, and socks). Our organization will also host clothing drives during back-to-school season and the holidays to help maintain clothing availability throughout the year.

Pantry costs are estimated based on refilling approximately $100 in nonperishable snacks and microwavable meals each week, based on current grocery pricing and past pantry restocking needs.

Fresh meal costs are estimated at approximately $5 per person per session, based on local food pricing and our previous experience providing meals for large student gatherings.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Yes, the sponsor’s share of the total project costs will be supported through a combination of community donations, grant funding, volunteer support, and in-kind contributions. The Village Collective is actively building a network of individual donors and local partners who contribute financially to support program operations, including the bulk of our staff salaries and administrative expenses.

Additional support comes through in-kind donations from community members and local businesses, including supplementary clothing for the clothing closet, food and meals for students, and gift cards used as student participation incentives. Businesses and community partners also contribute supplies and food for program activities.

The program is further strengthened by volunteer hours, with trained adult volunteers helping facilitate drop-in sessions, mentor students, and support program operations. These combined resources help ensure the program remains sustainable and allows CEP funding to be directed toward direct student support such as meals, pantry supplies, clothing, and program materials.

CEP funding will complement existing and developing funding sources, allowing the program to continue growing while maintaining a sustainable mix of donor support, in-kind contributions, and volunteer engagement.

Community Enhancement Grant Application : Entry # 4720

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

The ongoing maintenance needs for this project primarily include staff support, program supplies, food and meals, clothing, and administrative costs necessary to continue providing consistent drop-in sessions and Independent Living Skills programming. These costs are expected to recur annually as the program operates throughout the school year, including restocking the food pantry and clothing closet, maintaining essential program materials, and covering basic administrative expenses such as insurance and background checks.

The Village Collective is actively building a diversified funding base that includes community donors, local business partnerships, in-kind contributions of supplemental food, clothing, and gift cards. We are also pursuing additional grant opportunities to fund our programs and overhead expenses. Volunteer support also helps offset staffing and operational costs, which allows more funding to go directly to students.

By leveraging these combined resources, we are creating a sustainable model that allows the program to continue meeting the needs of Sherwood youth even beyond the duration of this CEP grant.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

Since August 2025, The Village Collective has demonstrated extensive experience managing programs that support youth facing housing, financial, and family instability. Our initiatives have provided tangible support to students in Sherwood, including:
-School supplies for 20 students to start the academic year prepared
-7 athletic scholarships and athletic equipment ($1,388 total) to get kids off the bench and in the game
-Senior photos for 2 students ($950 total) who could not otherwise afford them
-Meal debt assistance totaling $900 for two students at Sherwood High School
-Gift cards exceeding $6,000 to support food and basic needs for low-income students
-Holiday gifts for 263 vulnerable children in collaboration with the SHARE center, with a focus on teens (including hoodies, Nike socks, wallets, speakers, headphones, and hair tools)
-Holiday gifts for 39 students experiencing housing instability (approximate value $16,000)
-60 Village Kits (approximate value $4,500) containing essential supplies for students facing housing instability

In addition, our staff has extensive Youth Programming experience, with two team members working for another nonprofit that serves teenagers. That programming includes summer camps, twice-monthly student gatherings with meals and activities, weekly grade level gatherings, and other large

Community Enhancement Grant Application : Entry # 4720

group events designed to build community and mentor youth. Our Social Worker also brings years of experience working with families and teenagers in crisis through the Washington County Crisis Center. These experiences ensure The Village Collective has the capacity to coordinate volunteers, manage resources, and implement structured, trauma-informed programming that meets both immediate needs and long-term student growth.

Through our experience, we have built strong partnerships with schools, community organizations, and local businesses, providing a proven track record of effective program management, resource distribution, and meaningful impact for underserved youth.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

Yes, this project requires coordination with both public and private organizations to ensure students receive comprehensive support. The program will be hosted at the city-owned Sherwood YMCA, and our organizations are in the process of finalizing a contract. We have worked closely with the Sherwood School District's SHARE Center to identify and connect with students in need, and it was through this partnership that the idea for the drop-in sessions was developed. We will continue collaborating with SHARE to expand and refine programs that address the unique needs of students in our community.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Frances Bunday

Date

03/11/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget

Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	$2,750.00	$11,875.00	$11,369.28	-		$25,994.28
Materials & Supplies	$2,000.00			$2,500.00		$4,500.00
Capital Assets	$0.00					$0.00
Administration	$3,200.00	$24,249.00				$27,449.00
Other (please explain)						$0.00
Clothing Closet	$2,500.00			$2,000.00		$4,500.00
Pantry Items	$3,000.00			$3,000.00		$6,000.00
Meals 2x a week	$10,000.00			$3,600.00		$13,600.00
$10 Gift Card Engagement Incentives				$3,900.00	$3,900.00	$7,800.00
Total	**$23,450.00**	**$36,124.00**	**$11,369.28**	**$15,000.00**	**$3,900.00**	**$89,843.28**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	$89,843.28
% of Total Budget provided by CEP funds	26.10%
% of Total Budget provided by Sponsor and other sources	73.90%

2026-27 CEP Grant Application

SHERWOOD ROBIN HOOD FESTIVAL - COMMUNITY OUTREACH SUPPORT

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	SHERWOOD ROBIN HOOD FESTIVAL - COMMUNITY OUTREACH SUPPORT	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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

Community Enhancement Grant Application : Entry # 4777

Applicant Information

Applicant Information

Sherwood Robin Hood Festival Association

Applicant Information

PO Box 496
Sherwood, Oregon 97140
Map It

Applicant Information

robinhoodfestival@gmail.com

Applicant Information

503 625-4233

Applicant Information

https://robinhoodfestival.org

Applicant Information

non-profit, IRS 501(c) (4) charitable organization

Applicant Information

93-6033172

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4777

On-going Awards: Was a Community Enhancement Grant received last year?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Sherwood Robin Hood Festival Community Outreach Support

Amount Requested

$18,000.00

Program/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. Include beginning and end dates.

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.

Community Enhancement Grant Application : Entry # 4777

CEP Goals The Project Will Acheive

- Increases recycling opportunities or reduces the amount or toxicity of waste
- Rehabilitates or upgrades the attractiveness or market value of public areas
- Benefit youth, seniors, low income persons or underserved populations
- Provides skills training, work or education opportunities within the community
- Enhances art and culture within the community
- Improves the employment or economic opportunities

CEP Goal Summary: Describe how this program/project will meet the goal: Increases recycling opportunities or reduces the amount or toxicity of waste

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.

CEP Goal Summary: Describe how this program/project will meet the goal: Rehabilitates or upgrades the attractiveness or market value of public areas

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 vibrant community and desirable place to live. This 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.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

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.

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.

Community Enhancement Grant Application : Entry # 4777

CEP Goal Summary: Describe how this program/project will meet the goal: Provides skills training, work or education opportunities within the community

Many local businesses experience an increase in business during our summer festival, employing many local residents.

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.

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

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.

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the employment or economic opportunities

Many local businesses experience an increase in business during our summer festival, employing many local residents. With the increase of people to the Sherwood area during the festival, the local businesses get to showcase their businesses and increase their business.

Milestones: List anticipated milestones and dates.

Holiday Festival decorations the 1st weekend in December, electrical boxes, cables, and canopy replacements, and canopy covers by June 2027. Decorative enhancements for the Madrigal Feast/Maid Marian Coronation by April 2027.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

The Sherwood Robin Hood Festival Association 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

Community Enhancement Grant Application : Entry # 4777

celebration. The festivals serve all residents of Sherwood, regardless of cultural or ethnic groups. We strive to allow everyone to have fun, free entertainment. With the summer festival, it impacts the old town businesses and homes, as some streets are closed off, but for the businesses, there is a large influx of people for the weekend. The hope is that people get exposed to local businesses downtown and continue to come back to them throughout the year.

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

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The winter and summer festivals require community, city-owned property, support of the city and police departments, as well as private properties for all the events. Whether the Sherwood Robin Hood Festival Association receives this grant to improve or not, we will continue to plan the event and follow all city process to provide the festivals.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Budget

Project Budget

Community Enhancement Grant Application : Entry # 4777

- 2026-CEP-Project-Budget-Worksheet-EXCEL-1-2.xlsx

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

This is to upgrade the festival infrastructure and enhancements to the festival. We continue to add to the festival as we have the financial abilities provided by local sponsors, including our Title Sponsor, as well as enhancements with service projects that add to the festival. This year we have several Eagle Scout projects that will enhance both the Robin Hood Festival and the Holiday Festival.

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

These costs were estimated by looking at catalogs, previous project costs, and ROMs provided by potential suppliers.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Our sources are from our Title sponsor, other local sponsors, vendors, in-kind donations, volunteers, and through our sales at the festival.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

For the enhancements that we are looking for, the maintenance costs are in the storage fees, which we have secured a Title sponsor that covers the majority of the storage fees.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

Yes

Budget For Partial Funding: 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

Community Enhancement Grant Application : Entry # 4777

want to continue to improve the appearance of the festival and realize that we would not be eligible for 2027-2028 grant, so would concentrate on physical appearance.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

The Sherwood Robin Hood Festival Association has been around for almost 75 years, managing the Sherwood Robin Hood Festival and added the Holiday Festival. Our volunteer festival leaders have been involved in coordinating many aspects of the festival and some have outside project management skills to assist. The experienced volunteers, some with 40+, 25, 15, and new volunteers that are excited to assist in making the Festival a success and better each year.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

For the specific items in this request for funding are for enhancements only to the Sherwood Robin Hood Festival and Holiday Festival. We do not need to utilize community resources for the enhancements, but we have been very appreciative of the City of Sherwood, Sherwood Public Works, Sherwood Police Department, Sherwood School District, and other civic groups for their involvement with the festivals themselves.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Ronald C. Groeger Jr. President of Sherwood Robin Hood Festival Association

Date

03/23/2026

Electronic signature agreement

Community Enhancement Grant Application : Entry # 4777

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	-	-	17,250.00	628,590.00		$ 628,590.00
Materials & Supplies	18,000.00	7,465.00				$ 25,465.00
Capital Assets		6,890.00				$ 6,890.00
Administration	-	27,910.00				$ 27,910.00
Other (please explain)						$ -
Storage		14,275.00				$ 14,275.00
Entertainment		31,000.00				$ 31,000.00
Maid Marian/Scholarships		6,400.00				$ 6,400.00
						$ -
Total	$ 18,000.00	$ 93,940.00	$ 17,250.00	$ 628,590.00	$ -	**$ 740,530.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**740,530.00**
$ of Total Budget provided by CEP funds		**2%**
% of Total Budget provided by Sponsor and other sources		98%

2026-27 CEP Grant Application

SHERWOOD HIGH SCHOOL BAND BOOSTER CLUB - SHERWOOD SUMMER JAZZ

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	SHERWOOD HIGH SCHOOL BAND BOOSTER CLUB - SHERWOOD SUMMER JAZZ	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		**Y**
FY25-26	Sherwood Summer Jazz	$ 4,000
2. Were the applications for the same project in the current application?		**Yes**
3. How much as been awarded to the group for the project in the current application?		**$ 4,000**
4. How much has been awarded to the group overall?		**$ 4,000**
	Total number of grant awards	**N/A**

Community Enhancement Grant Application : Entry # 4825

Applicant Information

Applicant Information

Sherwood High School Band Boosters Club

Applicant Information

21370 SW Langer Farms Parkway, Suite 142 #256
Sherwood, OR 97140
Map It

Applicant Information

shsliaison.sherwoodbands@gmail.com

Applicant Information

503-970-6056

Applicant Information

https://www.sherwoodbandboosters.org/

Applicant Information

School or institution of higher learning

Applicant Information

27-0239462

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4825

On-going Awards: Was a Community Enhancement Grant received last year?

Yes

Current Year Projects: 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 2025 Sherwood Summer Jazz project has been completed. The four-day camp was held as planned July 9–12, 2025 at Sherwood High School, enrolling 40 students across two jazz bands with instruction from seven professional musicians and five school band directors. The camp culminated in a public concert attended by approximately 200 community members featuring student ensembles and headlining artist Rivkah. There were no unexpected issues or costs, and the budget was executed as proposed with all $4,000 in CEP grant funds spent on the headlining artist as described in the original application. All required reports, including the final exit report and budget documentation, have been submitted to the City.

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 High School Band Boosters Club received a $4,000 CEP grant in the 2025–2026 cycle for the inaugural Sherwood Summer Jazz (SSJ) camp, a four-day summer jazz program at Sherwood High School designed to provide collaborative jazz education for student musicians and bring live jazz to the Sherwood community. Grant funds were used to engage a professional headlining jazz artist (Rivkah) to teach at the camp each day and perform at the culminating public concert.
The project was successful. Forty students enrolled across two jazz bands and received instruction from seven professional musicians and five school band directors. The camp culminated in a free public concert attended by approximately 200 community members. The community impact included providing meaningful out-of-school music education for youth, creating collaborative connections between students and professional artists, and offering a high-quality public jazz performance for Sherwood residents. The program demonstrated strong demand for jazz programming in the community and provided the operational foundation for expansion in 2026.
The current application builds on the 2025 program but represents a substantially expanded project rather than routine continuation. SSJ 2026 grows from four days to five, from two student bands to three, and from 40 students to a target of 60. Most significantly, the culminating performances move from a single school-based concert to a two-evening public jazz festival at the Sherwood Center for the Arts in downtown Sherwood, featuring nationally recognized headliner Matt Wilson. These changes reflect a deliberate evolution from a school event into a community cultural event with broader reach and impact.
All required steps from the 2025 grant were completed, including submission of the final exit report

Community Enhancement Grant Application : Entry # 4825

and budget documentation. Grant funds were spent as described in the original application with no budget variances.

On-Going Support: 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?

While SSJ builds on the successful 2025 program, the 2026 application represents a substantially expanded and evolved project rather than routine continuation. Key areas of growth include: an expanded camp of five days with three student bands targeting 60 students (up from four days, two bands, and 40 students); a new two-evening public jazz festival at the Sherwood Center for the Arts in downtown Sherwood replacing the single school-based concert; a higher-profile headliner in Matt Wilson, a nationally recognized jazz artist; new community partnerships with local businesses and coordination with the Sherwood Saturday Market; and diversified funding including a secured Oregon Cultural Trust grant of $2,583.
There have been no unexpected delays or costs. The continued need is driven by the opportunity to build on proven demand and grow SSJ into a sustainable annual event. Other funding options have been actively pursued and secured, and the CEP grant remains an important but not sole source of support. Without CEP funding, the program would still proceed but may need to engage a less prominent headlining artist, reducing the festival's ability to attract audiences beyond the immediate school community and limiting its impact as a city-wide cultural event.

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Sherwood Summer Jazz

Amount Requested

$4,000.00

Program/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. Include beginning and end dates.

Community Enhancement Grant Application : Entry # 4825

Sherwood Summer Jazz (SSJ) is a five-day summer jazz camp and public festival hosted by the Sherwood High School Band Boosters Club. Now in its second year, SSJ 2026 represents a significant expansion of the program's scope and community impact. The camp runs July 7–11 at Sherwood High School, where musicians of all ages and experience levels will receive immersive instruction from professional jazz artists and school band directors in large jazz ensemble settings. The program culminates in a two-day public jazz festival on Friday and Saturday evenings at the Sherwood Center for the Arts in downtown Sherwood, a new addition this year that brings live jazz directly into the heart of the community.

CEP grant funds will be used to engage a nationally recognized headlining jazz artist—drummer, bandleader, and educator Matt Wilson (mattwilsonjazz.com)—to teach at the camp and perform as a featured artist during the public festival. Wilson's participation will elevate the educational experience for student musicians and serve as a major draw for community audiences, helping establish SSJ as a regional cultural destination.

The primary goals of SSJ 2026 are to: (1) provide 60 or more student musicians with an intensive, collaborative jazz education experience outside of standard school curriculum, guided by professional musicians and experienced band directors; (2) bring live jazz performances to the Sherwood community through a public festival that is accessible, affordable, and designed to attract audiences from Sherwood and the surrounding region; and (3) strengthen connections between the school music program, local businesses, and the broader arts community. By expanding from a school-based camp concert to a downtown festival at the Center for the Arts, SSJ 2026 aims to generate broader public engagement, support local economic activity during a weekend that overlaps with the Sherwood Saturday Market, and lay the groundwork for SSJ to become an annual signature cultural event for the City of Sherwood.

CEP Goals The Project Will Acheive

- Results in improvement to, or an increase in recreational areas and programs in the community
- Benefit youth, seniors, low income persons or underserved populations
- Provides skills training, work or education opportunities within the community
- Enhances art and culture within the community
- Improves the employment or economic opportunities

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvement to, or an increase in recreational areas and programs in the community

SSJ 2026 expands recreational and cultural programming available to Sherwood residents by offering both a week-long youth music camp and a two-day public jazz festival. The move to the Sherwood Center for the Arts in downtown Sherwood creates a new public gathering point for live music, bringing programming into a venue that serves the broader community. The festival's overlap with the

Community Enhancement Grant Application : Entry # 4825

Sherwood Saturday Market further extends its recreational reach, creating a weekend of interconnected community activities.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

SSJ 2026 directly benefits youth by providing 60 or more student musicians — primarily middle school and high school age — with an intensive five-day jazz education experience that goes well beyond what standard school curriculum can offer. Students receive daily instruction from approximately seven professional jazz musicians and six school band directors in large ensemble rehearsals, masterclass sessions, and improvisation workshops. They study the music of formative American artists like Count Basie, Duke Ellington, and Stan Kenton, develop collaborative musicianship skills, and gain the experience of preparing for and performing on a professional stage at the Sherwood Center for the Arts. With three student bands serving a range of ability levels, SSJ is designed to be accessible to young musicians whether they are experienced jazz players or exploring the genre for the first time.

SSJ also addresses financial barriers to participation. The program budget includes a dedicated $1,000 scholarship fund to cover registration fees for students whose families cannot afford the $275 tuition, ensuring that no student in the Sherwood community is excluded from the program due to cost. Scholarship availability is communicated during enrollment so that families are aware of the option without needing to self-advocate.

Beyond the camp, the public jazz festival provides a free and affordable cultural experience for community members of all ages and backgrounds who might not otherwise have access to live professional jazz performance without traveling to Portland.

CEP Goal Summary: Describe how this program/project will meet the goal: Provides skills training, work or education opportunities within the community

SSJ 2026 provides direct music education and skills training for 60 or more young musicians from middle school through high school age, as well as adult learners. Students receive instruction in jazz ensemble performance, improvisation, and collaborative musicianship from professional artists and experienced school band directors. The camp creates educational opportunities that go well beyond what standard school curriculum can offer, including daily interaction with professional musicians, the experience of preparing for and performing in a public concert setting, and exposure to the rich history of American jazz through the music of artists like Count Basie, Duke Ellington, and Stan Kenton. In 2026, with an expanded camp structure of three student bands (up from two in 2025), SSJ will serve a greater number and wider range of student ability levels.

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

Community Enhancement Grant Application : Entry # 4825

SSJ 2026 will create a unique cultural event for the City of Sherwood by combining youth music education with a public jazz festival featuring professional artists of regional and national acclaim. The festival's move to the Sherwood Center for the Arts positions it as a true community cultural offering, not just a school event, and is designed to attract jazz enthusiasts from across the Portland metropolitan area. Partnerships with local businesses, including Symposium Coffee, will further embed the festival in Sherwood's cultural and commercial fabric. The headlining performance by Matt Wilson, a nationally recognized jazz artist, brings a caliber of live music to Sherwood that residents would otherwise need to travel to Portland or beyond to experience.

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the employment or economic opportunities

The two-day downtown festival associated with SSJ 2026 is expected to draw audiences from beyond Sherwood, generating foot traffic for local businesses during festival hours and during the Saturday Market overlap. Local jazz musicians and band directors are compensated for their professional services as instructors and performers, providing meaningful paid work in the arts. As the festival grows, it has the potential to become an economic driver for downtown Sherwood businesses during the summer season.

Milestones: List anticipated milestones and dates.

March–April 2026: Secure headlining artist contract (Matt Wilson); finalize instructor and band director commitments; open student enrollment.
April–May 2026: Enroll 60+ students across three jazz bands; confirm local business partnerships and sponsorships; finalize venue logistics with Sherwood Center for the Arts.
June 2026: Complete marketing and promotion for camp and festival; distribute music to enrolled students; coordinate Saturday Market collaboration.
July 7–11, 2026: Conduct five-day jazz camp at Sherwood High School with daily instruction by professional artists and band directors.
July 10–11, 2026 (Friday–Saturday evenings): Host public jazz festival at the Sherwood Center for the Arts featuring student ensembles, local professional artists, and headlining performance by Matt Wilson.
July 2026: Submit final exit report and budget documentation to the City of Sherwood.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

SSJ 2026 will impact the Sherwood community in three ways: through youth education, public cultural programming, and economic activity in downtown Sherwood.

Community Enhancement Grant Application : Entry # 4825

The primary beneficiaries are the 60 or more student musicians enrolled in the camp, ranging from middle school through high school with adult learners also welcome. These students receive five days of intensive jazz instruction from professional artists and school band directors, culminating in the experience of performing on a professional stage. The program develops musicianship, collaborative skills, and confidence in ways that standard school curriculum cannot replicate. A dedicated scholarship fund ensures students from families facing financial hardship can participate fully.
The secondary beneficiaries are community members who attend the public jazz festival at the Sherwood Center for the Arts on Friday and Saturday evenings. Based on approximately 200 attendees at the 2025 school-based concert, and given the expanded two-evening downtown format, we anticipate 300–500 audience members across the festival weekend. Residents will have access to high-quality live jazz — including a performance by nationally recognized artist Matt Wilson — in an affordable, family-friendly setting without needing to travel to Portland.
The impact on nearby homes and businesses is expected to be positive. The festival's location at the Sherwood Center for the Arts will generate foot traffic for surrounding downtown businesses during evening performances, and Saturday programming is being coordinated with the Sherwood Saturday Market to create a complementary weekend of community activity. Local businesses including Symposium Coffee are being engaged as festival partners. Participating professional musicians and band directors receive paid engagements, supporting their livelihoods as working artists in the local community.
SSJ serves a broad cross-section of the Sherwood community and is open to musicians of all ages, backgrounds, and experience levels. The program actively addresses economic barriers through its tuition scholarship fund, which covers registration costs for any student whose family cannot afford the fee. Scholarship availability is communicated proactively during enrollment. The public festival concerts are priced to be accessible, with some performances offered free of charge, so that cost is not a barrier to experiencing live jazz in Sherwood.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

SSJ 2026 requires two community facilities, a team of professional musicians and band directors, administrative and volunteer support, and coordination with several local organizations.
The camp portion (July 7–11) takes place at Sherwood High School, a Sherwood School District facility, continuing the arrangement established in 2025. The public jazz festival on Friday and Saturday evenings will be held at the Sherwood Center for the Arts, a nonprofit-operated performance venue in downtown Sherwood. The venue booking has been confirmed and a deposit paid, with an anticipated rental cost of $1,560. Additional resources include sound and production equipment for the festival performances, music materials for camp instruction, and an estimated 100 hours of parent volunteer time supporting event setup, logistics, promotion, and camp operations.

Community Enhancement Grant Application : Entry # 4825

The project requires coordination with several public and private organizations. The Sherwood Center for the Arts is the festival venue partner; a booking contract is in place. The Sherwood School District provides the high school facility for the camp week, continuing the existing relationship from 2025. Coordination is underway with the Sherwood Saturday Market to align Saturday festival programming with the market schedule, maximizing community attendance and cross-promotion for both events. Local businesses including Symposium Coffee are being engaged as festival partners for sponsorships and potentially as secondary performance venues. The applicant has also reached out to the Mayor's office to explore city involvement and support for the downtown festival. All critical coordination — the venue contract and school facility arrangement — has been completed. Business partnerships and Saturday Market collaboration are in progress and on track for the July event.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Budget

Project Budget

- SSJ_2026_CEP_Budget.xlsx

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 of $4,000 will be used to partially offset the appearance fees and associated costs for Matt Wilson, a nationally recognized jazz drummer, bandleader, and educator, to serve as the headlining artist at the Sherwood Summer Jazz camp and public festival. Wilson will teach at the camp each day during the week and perform as the featured artist at the public festival concerts at the Sherwood Center for the Arts. The total cost of the headlining artist engagement is $5,000, with the remaining $1,000 covered by Sherwood Band Booster funds.
Grant funding is critical because the headlining artist is one of the largest single expenses in the project budget and cannot be fully funded through camp tuition alone. A compelling headliner serves a dual purpose: it elevates the educational experience for student musicians who get to learn from and perform alongside an accomplished professional, and it draws community audiences to the public

Community Enhancement Grant Application : Entry # 4825

festival. Without a nationally recognized artist, both student enrollment and public attendance projections would decrease, reducing the program's financial viability and its impact as a community cultural event. In 2025, CEP funding of the headlining artist proved essential to the program's success, and that same dynamic applies in 2026 with the added importance of establishing the new downtown festival format.

Additional community resources and partnerships supporting the project include student tuition fees ($275 per camper) covering the majority of camp operating costs; Sherwood Band Booster Club funds supplementing budget gaps and guaranteeing any shortfalls; a $2,583 Oregon Cultural Trust community enrichment grant already secured for 2026; use of Sherwood High School facilities for the camp week; the Sherwood Center for the Arts as the festival venue under a signed rental contract; partnerships with local businesses including Symposium Coffee; coordination with the Sherwood Saturday Market to maximize community engagement during the festival weekend; and approximately 100 hours of parent volunteer time supporting event setup, logistics, promotion, and camp operations, valued at $3,644 at the current volunteer labor rate.

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

Budget estimates are based on a combination of prior year actuals, signed contracts, and established rate structures. The headlining artist fee of $5,000 is based on direct communication with Matt Wilson regarding appearance and teaching fees. The Sherwood Center for the Arts venue rental of $1,560 is based on a signed booking contract with deposit already paid. Instructor and band director fees are based on the per-day rates established in the 2025 program ($450/day for masterclass instructors, $320/day for directors), adjusted for the expanded five-day schedule and additional personnel. Sound technician costs are based on quotes from local providers. Materials and supplies, camper scholarships, marketing, and administrative costs are estimated from 2025 actual expenditures, adjusted for the larger camp enrollment and addition of the public festival. The contingency allocation reflects standard budgeting practice for event programming. Volunteer labor is valued at $36.44/hour per the 2026–27 CEP grant cycle rate. The overall budget structure was validated against the 2025 program, which was delivered on budget with no variances.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Yes, funding for the sponsor's share of total project costs is secured. The sponsor's portion of $25,204 (86% of the total $29,204 budget) is supported by the following sources:

Student camp registration fees are the largest funding source, estimated at $13,750 based on 50 enrolled students at $275 each. Registration has not yet opened for the 2026 camp, but the 2025 inaugural program enrolled 40 students and the expanded three-band format with a nationally recognized headliner is expected to generate strong demand. The Sherwood Band Booster Club has committed to covering any shortfall if enrollment comes in below projections.

The program has secured a $2,583 Oregon Cultural Trust community enrichment grant for 2026,

Community Enhancement Grant Application : Entry # 4825

which has been confirmed and awarded.
Public festival ticket revenue is estimated at $10,000 from general admission and VIP tickets across the two-evening festival at the Sherwood Center for the Arts. This is a new revenue stream in 2026, and the estimate is conservative given venue capacity and anticipated community interest.
Merchandise sales are estimated at $1,000 based on festival-branded items.
The Sherwood Band Booster Club provides organizational funds to cover remaining budget gaps and serves as the financial backstop for the program. The Boosters are a 501(c)(3) nonprofit with established financial management capacity.
In-kind support consists of approximately 100 hours of parent volunteer time for event setup, logistics, marketing, and camp operations, valued at $3,644 using the 2026–27 volunteer labor rate of $36.44/hour.
The program is also pursuing approximately $6,000 in additional sponsorships and donations from local businesses and community donors, though these are not included in the secured funding base above.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

SSJ is an annual program rather than a capital project, so there are no physical maintenance costs. The ongoing costs of continuing the program in future years are primarily personnel (instructor and artist fees), venue rental, and administrative expenses, which are comparable in nature to the current budget.
The program is designed to be financially sustainable independent of CEP funding. SSJ does not anticipate applying for CEP support in the 2027–2028 cycle, as this is the second consecutive year of CEP funding and organizations may only receive awards two times in a three-year period. Steps already taken to ensure future funding include diversifying revenue sources across student tuition, ticket sales, merchandise, sponsorships, and external grants. The program secured a $2,583 Oregon Cultural Trust grant in its second year, demonstrating the ability to attract non-CEP funding. The addition of ticketed public festival concerts in 2026 creates a new and scalable revenue stream that did not exist in the inaugural year. The Sherwood Band Booster Club is committed to allocating surplus revenue forward to support future programming, and local business partnerships being established this year are expected to grow as the festival builds an audience and reputation. Collectively, these steps position SSJ to operate without CEP funding beginning in the 2027–2028 season.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

Yes

Community Enhancement Grant Application : Entry # 4825

Budget For Partial Funding: What is the minimum grant amount that would allow the project to be performed?

2500

Budget For Partial Funding: Describe how that would change the scope of work

The camp structure, festival format, and educational programming would remain unchanged. The primary impact would be to the headlining artist engagement — rather than a nationally recognized artist like Matt Wilson, the program would book a regional professional jazz artist at a lower appearance fee. This would still provide a quality educational and performance experience but would reduce the festival's ability to draw audiences from beyond the immediate Sherwood community and limit its visibility as a regional cultural event. We would also expect a modest reduction in student enrollment, as a higher-profile headliner is a meaningful factor in attracting campers. The net effect is a smaller community footprint in what is a pivotal year for establishing the downtown festival format, but a program that still meets its core educational and cultural goals.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

The Sherwood Band Program and Band Boosters Club have extensive experience managing large-scale music events and educational programs. 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 camps hosted by other organizations. The program regularly hosts marching band, concert, percussion, and color guard competitions with hundreds of participants and audience members, demonstrating the organizational capacity to manage complex events with multiple performing groups, venues, and logistics.
Most directly relevant, the Band Boosters Club successfully managed the inaugural Sherwood Summer Jazz camp in 2025 as a CEP-funded project. That program enrolled 40 students, engaged a professional headlining artist, hosted seven masterclass instructors and five band directors, and produced a public concert attended by approximately 200 community members. All $4,000 in CEP grant funds were spent as described in the original application, the budget was executed with no variances, and all required post-award reporting — including the final exit report and budget documentation — was completed and submitted on time. The 2025 experience provided the operational infrastructure, community relationships, and organizational lessons that directly inform the expanded 2026 camp and festival.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please

Community Enhancement Grant Application : Entry # 4825

enter N/A if this does not apply.

Yes. SSJ 2026 requires coordination with several organizations. The Sherwood Center for the Arts serves as the public festival venue on Friday and Saturday evenings; a booking contract is in place and a deposit has been paid. The Sherwood School District provides Sherwood High School as the camp instructional venue during the week of July 7–11, continuing the existing arrangement from 2025. Coordination is underway with the Sherwood Saturday Market to align Saturday festival programming with the market schedule to maximize community attendance and cross-promotion. Local businesses including Symposium Coffee are being engaged as festival partners for sponsorships and potentially as secondary performance venues. The applicant has also reached out to the Mayor's office to explore city involvement and support for the downtown festival component. All critical coordination — the festival venue contract and school facility arrangement — has been completed. Business partnerships and Saturday Market collaboration are in active progress and on track for the July event.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Luk Van Parijs

Date

04/02/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	$4,000	$6,500	100.00	$3,644		$14,144
Materials & Supplies		$1,500				$1,500
Capital Assets						$0
Administration		$1,500				$1,500
Other: Headline Artist (add'l cost beyond CEP)		$1,000				$1,000
Other: Festival Venue Rental (Center for the Arts)		$1,560				$1,560
Other: Marketing & Promotion		$1,500				$1,500
Other: Festival Performances (3 ensembles)		$6,000				$6,000
Other: Camper Scholarships ($1,000) & Contingency ($1,000)		$2,000				$2,000
Total	$4,000	$21,560		$3,644	$0	**$29,204**

Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donation

* For the 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$29,204**
$ of Total Budget provided by CEP funds	**13.7%**
% of Total Budget provided by Sponsor and other sources	86.3%

2026-27 CEP Grant Application

SHERWOOD AREA CHAMBER OF COMMERCE - SHERWOOD COMMUNITY SPEAKER SERIES

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**SHERWOOD AREA CHAMBER OF COMMERCE - SHERWOOD COMMUNITY SPEAKER SERIES**	
Staff Reviewer Name:	Leslie Dean	Criteria Met
Verification Criteria:	Metro/IGA Requirements	(Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**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	**YES**

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		Y
FY25-26	Cruisin' Sherwood 2025	$ 20,998
2. Were the applications for the same project in the current application?		N
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?		**$68,653.10**
	Total number of grant awards	**5**

Community Enhancement Grant Application : Entry # 4854

Applicant Information

Applicant Information

Sherwood Area Chamber of Commerce

Applicant Information

16273 SW Railroad Street
Sherwood, Or 97140
Map It

Applicant Information

chamber@sherwoodchamber.org

Applicant Information

5036257800

Applicant Information

https://www.sherwoodchamber.com/

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

93-0938421

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4854

On-going Awards: Was a Community Enhancement Grant received last year?

Yes

Current Year Projects: 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?

Status of Project: Completed
Final Exit Report: Completed and Filed With City

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 current application is NOT a continuation of the 2025 project. The project was intended to support and enhance the Annual Classic Cruisin' Sherwood event. Due to extreme, unexpected weather conditions there were some attendance challenges.

Despite the turnout challenges, the project was successful in achieving several core objectives outlined in the proposal and aligned with the Community Enhancement Program goals. For example: the event strengthened partnership with the city, built relationships in the community and enhanced teamwork. Even with low turnout, the event infrastructure—traffic control, staging, vendor setup, safety protocols—was executed effectively. This shows the planning model is sound and scalable.

From a participation standpoint, the event did not meet expectations due to record breaking, torrential rainfall that was entirely outside human control. This severe weather significantly reduced attendance and participation, making the turnout portion of the project less successful than planned. Importantly, this outcome was not the result of planning failures, operational issues, or lack of community interest. The weather was the sole determining factor.

As a learned experience and to help avoid weather issues in 2026 the Chamber has changed the date of the event to be held in August. We expect completely different results in 2026.

Complete and thorough details of the event have been filed in our exit report filed with the City as require.

On-Going Support: 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?

Community Enhancement Grant Application : Entry # 4854

N/A

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Sherwood Community Speakers Series

Amount Requested

$18,000.00

Program/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. Include beginning and end dates.

Community Enhancement Grant Application : Entry # 4854

The Sherwood Chamber is proposing a professional speaker series that brings high quality professional speakers to Sherwood. The presentations will be tailored to both local business leaders and interested residents. Topics will be community driven and may include leadership, team building, profitability, community partnership, workforce development, and other practical subjects.

CEP funds will be used to cover professional speaker fees and necessary travel or lodging stipends. This is to ensure that we can retain the highest level of experienced presenters. Initially, the objective would be to use presenters that are domiciled in the Pacific Northwest to reduce or avoid those costs, but the top goal will be the quality of the presenter and topics. Some funds may also be used for venue, marketing and other related expenses, but the bulk of those expenses are expected to be covered by ticket revenue or sponsorships.

The project's overall objective is to strengthen Sherwood's civic and economic vitality by expanding leadership capacity, increasing community engagement, supporting small business resilience, and catalyzing cross sector partnerships. Events will be held at accessible venues located in Sherwood that are selected to match expected ticket demand and ADA requirements, with final locations confirmed prior to each presentation.

Currently there are three series planned: Fall, 2026, Winter 2027, and Spring 2027. The exact dates have not been finalized, but could be defined if necessary. Exhibit A, FAQ #2 further explores the vision for a regular, recurring speaker series.)

CEP Goals The Project Will Acheive

- Provides skills training, work or education opportunities within the community
- Enhances art and culture within the community

CEP Goal Summary: Describe how this program/project will meet the goal: Provides skills training, work or education opportunities within the community

The Sherwood Community Speakers Series will deliver direct skills training and education opportunities by offering expertly lead sessions that translate theory into practical tools. Attendees can apply such content to real-life conditions. Presentations will include actionable frameworks, real world case studies, and moderated Q&A to reinforce learning and problem solving.

By focusing topics on leadership, team building, profitability, workforce development, and entrepreneurship, the series creates targeted upskilling for small business owners, managers, nonprofit staff, and jobseekers. Post event materials, or breakout sessions, and curated networking time will connect attendees with mentors, local employers, and training partners to foster internships, job leads, and collaborative projects.

Community Enhancement Grant Application : Entry # 4854

CEP funding for speaker fees keeps ticket prices affordable, increasing access for low income residents and early career participants and enabling partnerships with schools and workforce programs to integrate sessions into continuing education pathways and certificate offerings.

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

While the Sherwood Community Speakers Series may not directly provide technical training for artists, the content and deliverables of the series will absolutely strengthen their motivation, confidence, and drive to succeed.

When we think about “culture,” the series delivers a 100% impact—every speaker brings topics that are developmental, inspiring, and designed to elevate personal and professional growth. In this way, the series plays a meaningful role in shaping a thriving, success-oriented creative community.

Milestones: List anticipated milestones and dates.

No Later than November 15th 2026 – Conduct and complete the first professional speakers series.
No Later than February 15th 2027 – Conduct and complete the second professional speakers series.
No Later than May 15th 2027 – Conduct and complete the third professional speakers series.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

The Sherwood Community Speakers Series builds leadership and workforce skills by delivering practical, expert led sessions that local business owners, managers, and nonprofit leaders can apply immediately to improve operations and employee performance. By bringing residents together for shared learning, the series increases civic engagement.

Beneficiaries of the project are varied. For one group, Sherwood residents will be able to access affordable professional development that enhances personal and community well being. Likewise, local business leaders, managers, and owners gain strategies to strengthen leadership, teams, and financial performance. Both nonprofit leaders and municipal staff receive sector relevant insights to improve service delivery and program impact.

This project will have minimal, if any impact on the physical location of homes or businesses. The Sherwood Chamber is very sensitive and an advocate of diverse and underserved populations. That will always be top of mind for the presentations.

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Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Overall resources are simple. Those are: qualified speaker, an adequate venue and marketing the event to both business leaders and citizens alike.

With regard to community resources required it is possible that one venue may be the Sherwood Performing Arts center. Although this may not be the venue for each presentation it is certainly a likely and favored location. The Chamber respects the fact that the use of this resource would come at some level of usage fee. (See Attachment A, FAQ #1 for additional information on City resources.)

No other city-owned resources will be used in the project.

The Sherwood Community Speakers Series should enhance and promote the image of the City. With that it mind, coordination with the city is not a requirement for success of the project. However, working with the city would be very much appreciated and viewed as highly beneficial.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- Attachment-A-FAQs.pdf

Budget

Project Budget

- Project-Budget-Worksheet-Sherwood-Chamber-Speakers-Series.xlsx

Community Enhancement Grant Application : Entry # 4854

- Project-Budget-Worksheet-Sherwood-Chamber-Speakers-Series.pdf

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 for the Sherwood Community Speakers Series is essential, as it ensures the program can be delivered effectively and at the high standard our community deserves. Without this support, it would be difficult to secure quality speakers, provide accessible programming, and maintain the level of professionalism that makes the series impactful. Funding allows the series to remain a meaningful, inspiring resource for residents and local businesses alike. (See Attachment A, FAQ #1, for related information on this topic.)

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

A significant amount of time has been invested in researching accurate budget estimates for the Sherwood Community Speakers Series. For speaker costs, three firms specializing in professional speaker bookings were contacted to provide pricing ranges and qualifications.

Room rental estimates were obtained directly from the Sherwood Center for the Arts, ensuring accuracy. All remaining expenses were projected based on our team’s experience, historical knowledge, and industry standards. This thorough approach ensures that the proposed budget is realistic, well-informed, and aligned with the program’s goals.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Yes, there is funding available for the sponsor's share of total costs. The sources of funding include cash on hand, incoming ticket revenue, sponsorships, and other revenue.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

No on-going costs related to the three planned series – Fall, Winter, Spring – are expected.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

Yes

Budget For Partial Funding: What is the minimum grant amount that would allow the project to be performed?

Community Enhancement Grant Application : Entry # 4854

15600

Budget For Partial Funding: Describe how that would change the scope of work

A minimum amount of $15,600 may change the the marketing budget running the risk of attendance and the amount paid to speakers, or both.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

The Sherwood Chamber of Commerce operates with a highly capable leadership structure that combines strategic oversight with hands-on event expertise. Guided by a qualified Executive Director and supported by an 11-member Board of Directors, the Chamber manages complex projects with professionalism, efficiency, and a strong commitment to community impact.

The Executive Director provides day-to-day leadership, ensuring that projects are well-planned, financially sound, and aligned with the goals of the City and CEP Program. Their experience in organizational management, stakeholder engagement, and community partnerships allows the Chamber to execute initiatives that deliver measurable value to local businesses and residents.

Complementing this leadership is a Board composed of 11 directors who bring extensive experience in event planning, business operations, and community engagement. Their collective expertise allows the Chamber to successfully produce a wide range of programs—from large-scale community events to targeted business-development initiatives. Each director contributes unique skills, ensuring that projects are executed with creativity, accountability, and a high level of professionalism.

Together, this leadership team provides the structure, vision, and operational strength needed to manage projects of any size while maintaining the Chamber’s reputation for excellence and community service.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

As mentioned earlier in the application no other coordination with public or private organizations are required. (See Attachment A, FAQ #1 regarding coordination with public organizations.) There are possibilities and opportunities for the city to have a shared vision for the project. That shared vision would realize how the series will promote the cities vitality. MEANING: the City may want to get

Community Enhancement Grant Application : Entry # 4854

involved with promotion by using a City publication like "The Archer" to help announce and announce the events.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

David L. Murray, Executive Director

Date

04/07/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source - Chamber Remittance	Total project cost
Speaker Fees Fall 2026	6,000.00	500.00	-	-		$ 6,500.00
Speaker Fees Winter 2027	6,000.00	500.00	-			$ 6,500.00
Speaker Fees Spring 2027	6,000.00	500.00	-			$ 6,500.00
Room Rental			-		3,250.00	$ 3,250.00
Catering					5,000.00	$ 5,000.00
Marketing			20.00	728.80	2,500.00	$ 3,228.80
Other Unforeseen/Unknown					900.00	$ 900.00
Volunteer Hours			45.00	1,639.80		$ 1,639.80
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 18,000.00	$ 1,500.00	$ 65.00	$ 2,368.60	$ 11,650.00	**$ 33,518.60**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**33,518.60**
$ of Total Budget provided by CEP funds		**54%**
% of Total Budget provided by Sponsor and other sources		46%

FAQ's & Additional Clarification

1. ***Clarification on the use and coordination of city owned property or resources.***
   A possible venue for a professional speaker is the city owned Performing Arts Center. On April 3rd 2026 the question of whether renting space in the arts center needed prior coordination before submitting the grant application. It was determined in writing that "renting" space was not coordination of using city resources. (Email available on request.)

2. ***Is there a vision for the speaker's series continuing beyond the initial three series?***
   Yes! That's the ultimate goal beyond the initial three series discussed in this application!
   - If attendance is strong or feedback is positive, that's a clear signal the community wants more. A series that sparks motivation tends to build a longer-term momentum. We see the series becoming a signature event known for its quality and interest level.

   This application is NOT for any funds that would be for subsequent presentations.

3. ***Why is the budget so high for cost of speakers?***
   Professional speakers command high fees because their work goes far beyond the time they spend in front of an audience.
   - Their fee reflects years of expertise, specialized knowledge, and the ability to deliver a polished, high-impact presentation that engages diverse audiences. Fees also cover preparation, customization for each event, travel, rehearsal, and the opportunity cost of time away from other paid work.
   - Highly qualified speakers have built strong reputations, published books, or developed unique insights that add value. Ultimately, organizations pay for reliability, professionalism, and the ability to inspire, educate, and energize an audience in ways that create lasting impact.

4. ***What would the expected outcome be if a smaller speakers fee were budgeted?***
   While speaker fees vary widely, with some professionals charging as little as $2,000 and others commanding $30,000 or more, the goal of the Sherwood Community Speakers Series is to deliver real value to attendees. That value is what inspires people to return for future events.
   - The quality of the speaker matters: name recognition, experience, and storytelling ability all influence attendance and impact.
   - If we began with a smaller budget, speakers with proven stage presence and audience-tested content may not deliver the high-quality presentation that we want. Meaning the series may need to rely on emerging speakers or those with less experience.

5. ***Do we have any specifically named speaker candidates in mind?***
   Yes, but…, in the current stage of the project, budget, speaker availability, and other booking conditions are still in the research stage. A better question to ask might be: what adjectives best describe the content of a professional speaker? Those adjectives would include:

- Achievement	- Success	- Marketing
- Winning	- Motivational	- Heart-warming
- Humorous	- Community	- Philanthropic
- Entrepreneurial	- Overcoming obstacles	

2026-27 CEP Grant Application

SHERWOOD SCHOOL DISTRICT, SHERWOOD MIDDLE SCHOOL - BAND INSTRUMENT STORAGE CABINETS

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**SHERWOOD SCHOOL DISTRICT, SHERWOOD MIDDLE SCHOOL - BAND INSTRUMENT STORAGE CABINETS**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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?		**$ 1,000**
	Total number of grant awards	**1**

Community Enhancement Grant Application : Entry # 4862

Applicant Information

Applicant Information

Sherwood School District, Sherwood Middle School

Applicant Information

16956 SW Meinecke Rd.
Sherwood, OR 97140
Map It

Applicant Information

mmccann@sherwood.k12.or.us

Applicant Information

503-825-5575

Applicant Information

https://sms.sherwood.k12.or.us/

Applicant Information

School or institution of higher learning

Applicant Information

13-4129457

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Community Enhancement Grant Application : Entry # 4862

Applicant Information

Sherwood Middle School Band Instrument Storage Cabinets

Amount Requested

$30,341.88

Program/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. Include beginning and end dates.

The Sherwood Middle School Band Instrument Storage Cabinets Project aims to improve vital music education and performance experiences for youth through the purchase and installation of new high-quality, specialized instrument storage cabinets within the middle school building. If awarded, grant funds would support the improvement of classroom storage space, which will not only accommodate the rapidly expanding music education program, but also improve overall safety and usability of auditorium's backstage areas, which are utilized by both students and community partners annually. Over the last several years, the Sherwood Middle School Music program has exploded in enrollment from ~145 students at the beginning of the COVID-19 pandemic to current numbers of 324 students per school year (2024-25). In order to accommodate the exponential growth of our music program, Sherwood Middle School must expand and update our storage capacity in order to safely and adequately store student instruments. Currently, instruments are stored throughout the school day, and overnight, within our music room in 35 specialized instrument cabinets that were purchased 20 years ago. This shared space is a classroom during the day, but also a breakroom/offstage area during performances–including those by students and community organizations who utilize our facilities for recreational programs like community concerts. With current program growth, the program does not have enough cabinets to be able to adequately and properly store all instruments, resulting in a cluttered, unsafe, and inefficient use of space. In order to improve the overall quality of our music education programs, shared-use facilities, and the overall art and culture of Sherwood as a community, an investment in improving this space will benefit not only the current youth within our program, but the overall community as a whole, whose art, culture, and economic prosperity rely on our facilities and the concerts and art programs that they help facilitate.

PROJECT GOALS
Goal 1: Purchase and install 16 specialized instrument storage cabinets and double podium from Wenger, a reputable music and theatre supply company (July 1st 2026 - August 31st 2026). Cabinets will be purchased and installed in the summer break months of Summer 2026 in order for students and staff to begin utilizing the cabinets for the whole 2026-27 School Year, and beyond.
Goal 2: Utilization of the installed cabinet storage space by Sherwood Middle School Youth (September 2026 - Ongoing)

Community Enhancement Grant Application : Entry # 4862

The funds requested for this project will support a one-time purchase and installation of music storage cabinets that will be used sustainably by cohorts of Sherwood Middle School Students for years to come. This one-time support will have measurable and immediate impact on the quality of the music education program, while allowing us to continue to support the growth of the program in future years.

OBJECTIVES
(a) Expand recreational programs for Sherwood youth and community by updating Sherwood Middle School spaces to safely and adequately store student instruments when they are not in use, including during times when community organizations utilize our facilities for community events and concerts.
(b) Provide sustainable, high-quality art and music programs that directly benefit Sherwood youth, and accommodate the growth in student interest and enrollment in music education programs. .
(c) Enhance art and culture within the community by enhancing facilities to accommodate high-quality educational programs that provide arts and culture-focused events and entertainment of the Sherwood community, including youth concerts, community concerts, and other collaborative events.
(d) Increase economic opportunities for Sherwood residents by investing in music programs that connect youth to local careers in music and the arts.

Overall, this youth- and community-centered project recognizes Sherwood's Music Education programs as an essential community hub, convener, and contributor to the bright and culturally-rich future of our city. This project will not only have an immediate positive impact on the daily lives of our youth and our community partners by improving the quality, functionality, and safety of our spaces, but also enable us to continue to sustain a healthy music education program for years to come; a program that creates a vital pathway for our students into art and music careers, engagement, and programming for our city beyond the K-12 educational continuum as they grow into future artists, musicians, and community leaders.

CEP Goals The Project Will Acheive

- Benefit youth, seniors, low income persons or underserved populations
- Enhances art and culture within the community

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

The Sherwood Middle School Band Instrument Storage Cabinets Project benefits youth, seniors, low income persons or underserved populations through the improvement of Sherwood School District-operated facilities that facilitate music education programming for community youth.

YOUTH

Community Enhancement Grant Application : Entry # 4862

The project directly benefits youth every day by providing the necessary, specialized storage equipment for the instruments used in Sherwood Middle School classroom courses and extracurricular performances and showcases. Sherwood Middle School serves an average student population of just over 1,000 students a year, with 2024-25 enrollment totaling 1,109 students (Oregon Department of Education Online Report Card 2024-25). Of those 1,109 students, 12% of students identify as having disabilities, 12% are classified as experiencing poverty, and 7% are Ever English Learners. The majority of the school's student body is White (73%), with the other leading demographics being Latinx (14%), and multiracial (6%). Among our students and their families, 22 different languages are spoken.

Over the past few years, the music program has grown exponentially, with student interest often surpassing the available participant spots the school is able to offer. Last school year (2023-25), enrollment has steadily grown to over 300 students per year, with last year's enrollment totaling 324 middle schoolers (30% of our school population). These students participate in high-quality music courses, while also showcasing their work at school events, including performances for the community that are provided at no cost. Through this classroom equipment enhancement project, students will have access to additional instrument storage cabinets, which are acoustically treated, modular, and specialized for proper instrument storage and preservation. Without these cabinets, the school does not have the capacity to properly store instruments, which leads to inequity for students; a crowded, unsafe music room that poses fire and other wellbeing risks; and overall a space that does not adequately align to the high-quality design, care, and implementation of Sherwood's art and music education programs. This improvement will materially improve the everyday learning environment and activities for Sherwood youth, ensuring that they can focus on learning, collaborating, and creatively expressing themselves in a high-quality, intentional, and well-maintained space that values their comfort and the preservation of their instruments.

SENIORS, LOW INCOME PERSONS OR UNDERSERVED POPULATIONS
Because the Sherwood Middle School Music Program both (a) shares their facilities, and (b) performs public performances for community entertainment and recreation, the Instrument Storage Cabinets Project also benefits the community, including seniors, low income persons, and underserved populations through enhancing the arts and culture of our community.

Each year, our school facilities host a variety of partners, including the Voices for the Performing Arts Foundation. These partners use our spaces for performance preparation, event performance, community classes, and during-event storage. Currently, partners must share the space with student instruments, as the program does not have enough storage to accommodate all current student instruments overnight. Improving proper storage will eliminate clutter, ensure rooms are safe in the event of evacuation or other emergencies, and improve the experience for partners as they borrow our space.

Additionally, through Sherwood Middle School's performances throughout the school year, community members of all kinds may access high-quality musical performances performed by our local youth.

Community Enhancement Grant Application : Entry # 4862

Concerts and showcases feature diverse pieces of music. Our various student bands also perform for the public at various venues, such as within local parades (Marching Band), and at specialized community events and fundraisers in partnership with community organizations like the Oregon Golf Club (Middle School Jazz Ensemble). Through our music program, our community is able to access engaging entertainment that highlights the beauty, talent, and collaborative values shared by our residents across the diverse spectrums of age, socioeconomic status, and life experiences.

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

The Sherwood Middle School Band program serves all students and provides a high-quality instrumental music education at SMS. Our robust educational program, led by talented, passionate, and dedicated staff, ensures that youth not only have access to a high-quality education, but that the community also has consistent access to art and culture activities for and by community. In order to deliver a high-quality, organized, successful program, our facilities must also be high-quality, needs-responsive, and adapted to our growth. Therefore, support for the Sherwood Middle School Band Instrument Storage Cabinets Project ensures that Sherwood Middle School can continue to be a key leader in enhancing the art and culture experiences within our community. Without proper instrument storage, our program is unable to adequately serve our current students in educational learning, and within extracurricular performances. Additionally, we cannot continue to accommodate growth in enrollment and participation within our program without the adequate space to store those students' instruments. With a grant-funded purchase and installation of additional specialized instrument cabinets, we are able to ensure that our facilities are orderly, accommodating, and safe for student use, as well as when we share our spaces with community partners for events and performances. An investment in these storage solutions not only directly benefit students in daily life, enabling them to learn and produce entertainment for our community, but also ensuring that our educational programs continue to deliver high-quality hands-on learning and career development pathways for our talented and creative youth. The result is a sustainable, reciprocal community ecosystem that connects our youth with their broader community through education, art, and collaboration.

Milestones: List anticipated milestones and dates.

Milestone 1 (February - March 2026): Pre-grant work. Quote obtained from Wenger.

Milestone 2 (July 1st 2026 - August 31st 2026): Purchase and install of specialized instrument storage cabinets from Wenger.

Milestone 3 (September 2026 - Ongoing): Utilization of the installed cabinet storage space by Sherwood Middle School Youth

Community Enhancement Grant Application : Entry # 4862

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

The Sherwood Middle School Band Instrument Storage Cabinets Project positively impacts every aspect of the Sherwood community. For youth, it increases access to high-quality music education and hands-on learning experiences by allowing our music program to serve as many students as possible and keep up with increasing student interest in the arts. Music programs allow students to build strong skills related to cooperation, leadership, collaboration, and self-confidence. Students within the Sherwood Middle School music program learn technical skills, creative expression, and what it means to be part of a community. All of these skills are necessary to build strong learners, community members, and future workforce leaders. Beyond the classroom, the project enables our students to have the spaces and tools necessary to deliver high-quality musical performances for our community. By preserving and strengthening the music program, we are able to sustain Sherwood's reputation as an arts and culture hub, full of high-quality community experiences and arts-focused events. This project serves a variety of diverse and traditionally underserved populations within our student body and within our community, including multicultural and multilingual students and community members, people from diverse socioeconomic backgrounds, seniors within the community, and more. As a community convener, our music events bring community members from all life experiences together to celebrate art, culture, and community.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

This project will take place on school district-owned property, and will be facilitated by Sherwood Middle School music program staff. The specialized storage cabinets outlined within the budget request are only available through specific industry vendors. Sherwood Middle School staff will work with Wenger Technologies to purchase and install the cabinets. Prior to this application, a quote was requested from the vendor, and is included as an attachment to this grant proposal. Since installation will take place over the summer, students will not be in the building and staff can efficiently and safely work with the vendor to install the cabinets. No other outside collaboration or coordination is necessary for the successful implementation of this project.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

Community Enhancement Grant Application : Entry # 4862

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- Instrument-Storage-Cabinets-Visualization.jpg
- SSD-Match-Confirmation-Letter.pdf
- SherwoodMS-Wenger-Quote.pdf
- SSD_TaxExemptLetter.pdf

Budget

Project Budget

- Sherwood-Middle-School-CEG-Project-Budget-Worksheet.xlsx

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 and install 16 music storage cabinets from the Wenger Corporation. $7,850.41 will cover Freight costs, $4,547.69 will cover installation by qualified Wenger staff, and the remaining $21,315.10 will be funded through a Sherwood Middle School-provided match (10%), and Community Engagement Grant Funds. In total, the Community Engagement Grant will cover $30,341.88 in project funds, with the 10% match of $3.371.32 covering the final project costs.

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

These costs were estimated from a quote from the vendor Wenger in the spring of 2026. Wenger is the only local retailer who provides these specialized cabinets and thus they are our sole-source vendor bid for this project.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Yes, Sherwood Middle School’s 10% match will be sourced from secure funding out of the school’s general fund. Permission was granted from the principal for this share of total costs. A letter of

Community Enhancement Grant Application : Entry # 4862

commitment for the funds is attached within the document section of this application.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

There are no on-going maintenance costs for this project. Once purchased, these durable cabinets are insured for multi-year use. Our current set of cabinets has lasted for over 20 years without maintenance or replacement. These are one-time, durable equipment costs.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

The Sherwood Middle School Band Instrument Storage Cabinets Project will be led by highly experienced and qualified Sherwood Middle School Music Program staff. Project Lead Michael McCann has multi-year experience as the school's Band & Leadership Teacher. Along with co-leader Casey Crane, Sherwood Middle School staff are highly competent in designing and implementing projects, and both have experience coordinating and collaborating with community partners such as the Sherwood Band Boosters and the Sherwood Education Foundation. Through their facilitation of the Band Program, McCann and Crane regularly coordinate large groups of students, plan and facilitate events, and collaborate with various partners and/or stakeholders. As a result, this project staff is prepared and capable of successfully managing and executing a funded grant project. While this applicant has not previously applied for a Community Enhancement Projects grant, staff have applied to and managed other grants in the past to support the middle school music program.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

N/A

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Community Enhancement Grant Application : Entry # 4862

Huxley Shelton, Grant Developer

Date

04/09/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget

Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services				-		$ -
Materials & Supplies	30,341.88	3,371.32				$ 33,713.20
Capital Assets						$ -
Administration						$ -
Other (please explain)						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 30,341.88	$ 3,371.32	$ -	$ -	$ -	**$ 33,713.20**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**33,713.20**
funds		**90%**
Sponsor and other sources		10%

Sherwood
SCHOOL DISTRICT

Brady Strutz, Chief Operations Officer

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

RE: Tax exempt status for Sherwood School District 88J and each of its schools

Sherwood School District 88J and its schools is a political subdivision of the State of Oregon. As such, it is a "governmental unit" as defined in Sections 170(b)(1)(A)(v) and 170(c)(1) of the Internal Revenue Code of 1986, as amended ("IRC"), and is not a private foundation by virtue of the IRC Section 509(a)(1).

Governmental units are not required to have a tax exemption determination letter under IRC Section 501 (c)(3), but are automatically tax exempt under IRC Section 115. Therefore, this letter is furnished to you in lieu of a federal tax exemption determination letter.

The Taxpayer Identification Number for Sherwood School District 88J is 93-0573246.

Sincerely,

Brady Strutz
Chief Operations Officer
Sherwood School District, 88J

Sherwood
SCHOOL DISTRICT

Gary Bennett, Chief Financial Officer

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

Dear Grant Evaluation Team,

This letter is to confirm that the Sherwood School District #88J has the funds available and is committed to matching the Sherwood Community Enhancement Grant at 10% of the grant value. If you have any questions, please don't hesitate to contact me at gbennett@sherwood.k12.or.us.

Thank you for your service in making this grant happen.

Respectfully,



Gary Bennett



Quote Date: 4/8/2026
Expires: 5/8/2026
Payment Terms: Net 30 Days

UltraStor cabinets INSTALLED IN 2026 rev 4/8/26

Wenger CORPORATION

QUOTE 3391545

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States

Phone: 507-455-4100
Fax: 507-455-4258

Quote To:	**Ship To:**
Sherwood Middle School 16956 SW Meinecke Rd Sherwood OR 97140-9061 United States	Sherwood Middle School 16956 SW Meinecke Rd Sherwood OR 97140-9061 United States
	Salesperson: Michael Ferch **Phone:** +1 (507) 774-8152 **E-Mail:** michael.ferch@wengercorp.com

Quote Comments:

Wenger is an approved vendor for Region 4 ESC/OMNIA Partners, Public Sector. All items on this quotation are available through Contract #R240120. This contract is in effect through 12/31/2027. Payment shall be made after satisfactory performance, in accordance with all the provisions thereof, and upon receipt of a properly completed invoice. All transactions, purchase orders, etc. will occur directly between the Supplier, authorized distributor/dealer, general contractor, as agreed to by each Participating Public Agency. Per OMNIA participation requirements, all purchase orders issued to Wenger Corporation must reference OMNIA contract #R240120.

Customer to check and verify all items before ordering.

Current estimated lead-time is 12-14 weeks plus transit, subject to change.

Please include the quote number on the PO when you send the order to us.

Freight quoted is for a one-time shipment. As a result, once orders placed, delivery dates may change. Customer-requested split shipments will result in an additional freight charge.

Wenger Corporation expressly incorporates by reference all of the terms and conditions as specified at: (www.wengercorp.com/terms-and-conditions.php) and makes them part of this quotation.

USD

Line	PartNum/Description	Qty	Net Price	Ext. Price
3.00	250A002.315 UltraStor #02,Wenger Maple,Composite Wood,No Door	1 EA	$1,405.80	$1,405.80
4.00	250A004.345 UltraStor #04,Wenger Maple,Composite Wood,No Door	2 EA	$1,125.90	$2,251.80

Quote Date: 4/8/2026
Expires: 5/8/2026
Payment Terms: Net 30 Days

UltraStor cabinets INSTALLED IN 2026 rev 4/8/26

Wenger CORPORATION

QUOTE 3391545

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States

Phone: 507-455-4100
Fax: 507-455-4258

5.00	250A005.361 UltraStor #05,Wenger Maple,Composite Wood,No Door	1 EA	$1,422.90	$1,422.90
6.00	250A010.322 UltraStor #10,Wenger Maple,Composite Wood,No Door	2 EA	$892.80	$1,785.60
7.00	250A011.302 UltraStor #11,Wenger Maple,Composite Wood,No Door	5 EA	$1,104.30	$5,521.50
8.00	250A912.319 UltraStor #12 RTA,Wenger Maple,Composite Wood,No Door	1 EA	$1,315.80	$1,315.80
9.00	250A002.310 UltraStor #02,Wenger Maple,Composite Wood,Compartment Grille Door,Hinged Left	1 EA	$2,162.70	$2,162.70
10.00	250A004.336 UltraStor #04,Wenger Maple,Composite Wood,Compartment Grille Door,Hinged Left	1 EA	$1,731.60	$1,731.60
11.00	250A010.324 UltraStor #10,Wenger Maple,Composite Wood,Compartment Grille Door,Hinged Left	2 EA	$1,190.70	$2,381.40
12.00	1110302 Double Podium	1 EA	$1,336.00	$1,336.00

z

1.00	Freight Freight Services	1 EA	$7,850.41	$7,850.41
2.00	Install Installation Services	1 EA	$4,547.69	$4,547.69

INSTALLATION WITH INSIDE DELIVERY:
This pricing includes complete delivery and installation, which includes unloading, assembling and removal of debris by Wenger-trained technicians, at, union wage rates, to 1st floor locations during regular business hours (7:00 am - 6:00 pm).

After hours installations and 2nd floor or greater locations will incur additional fees. Check with your representative for further details and updated pricing.

Lines Total	$33,713.20
Total Taxes	$0.00
Quote Total	**$33,713.20**

Terms and Conditions: https://www.wengercorp.com/terms-and-conditions.php

2026-27 CEP Grant Application

IN KIND BOXES - MOMS NIGHT OUT MOVIE FUNDRAISER FOR IN KIND BOXES

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**IN KIND BOXES - MOMS NIGHT OUT MOVIE FUNDRAISER FOR IN KIND BOXES**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		**Yes**
FY25	Boxes of Essentials for Sherwood Families	**$ 720**
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?		**$ 2,720**
	Total number of grant awards	**3**

Community Enhancement Grant Application : Entry # 4863

Applicant Information

Applicant Information

In Kind Boxes

Applicant Information

19450 SW Cipole Rd
Unit 206
Tualatin, OR 97062
Map It

Applicant Information

maria@inkindboxes.org

Applicant Information

5037071908

Applicant Information

https://www.inkindboxes.org

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

84-2355717

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4863

On-going Awards: Was a Community Enhancement Grant received last year?

No

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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?

In previous years we have received grants of $1,000 to provide gift boxes to new moms in need seeking support from the SHARE Center (Sherwood Family Resource Center). The Staff of the SHARE Center love having these on hand to give struggling families essentials they need to thrive after birth, beyond the typical diapers and wipes they receive.

Yes, all paperwork and required information was completed.

On-Going Support: 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?

Not applicable

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Moms Night Out Movie Fundraiser for In Kind Boxes

Amount Requested

$5,000.00

Program/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. Include beginning and end dates.

Community Enhancement Grant Application : Entry # 4863

We are seeking funds to host a movie night fundraiser at the Sherwood Center for the Arts in May of 2027.

The idea is based on events we've seen in other cities we've lived in, where you sell tickets (in our case to see a movie), but included in that are other activities and discounts for attendees such as food/drink discounts or special menus from local restaurants, and activities like cookie decorating, puzzling, pop up shopping etc. All activities are focused on hobbies/health & well being of moms on a night out with friends. It will be great community building, and an opportunity for local small businesses to bring in new customers or further deepen their relationship with regulars. The finale of the evening will be a movie hosted by In Kind Boxes at the Center for the Arts- which has a capacity to seat 400 people.

The funds we are seeking are to rent the Center for the Arts for the evening of Thursday, May 13th for 8 hours, plus classroom A $1583, Movie licensing $910, Event insurance approx $750, marketing materials $350, Instructional Fees for classes $500, Concessions $500, Other Supplies $500

CEP Goals The Project Will Acheive

- Benefit youth, seniors, low income persons or underserved populations
- Enhances art and culture within the community
- Improves the employment or economic opportunities

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

We are fundraising to purchase essentials to fill gift boxes with, which will then be given to new mothers in need and their babies, to help them thrive after birth. The United States is suffering from a maternal health crisis. In 2023 in Oregon, 123,838 babies were born, and as many as 32.9 percent lived in households with incomes less than twice the federal poverty line. Our gift boxes provide much needed essentials to these families, and remind them that they're not alone.

Our goal is to raise $10,000 at the event.

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

Our project is an event that will draw 400 moms from Sherwood and the surrounding areas to enjoy what Old Town has to offer. They can take in the art on display in the Center for the Arts, walk around Old town and explore our beautiful community, while also spending time and money in Old Town

Community Enhancement Grant Application : Entry # 4863

businesses enjoying food and drink. It will be a wonderful opportunity to bring women of our area together.

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the employment or economic opportunities

Our event will draw 400 people to Old Town Sherwood, and provide local businesses with the opportunity to highlight their menus and offerings. This will be a win win for these small businesses because it's great marketing if they choose to participate. In Kind is not asking them to donate that evening, but if they would like to offer special menus or discounts we would be very appreciative!

We will also offer an opportunity for businesses to market themselves to attendees via email, and promote businesses on social media.

Attendees to our event will receive a bracelet that they will wear for the evening- this will help business owners recognize who is part of the event, and who isn't.

Milestones: List anticipated milestones and dates.

When grant is received we can immediately move forward with getting movie licensing, marketing materials, supplies etc, and begin discussions with Old Town businesses about how they would like to participate.

The event will be advertised beginning in March 2027 around International Women's Day.

Fees to the Center for the Arts will be paid no later than 30 days prior to the event date, with a $200 deposit provided to secure the date ahead of time.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

Our event will positively impact the community as a whole. Underserved communities will benefit because our focus is on them, and specifically providing families with newborns the essentials they need, but rarely receive. They will also feel seen, and supported by their community which is so necessary for communities to thrive.

Secondly, Moms will be given an excuse to get out in the community with friends and have fun. Purchasing a ticket to our event is helping fellow moms in need, which feels really good to do good, but also feels good to have some social time with friends. Moms often feel guilty about taking time for themselves, but this is a time they can go out, and feel guilt free!

Community Enhancement Grant Application : Entry # 4863

Because the event is in the evening, attendees will be frequenting Old Town restaurants for dinner/dessert/drinks prior to the movie. It will be an influx of customers for small businesses which will be a plus for them.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Our main event will take place at the Sherwood Center for the Arts. I have been in to meet with them already, and I have completed the application to reserve the space for the late afternoon/evening Thursday, May 13th 2027.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

n/a

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- 501.c.3-letter.pdf

Budget

Project Budget

- Moms-Night-Out-Sherwood-2027-Sheet1.pdf

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 rent the spaces we need, offer the movie and classes, sell snacks, market the event and overall support the success of the event. If we don't receive the grant, we will not

Community Enhancement Grant Application : Entry # 4863

host the event.

Community resources and/or partnerships used to support the event would be helpful in regards to promoting it, and if community businesses want to participate on event day. I am open to ideas, and willing to help them come up with ideas that work best for their businesses. I want this event to feel helpful, not a burden.

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

The costs are estimated by quotes given by the movie licensing company, and the Center for the Arts, as well as insurance quotes given. Costs for supplies are based on previous experiences with events.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

In Kind Boxes Founder, Maria Berglund will be spending dozens of volunteer hours on this project to ensure its success, as well as securing help from other volunteers who will help me with set up, clean up, and any customer service needs during the event.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

We are not expecting to have ongoing costs from this project. Once the event is over, we will have the funds we need to move forward.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

No

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

We have always managed funds well, and apply for what we need according to our budget.
In previous grant cycles, we have asked for a grant to support the SHARE Center directly. We were always able to follow through and give the SHARE Center the gift boxes that we said we would, with the exact funds we received.

This case is slightly different because we are asking for funds to host an event. I have hosted events in the past, most recently for a local family at Archer Glen Elementary, whose child is battling Leukemia. While that was not run under the name of In Kind Boxes, I was one of the 4 people charged

Community Enhancement Grant Application : Entry # 4863

with running it, and I was responsible for the funds, and budget. I take that responsibility very seriously, and always strive to make the greatest possible impact with whatever is given to us.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

Yes, I have spoken with the staff at the Sherwood Center for the Arts, and they are very much on board with the idea. They think it will be well received and anticipate a great turnout.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Maria Berglund

Date

04/09/2026

Electronic signature agreement

I accept

Mom's Night Out Sherwood 2027

Expense Name	Cost	Misc Details
Space Rental- Center for the Arts Main Hall & Classroom A	$1,583.00	$1352 Main Hall, $156 Classroom 4hrs, Basic AV $75
Movie Licensing	$910.00	Swank Movie Licensing Quote
Event Insurance	$750.00	
Marketing Materials	$350.00	T Shirts (for volunteers), Posters, etc
Instructional Feees	$500.00	Classes for cookie decorating/charcuterie activities etc
Concessions	$500.00	Drinks & Snacks to sell during movie
Supplies	$500.00	Event bracelets, decor, puzzles, tables cloths, napkins etc
Total:	$5,093.00	

2026-27 CEP Grant Application

CASA FOR CHILDREN INC. - 40TH ANNIVERSARY INITATIVE

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**CASA FOR CHILDREN INC. - 40TH ANNIVERSARY INITATIVE**	
Staff Reviewer Name:	Leslie Dean	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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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**
FY25-6	Advocacy for Children in Foster Care	**$ 10,000.00**
2. Were the applications for the same project in the current application?		**N**
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?		**$ 22,500.00**
	Total number of grant awards	**3**

Community Enhancement Grant Application : Entry # 4883

Applicant Information

Applicant Information

CASA for Children, Inc.

Applicant Information

1401 NE 68th Ave
N/A
Portland, OR 97213
Map It

Applicant Information

apatterson@casahelpskids.org

Applicant Information

5039885115

Applicant Information

https://www.casahelpskids.org/

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

93-0923866

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4883

On-going Awards: Was a Community Enhancement Grant received last year?

Yes

Current Year Projects: 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?

A grant from the City of Sherwood was received in 2025 and supported our agency's efforts to provide CASA advocacy to children in foster care who have been removed from homes or placed in homes within Sherwood. Funds supported recruitment, training, and supervision of CASAs. This grant is active until June 30, 2026 and a report will be submitted by the report deadline of July 31, 2026. The project is on schedule and there have been no unexpected issues with the project.

Our agency anticipated serving 15-20 children in foster care in Sherwood during the grant period. However, our agency has already served 31 children in Sherwood during the grant period (July 1, 2026 – March 31, 2026). We will report on the number served during the entire grant period in our final report. We estimate the number of children served in a given year based on past data, however it can be hard to accurately predict how long a case will stay active or how many children will be removed from a particular area in a given year.

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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?

This current application will support a continuation of the project funded last year– recruitment, training, and support of CASA volunteers to advocate for children in foster care in Sherwood. Last year's project continues to be successful and has carried out the plans as intended in the grant.

The community impact of this project has been incredibly positive. This project serves some of Sherwood's most vulnerable residents, children in foster care. Children who have the benefit of a CASA, according to national data, perform better behaviorally and academically in school. They are more likely to find a safe and permanent home. They are also half as likely to re-enter foster care, not only saving funds but reducing the trauma of foster care. CASAs have helped these children in Sherwood get access to the services they need to thrive while working toward a safe and loving home.

Our agency remains compliant with all required steps and will submit the exit report when the project is completed.

On-Going Support: 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

Community Enhancement Grant Application : Entry # 4883

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 project supports a critical and ongoing service provided by CASA for Children. City of Sherwood funds are needed to support this continued need and ongoing service. While the State of Oregon provides some support to our program, it is only about 25% of our annual budget, and we greatly rely on other sources of funding to provide this service to children in foster care.

Oregon law mandates that every child in foster care is entitled to the support of a CASA. CASA for Children, in our four-county service area of Washington, Multnomah, Columbia, and Tillamook Counties, is responsible for about one-quarter of children in foster care in Oregon. Last year we were able to provide CASAs to about half of that group. While Oregon mandates access to a CASA, the law is not fully funded like it is in other states, and our ability to serve all children in need is contingent on philanthropic and community support.

Support at this time will help our organization as we navigate disruptions in government funding, heightened competition for philanthropic support, and rising program costs. These challenges coincided with other factors that contributed to serving fewer children, such as the average number of children per case decreasing and an increase in complexity and severity of cases. Overall, the children in our program need increased service, that service has increased in cost, and the sources of previously stable funding have been more challenging to secure. Funding would help our agency provide service to the children navigating foster care without a knowledgeable and supportive CASA. Your grant would make it possible to provide this necessary service, opening the door to a brighter future for children in our community.

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

CASA for Children’s 40th Anniversary Initiative

Amount Requested

$10,000.00

Program/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. Include beginning

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and end dates.

A grant from the City of Sherwood would support CASA for Children's 40th Anniversary Initiative– an effort that focuses on enhancing the stability of our organization while continuing to utilize resources to recruit, train, and supervise CASAs (Court Appointed Special Advocates). This grant will help provide CASAs to approximately 25 children in foster care in Sherwood. It will also help acknowledge this important milestone while supporting a period of stable operations that will promote boosting infrastructure to position future growth. We made the strategic decision to keep our service goals stable over the next several years to reflect our prioritization of organizational stability and its long-term impact on the population we serve. We are focused on utilizing our resources responsibly to ensure the longevity of our services that will allow CASA to advocate for children in foster care well into the future.

The requested funding from the City of Sherwood would support CASA advocacy between July 1, 2026 and June 30, 2027 for approximately 25 children in foster care who were removed from homes or placed in homes in Sherwood. This number is an estimate based on the number of children served within the City of Sherwood each year, which has recently ranged from 18-31.

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.

Founded in 1986, CASA for Children is Oregon's largest CASA organization, representing about 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. We annually support over 400 CASAs annually who serve approximately 800-900 youth in our service area of Multnomah, Washington, Columbia, and Tillamook Counties.

There is a state mandate in Oregon that every child in foster care has the benefit of a CASA, however this mandate is not fully funded by the State of Oregon. Our goal is to meet this mandate and serve every child in foster care, however adequate funding is our biggest barrier to meeting that. We rely on community partners and philanthropists to provide this service to children in our community.

CEP Goals The Project Will Acheive

- Benefit youth, seniors, low income persons or underserved populations

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CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

This project provides a clear, documented benefit to youth in foster care who are also considered low income and underserved populations. Children who are in foster care are overwhelmingly removed from their home due to abuse and neglect. They have poorer life outcomes compared to children who have not spent time in foster care. Children who have spent time in foster care have 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).

These 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. They are likely to have better mental health, more education, and have lower rates of poverty, early parenthood, and involvement with the justice system.

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. 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.

Milestones: List anticipated milestones and dates.

This project supports providing CASAs to approximately 25 children in foster care in Sherwood during the project period of July 1, 2026 – June 30, 2027. Our advocacy work takes place year round on an ongoing basis. Our team holds weekly information sessions to support volunteer recruitment as well as 5-6 training sessions taking place over multiple weeks to provide the necessary in-depth training needed for new CASAs. As children are assigned to our program by a judge, they are matched with a CASA, or a staff member who will monitor the case until a CASA is available.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

Children in foster care in Sherwood are the primary beneficiaries of this project. 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. The children we serve, because of

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their circumstances, are considered low-income and qualify for the Oregon Health Plan. They are an at-risk, underserved population.

Children with CASAs have better outcomes across the board, they perform better in school, receive more services to help them thrive, and are more likely to find a permanent home. They are more likely to continue their education and have better mental health. Having a CASA can mean lower rates of poverty, early parenthood, and involvement with the justice system.

All of these benefits are increased with a placement of a CASA. Providing more CASAs to children in Sherwood will help improve outcomes in the community. Healthier citizens function better in the community and can improve daily life in schools, neighborhoods, and businesses.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

CASA for Children typically receives about one-quarter of its funding from the State of Oregon. Our agency relies on community support for the remainder. Several other cities, such as Beaverton, Hillsboro, Gresham, Troutdale, and more have provided grants to CASA for Children for the benefit we provide in their communities.

This project will require coordination with the Oregon Department of Human Services as well as the juvenile court system in Washington County. We have service agreements and a long standing history of successful partnership with these agencies.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

n/a. CASA for Children’s work is not land related, and takes place throughout the community.

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

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- CASA-for-Children_IRS-501c3-Letter.pdf

Budget

Project Budget

- CASA-for-Children_Project-Budget.pdf

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 costs for recruitment, training, and support for CASAs to provide advocacy for children in foster care in Sherwood. Other grant funds, State and corporate dollars and event proceeds will provide the remainder of the revenue needed to fund our efforts in the city.

Community partners collaborate with CASA in providing ongoing training opportunities that supplement the knowledge and expertise of our CASA volunteers and improve overall advocacy efforts.

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

Costs are estimated based on current personnel costs, historical and ongoing costs for our program database, Zoom platform, communication tools (Constant Contact, SurveyMonkey), training space/speaker (estimated from past space/speaker costs), occupancy and tech support based on current costs and volunteers costs (both current and historical costs).

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Total secured funds allocated to the City of Sherwood project – $95,000: Proceeds from our Golf Tournament and Auction-$32,056.40, the James & Shirley Rippey Family Foundation-$20,000, State funding specific to Washington County-$15,938.60, Title IV-E Training reimbursement-$10,000, Corporate matching through Nike and Genentech-$8,000, Sherwood Elks Lodge-$4,505, Washington County-Community Development Block Grant (CDBG)-$4,000, Ford Family Foundation and Ronald W. Naito Foundation specific to % for City of Sherwood-$500

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

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We maintain good relationships with the funders who support our Washington County efforts, and more specifically the City of Sherwood activities. Several of our funding sources have provided multi-year commitments: James & Shirley Rippey Family Foundation and Washington County-CDBG have both committed funding through June 2028. Our Golf Tournament and Auction as well as Title IV-E training reimbursements are annually recurring events that have provided consistent funding for a number of years. We steward these organizations and remain in frequent contact with them which has resulted in a long-standing dedication to our mission.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

Yes

Budget For Partial Funding: What is the minimum grant amount that would allow the project to be performed?

7000

Budget For Partial Funding: Describe how that would change the scope of work

If less funding is received, our agency would seek other funding opportunities to cover the cost.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

Since 1986, CASA for Children has managed this program, working with over 400 volunteers each year to support about 900 youth in foster care. We were fortunate to be the recipient of Community Enhancement Project funding in the past, and were successful in meeting our service goals and timely in our grant reporting.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

This project will require coordination with the Oregon Department of Human Services as well as the juvenile court system in Washington County. We have service agreements and decades of successful partnership with these agencies.

Certification

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Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Betsy Stark Miller

Date

04/13/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	9,000.00	89,500.00		-		$ 98,500.00
Materials & Supplies	-	-			-	$ -
Capital Assets						$ -
Administration						$ -
Other (please explain)	1,000.00	5,500.00			-	$ 6,500.00
-includes portion of program database						$ -
for tracking ($300), Zoom platform for						$ -
training ($300), communication tools						$ -
$750 - Constant Contact, SurveyMonkey)						$ -
training space/speaker ($100), costs						
for occupancy for Washington County						
staff ($1,500), tech support ($1,800),						
mileage ($250), volunteer costs - back-						
ground checks, badges, busin cards ($1,500)						
Total	$ 10,000.00	$ 95,000.00	$ -	$ -	$ -	**$ 105,000.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost **$ 105,000.00**

$ of Total Budget provided by CEP funds **9.52%**
% of Total Budget provided by Sponsor and other sources 90.48%

Sponsor matching funds (% allocated for City of Sherwood):

Event Proceeds - Auction & Golf Tournament	$	32,056.40
James & Shirley Rippey Family Foundation	$	20,000.00
Washington County State funds	$	15,938.60
Title IV-E Training reimbursement	$	10,000.00
Corporate matching - Nike, Genentech	$	8,000.00
Sherwood Elks Lodge	$	4,505.00
Washington County-CDBG funding	$	4,000.00
Ford Family Foundation, Ronald W Naito Fdn	$	500.00
TOTAL:	**$**	**95,000.00**

2026-27 CEP Grant Application

THE OPPORTUNITY CLUB COMMUNITY - SHERWOOD COMMUNITY ACCESS & ENVIRONMENTAL ENGAGEMENT INITIATIVE

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	THE OPPORTUNITY CLUB COMMUNITY - SHERWOOD COMMUNITY ACCESS & ENVIRONMENTAL ENGAGEMENT INITIATIVE	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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**

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Applicant Information

Applicant Information

The Opportunity Club Community

Applicant Information

1982 NE 25th Ave Suite 7
Hillsboro, OR 97124
Map It

Applicant Information

anthony@theopportunityclubinc.com

Applicant Information

971-400-2361

Applicant Information

https://theopportunityclubinc.com/

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

33-4859823

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

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Applicant Information

Sherwood Community Access & Environmental Engagement Initiative

Amount Requested

$20,000.00

Program/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. Include beginning and end dates.

The Opportunity Club Community proposes the Sherwood Community Access & Environmental Engagement Initiative, a community-based program designed to enhance neighborhood livability, environmental quality, and inclusive access to recreation for underserved adults with intellectual and developmental disabilities.

CEP funds will be used to support structured, supervised community engagement activities within the City of Sherwood, including transportation, program staffing, supplies, and participation costs. Program activities will include organized park and public space cleanups, recycling and waste reduction education, nature-based outings, and inclusive recreational visits to local parks, community spaces, and small businesses. These activities will directly improve the cleanliness, usability, and vibrancy of public areas while increasing community participation and awareness.

The primary goals of this project are to:
(1) improve environmental quality through hands-on stewardship and waste reduction efforts,
(2) expand access to recreation and public spaces for underserved individuals,
(3) enhance neighborhood livability through increased positive community presence, and
(4) create meaningful opportunities for community integration and skill-building.

The overall objective is to create a sustainable, replicable model that both serves an underserved population and delivers visible, measurable improvements to the Sherwood community, including cleaner public spaces, increased engagement in local amenities, and stronger community connections.

The program will take place at various public locations throughout Sherwood, including parks, recreation areas, and community gathering spaces, as well as local businesses that support community inclusion and engagement.

The project will begin on July 1, 2026, and conclude on June 30, 2027, in alignment with the CEP funding cycle.

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CEP Goals The Project Will Acheive

- Improves the appearance or environmental quality of the community
- Increases recycling opportunities or reduces the amount or toxicity of waste
- Rehabilitates or upgrades the attractiveness or market value of public areas
- Results in improvement to, or an increase in recreational areas and programs in the community
- Results in improvements in safety
- Benefit youth, seniors, low income persons or underserved populations
- Provides skills training, work or education opportunities within the community
- Improves the employment or economic opportunities

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the appearance or environmental quality of the community

This project improves the appearance and environmental quality of the Sherwood community through structured, hands-on stewardship activities conducted in public spaces. Participants will engage in organized park and neighborhood cleanups, litter removal, and recycling efforts that directly enhance the cleanliness and usability of shared environments.

In addition to physical improvements, the program promotes environmental awareness by incorporating education on waste reduction, recycling practices, and responsible use of public spaces. These activities not only result in visibly cleaner and more attractive community areas, but also contribute to long-term environmental sustainability by encouraging positive habits and community engagement.

By activating public spaces with consistent, supervised participation, this project helps maintain cleaner environments, supports ongoing upkeep efforts, and fosters a stronger sense of community pride. The result is a more welcoming, well-maintained, and environmentally conscious Sherwood community for all residents.

CEP Goal Summary: Describe how this program/project will meet the goal: Increases recycling opportunities or reduces the amount or toxicity of waste

This project increases recycling opportunities and reduces waste through hands-on, community-based activities that promote proper disposal and sustainable practices. Participants will engage in organized cleanups and recycling efforts in parks and public spaces, actively sorting recyclable materials and removing waste from the environment.

The program also incorporates practical education on recycling, waste reduction, and responsible consumption. Participants will learn how to identify recyclable materials, reduce single-use waste, and

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apply these practices in real-world settings. These skills are reinforced through repeated community engagement, helping to build long-term habits.

By increasing awareness and participation in recycling efforts, this project contributes to a measurable reduction in litter and improperly disposed materials within Sherwood. The result is a cleaner community, increased use of recycling systems, and a stronger culture of environmental responsibility that extends beyond the program participants into the broader community.

CEP Goal Summary: Describe how this program/project will meet the goal: Rehabilitates or upgrades the attractiveness or market value of public areas

This project enhances the attractiveness and overall value of public areas in Sherwood by activating and maintaining these spaces through consistent, structured community engagement. Participants will take part in organized cleanups, litter removal, and stewardship activities that directly improve the visual condition and usability of parks, trails, and shared community spaces.

Beyond physical improvements, the program increases positive, supervised use of public areas, helping transform underutilized spaces into active, welcoming environments. Regular presence and engagement contribute to ongoing upkeep, discourage neglect, and promote a sense of care and community ownership.

By improving cleanliness, increasing visibility of use, and fostering consistent community engagement, this project supports the long-term appeal and perceived value of public spaces. The result is more inviting, well-maintained areas that encourage greater community use, support local vibrancy, and contribute to the overall livability of Sherwood.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvement to, or an increase in recreational areas and programs in the community

This project expands and improves recreational programming in Sherwood by providing structured, inclusive community-based activities for adults with intellectual and developmental disabilities, a population that often faces barriers to accessing existing recreation opportunities. Through guided outings to local parks, trails, and public spaces, participants will engage in consistent, organized recreational experiences that increase utilization of Sherwood’s existing amenities.

The program enhances recreation by transforming public spaces into inclusive, actively used environments where individuals can safely participate, build confidence, and develop social connections. Increased, supervised use of these areas also contributes to their ongoing activation, making them more welcoming and accessible for the broader community.

By creating new opportunities for participation and increasing engagement in existing recreational

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spaces, this project strengthens Sherwood's recreational offerings while promoting inclusion, community connection, and overall quality of life for residents.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvements in safety

This project improves safety in Sherwood by increasing positive, structured, and supervised use of public spaces. Participants will engage in organized activities in parks, trails, and community areas under trained staff supervision, creating a consistent presence that contributes to safer, more welcoming environments.

Regular community engagement helps deter unsafe conditions such as litter accumulation, neglect, and underutilization, which can contribute to safety concerns. Cleanup and stewardship activities also reduce physical hazards, improving accessibility and usability for all residents.

Additionally, participants receive guidance and support in safely navigating community spaces, reinforcing responsible behavior, awareness, and appropriate use of public areas. This not only benefits program participants but also contributes to a broader culture of safety and respect within the community.

Through increased visibility, environmental improvements, and structured engagement, this project supports safer, cleaner, and more actively used public spaces throughout Sherwood.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

This project directly benefits an underserved population by providing inclusive, community-based programming for adults with intellectual and developmental disabilities, many of whom also face barriers related to low income, limited transportation, and social isolation. These intersecting challenges often restrict access to recreation, community engagement, and essential life experiences.

Through structured activities and guided community outings, participants gain access to public spaces, local resources, and meaningful social opportunities that would otherwise be difficult to obtain. The program reduces barriers by providing transportation support, supervision, and a safe, inclusive environment for participation.

By prioritizing accessibility and inclusion, this project ensures that individuals who are often excluded from traditional programs can actively engage in their community, build confidence, and develop independence. The result is increased equity, improved quality of life, and stronger community connections for a population that is frequently underserved.

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CEP Goal Summary: Describe how this program/project will meet the goal: Provides skills training, work or education opportunities within the community

This project provides meaningful skills training and real-world learning opportunities by engaging participants in structured, community-based activities throughout Sherwood. Adults with intellectual and developmental disabilities will develop practical life skills such as communication, decision-making, time management, and community navigation through guided participation in public settings.

Participants will also gain hands-on experience related to environmental stewardship, including recycling practices, waste reduction, and maintaining public spaces. These activities reinforce responsibility, teamwork, and task completion, which are foundational skills for future employment and independent living.

In addition, engagement with local businesses and community spaces provides exposure to real-world environments, helping participants build confidence and familiarity with everyday interactions. This experiential learning approach supports long-term independence and prepares individuals for greater participation in the workforce and community.

By combining skill-building with active community involvement, this project creates accessible, inclusive opportunities for education and personal development that extend beyond the classroom and into real-life settings.

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the employment or economic opportunities

This project improves employment and economic opportunities by providing adults with intellectual and developmental disabilities with real-world experiences that build foundational skills for workforce participation and financial independence. Through structured community engagement, participants develop essential skills such as communication, problem-solving, decision-making, and appropriate workplace behavior.

Participants will also engage with local businesses and community environments, gaining exposure to real-world settings where employment opportunities exist. These interactions help build confidence, familiarity, and comfort in navigating community spaces, which are critical steps toward future employment.

Additionally, activities such as budgeting, purchasing decisions, and community-based transactions reinforce financial awareness and economic participation. By strengthening these skills in a supportive, real-world context, participants are better prepared to pursue employment opportunities and contribute to the local economy.

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This project creates a pathway toward greater independence and economic inclusion, helping individuals move closer to meaningful employment while also increasing their ability to actively participate in Sherwood's economic environment.

Milestones: List anticipated milestones and dates.

Milestones & Timeline

July 1, 2026 – Project launch; finalize staff assignments, participant enrollment, and program schedule
July 2026 – Begin weekly community engagement activities, including recreation outings, cleanups, and skill-building sessions
August – October 2026 – Full program implementation; consistent community presence in parks and public spaces; initial measurable impact (attendance, participation, cleanup outcomes)
November 2026 – Mid-cycle review; evaluate progress, adjust programming as needed, and expand community engagement locations
December 2026 – Continued program delivery; prepare interim data tracking and impact summary
January 31, 2027 – Submit Interim Report (if required)
February – April 2027 – Ongoing program implementation; increased community engagement and sustained environmental and recreational impact
May 2027 – Final program activities; begin compiling outcome data, photos, and documentation
June 30, 2027 – Project completion; finalize all program activities
July 31, 2027 – Submit Final (Exit) Report with outcomes, budget summary, and supporting materials

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

This project will create meaningful, visible impact across the Sherwood community by improving public spaces, increasing inclusive community engagement, and expanding access to recreation and skill-building opportunities for underserved individuals. Through regular cleanups, stewardship activities, and structured use of parks and public areas, the project will result in cleaner, safer, and more welcoming environments for all residents.

The primary beneficiaries are adults with intellectual and developmental disabilities, a traditionally underserved population that often faces barriers related to income, transportation, and social isolation. By providing access to community spaces, local businesses, and real-world experiences, the project supports increased independence, confidence, and overall well-being.

The broader community will also benefit. Nearby homes and businesses will experience improved neighborhood appearance, increased positive activity in public spaces, and greater community

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engagement. Increased foot traffic and interaction with local businesses can contribute to economic activity while fostering a stronger sense of connection between residents and community resources.

This project serves a diverse population, including individuals from varying socioeconomic, cultural, and ethnic backgrounds who experience compounded barriers to access and inclusion. By prioritizing accessibility and inclusion, the project helps ensure that all community members have the opportunity to participate, contribute, and feel a sense of belonging.

Overall, this initiative strengthens community livability, promotes equity, and creates lasting, positive impact throughout Sherwood.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The Opportunity Club Community has the core infrastructure and resources in place to successfully implement this project. We currently serve an established group of participants and have trained staff experienced in person-centered support, community engagement, and supervision in public settings. Transportation is secured through two 15-passenger vans, allowing consistent and reliable access to Sherwood locations. Additionally, cleanup equipment and supplies have already been acquired through prior donations, supporting immediate implementation of environmental stewardship activities.

Community resources will play a key role in project success. Activities will take place in publicly accessible spaces throughout Sherwood, including parks, trails, and community areas. These city-owned spaces provide the foundation for recreation, environmental engagement, and community participation.

This project may involve light coordination with local entities such as city departments (e.g., parks and public works) for guidance on appropriate cleanup locations, disposal practices, and scheduling. We will also engage with local businesses and community partners to support inclusive participation and community interaction during activities.

At this time, formal coordination agreements are not required to begin implementation; however, outreach and coordination with relevant partners will occur as the program progresses to ensure alignment with community needs and maximize impact.

With staffing, transportation, equipment, and participant engagement already in place, this project is positioned for immediate and effective implementation upon funding.

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Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

Yes

On-going commitments: Please explain the plans for on-going commitments, the expected funding sources and the estimated project cost by funding source.

The Opportunity Club Community is committed to sustaining this project beyond the initial CEP funding period through a combination of organizational support, diversified funding, and community partnerships. This initiative is designed as a scalable, ongoing program that builds upon our existing services and infrastructure.

The total estimated project cost is $22,500, with $20,000 requested from CEP and a $2,500 (10%+) match provided by The Opportunity Club Community. The match will be met through a combination of in-kind contributions, including staff time, transportation usage, and volunteer support.

Following the grant period, ongoing funding will be supported through a mix of private donations, local sponsorships, and continued grant funding aligned with community engagement, disability services, and environmental initiatives. The organization will also allocate internal resources to maintain core program components, including staffing and transportation.

Because the organization already has key assets in place—staff, vehicles, equipment, and an established participant base—ongoing costs are minimized, allowing for long-term sustainability. Future funding will primarily support program expansion, increased community engagement, and continued access for underserved participants.

This project is not a one-time effort, but part of a long-term commitment to improving community livability, environmental quality, and inclusive access in Sherwood.

Upload Optional Supplemental Materials.

- 501c3-Approval.pdf

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Budget

Project Budget

- TOC-Project-Budget.xlsx

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?

CEP grant funding will directly support the implementation of the Sherwood Community Access & Environmental Engagement Initiative by covering essential program costs, including staffing, transportation, participant support, supplies, and community outreach. These funds ensure that structured, supervised activities can be consistently delivered in public spaces throughout Sherwood, resulting in measurable improvements to environmental quality, recreation access, and community livability.

Funding is critical to the success of this project, as it removes financial barriers that would otherwise limit participation for underserved individuals. Many participants face challenges related to income, transportation, and access to community resources. CEP funding allows the program to provide reliable transportation, inclusive programming, and necessary materials, ensuring equitable access and sustained engagement.

The Opportunity Club Community is contributing $2,000 in direct organizational support, demonstrating strong internal commitment to the project. Additional in-kind resources, including volunteer support, staff time, and existing equipment such as transportation vehicles and cleanup supplies, further strengthen the program’s capacity and sustainability.

Community resources will also play a key role. The project will utilize public spaces such as parks and community areas within Sherwood and may involve coordination with local businesses and city departments to support engagement and environmental efforts.

Together, CEP funding and leveraged community resources create a cost-effective, high-impact program that delivers immediate and lasting benefits to both participants and the broader Sherwood community.

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

The project budget is based on a combination of prior program experience, current operational costs, and standard market estimates. Staffing and program coordination costs are derived from existing wage structures and time allocation from similar community-based programs currently operated by

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The Opportunity Club Community.

Transportation costs are estimated using current fuel prices, vehicle usage patterns, and maintenance expenses associated with operating two 15-passenger vans. Participant support costs, including meals and activity fees, are based on average per-person expenses from previous outings and comparable community programs.

Program supplies, including cleanup materials and educational resources, are informed by previously donated equipment and supplemented with standard retail pricing for replacement and additional materials as needed.

Outreach and promotional costs are based on typical printing and community engagement expenses from past initiatives.

Overall, the budget reflects realistic, experience-based estimates grounded in prior project implementation, ensuring accuracy, cost-effectiveness, and the ability to successfully deliver the proposed program within the requested funding.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Yes, funding for the sponsor’s share of the total project cost is secured. The Opportunity Club Community is providing a total match of $2,500, exceeding the required 10% match.

This match includes $2,000 in direct organizational (cash) contribution, demonstrating a strong financial commitment to the project. The remaining match is supported through in-kind contributions, including volunteer hours for community cleanup and engagement activities, valued using the standard rate of $36.44 per hour, as well as staff time and use of organizational resources, including transportation and program oversight.

These combined resources ensure the project is fully supported and positioned for successful implementation. The secured match reflects both financial investment and active community participation, strengthening the overall impact and sustainability of the project.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

Ongoing costs for this project are minimal and primarily consist of program staffing, transportation (fuel and routine vehicle maintenance), and periodic replacement of supplies such as cleanup materials and activity resources. Because The Opportunity Club Community already has core infrastructure in place—including trained staff, transportation vehicles, and existing equipment—long-term

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maintenance costs are significantly reduced.

To ensure sustainability, the organization has committed internal resources, including a $2,000 annual contribution, to support continued program delivery. Additional funding will be pursued through a diversified strategy that includes grants, local sponsorships, and community donations aligned with community engagement, environmental stewardship, and disability inclusion.

The program is also designed to leverage ongoing in-kind support, including volunteer participation and donated materials, which further reduces long-term costs. Use of public spaces such as parks and community areas eliminates facility expenses, contributing to overall cost efficiency.

These combined strategies ensure that the project can be maintained beyond the initial funding period while continuing to deliver consistent community impact in a financially sustainable manner.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

The Opportunity Club Community has strong experience implementing community-based programs that promote inclusion, independence, and engagement for adults with intellectual and developmental disabilities. Our organization currently operates structured day and community access programs that involve regular outings to public spaces, local businesses, and recreational areas, providing participants with meaningful, real-world experiences.

Through these programs, we have successfully managed activities that include community cleanups, group outings, and skill-building initiatives similar in scope to the proposed project. We have demonstrated the ability to coordinate transportation, supervise participants in public settings, and deliver consistent, high-quality programming that produces measurable outcomes such as increased participation, improved confidence, and stronger community connections.

We also have experience managing resources efficiently, including staff, transportation, and donated supplies, ensuring programs are delivered in a cost-effective and sustainable manner. Our team is trained in person-centered support and is experienced in maintaining safe, structured environments while fostering independence and engagement.

While this may be our first application to the Sherwood Community Enhancement Program, our proven track record in delivering community-focused, participant-driven programs positions us well to successfully implement and manage this project, meeting all reporting, compliance, and performance expectations.

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Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

This project may involve light coordination with public and private organizations to support successful implementation. Coordination may include communication with City of Sherwood departments, such as parks or public works, to identify appropriate locations for cleanup and community activities, as well as guidance on waste disposal and scheduling.

The project will also involve informal engagement with local businesses and community partners to support inclusive participation and community interaction during activities.

At this time, formal coordination agreements are not required to initiate the project, and no approvals are pending. Coordination will be completed as needed prior to and during implementation to ensure alignment with community standards and maximize impact.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Anthony Ciccarelli

Date

04/13/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	8,500.00			-		$ 8,500.00
Transportation	3,500.00					$ 3,500.00
Program Supplies & Materials	2,500.00					$ 2,500.00
Participant Support	4,000.00					$ 4,000.00
Outreach & Community Engageme	1,000.00					$ 1,000.00
Contingency	500.00					$ 500.00
TOC Organizational Contribution		2,000.00				$ 2,000.00
Volunteer Support			1,458.00			$ -
Staff time & Transportation Use				542		
						$ -
Total	$ 20,000.00	$ 2,000.00	$ 1,458.00	$ 542.00	$ -	**$ 22,542.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**22,542.00**
$ of Total Budget provided by CEP funds		**89%**
% of Total Budget provided by Sponsor and other sources		11%

2026-27 CEP Grant Application

AMERICAN LEGION, POST 56 - KITCHEN IMPROVEMENT PROJECT

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**AMERICAN LEGION, POST 56 - KITCHEN IMPROVEMENT PROJECT**	
Staff Reviewer Name:	Leslie Dean	Criteria Met
Verification Criteria:	Metro/IGA Requirements	(Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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	**Y**
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	**YES**

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		**Yes**
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?		YES
	Kitchen - Storage & Food Service Project	
3. How much as been awarded to the group for the project in the current application?		$ 9,978
4. How much has been awarded to the group overall?		$ 62,265
	Total number of grant awards	8

Community Enhancement Grant Application : Entry # 4885

Applicant Information

Applicant Information

American Legion - Post 56

Applicant Information

22548 SW Pine St.
Sherwood, Oregon 97140
Map It

Applicant Information

philofar@hughes.net

Applicant Information

5035027579 (Phil Morton)

Applicant Information

https://SherwoodLegion.org

Applicant Information

Other Service - Non Profit

Applicant Information

98-6030981 Staff note: 93-6030981

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4885

On-going Awards: Was a Community Enhancement Grant received last year?

No

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 four CEP grants for FY 2023-2024 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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was it improved the appearance of our main hall for our Veterans and their family and guests and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was the new paint improved the appearance of both the main building and the back yard storage building and compared favorably with other buildings in the city.

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

Community Enhancement Grant Application : Entry # 4885

completed on time without any complications. This project was a complete success and met all of our goals and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was removal of the old sign and installation of the new sign greatly improved the appearance of the main building and the yard, and will compare favorably with other signs in the city.

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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was the new sign improved the appearance of our front yard and compares favorably with other signs in the city.

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 1st 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 1st 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 1st street. The project was completed on time without any complications. The project was a complete success and met all of our goals and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was a green lawn year round improving the appearance of the American Legion property, and the appearance of SW 1st. St., all seen by the general public. The addition of a flower bed with shrubs along the SW 1st. St. lawn area also enhanced the appearance of the street. This project also improved the appearance of the Back Yard which benefits our Veterans and their families, their guests, and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

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

Community Enhancement Grant Application : Entry # 4885

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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was it greatly improved the appearance of the Main Hall 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) 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 or 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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was it greatly improved the appearance to the Main Hall for the benefit of our Veterans and their families, their guests and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

4) Kitchen Improvement Project – New Refrigerator: The CEP funds for this project were to purchase a new refrigerator without freezer to replace an existing side-by-side refrigerator/freezer. Our kitchen is very small and space is at a premium. The freezer space was 9 cu. ft. and the refrigerator 16.5 cu. ft. We did not need the freezer space but do need more refrigerator space. One other issue is that the side-by-side protrudes into the doorway, that goes from the Main Hall into the kitchen, by 2-1/2". Because of this, the door must swing out into the Main Hall which takes up hall space plus is not attractive. It also partially blocks our bulletin board. The existing side-by-side was 36" wide and the new refrigerator without freezer 33" wide. The Goals: To purchase a new refrigerator without freezer and re-hang the door to swing into the kitchen as it was originally. The Objectives: 1) To gain needed refrigerator space. 2) To re-hang door to swing into the kitchen against the new refrigerator. 3) To allow the bulletin board to be seen without going around the door. 4) To make the Main Hall more attractive. The project was completed on time without any complications. The project was a complete success and met all of our goals and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was re-hanging the kitchen door improved the appearance of the Main Hall for the benefit of our Veterans and their families, their guests and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

On-Going Support: 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?

Community Enhancement Grant Application : Entry # 4885

This application is not to support a ongoing or previous project.

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Kitchen Improvememt Project

Amount Requested

$6,811.00

Program/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. Include beginning and end dates.

Overview of Project:
Our kitchen is used often. It is used to prepare fish and chips, chicken and chips and fries for Post members and their family and guests on any given day. We are open Monday – Saturday from 3:30 to close, and Sunday 1:30 to close. We also typically have four to six major cooked food events a month with an attendance of 35 to 50. During the Cruisin' Car Show and the Robin Hood Festival the Post is open to the general public and breakfast is served beginning early a.m. for the car show participants and the public, and lunch is served for both events. Please see Attachment "A- 1 and A-2", titled About the American Legion, that shows a list of major food events throughout the year.

We are going to paint the entire kitchen prior to making the Kitchen Improvements. Painting the kitchen is not part of the CEP grant request, it's for informational purposes of the entire project. The kitchen has not been painted in approximately seventeen years. The entire kitchen will be painted, the ceiling, walls, and moldings and cupboards. All materials will be purchased by the American Legion and labor provided by American Legion member volunteers.

Description of Project:
The Kitchen Improvement Project is comprised of three major parts. No. 1 installation of a seamless vinyl floor, No. 2 replace an old existing upright freezer with a commercial upright freezer and No. 3 replace an old gas water heater.

The CEP Funds will be used to purchase these three items for the kitchen in the American Legion,

Community Enhancement Grant Application : Entry # 4885

Post 56, located at 22548 SW Pine St., Sherwood, Oregon 97140.

The following is a description of the individual major parts of the project.

1. New Seamless Vinyl Floor. The existing floor is a traditional 12”x12” square linoleum tile that was installed approximately 19 years ago. The primary problem with the floor is that there are very small gaps between the tiles where grease and debris can collect making it unsanitary and almost impossible to properly clean. Also, when wet it becomes slippery. Our kitchen is unique in that it is divide into two sections with an isle way between the two. Please refer to the kitchen drawing Attachment “C-1”. The isle way is used by members, guests and the general public to go form the main hall to backyard. Conversely, our parking lot is east of the backyard, so members, guest and occasionally the general public, when they use the parking lot, they enter the building using the back door into the kitchen, then using the isle way to get into the main hall.

Seamless vinyl floors are frequently used in all types of institutional kitchens, such as hospitals, nursing homes, and commissary kitchens, and in chain and independent restaurants, fast food, etc., primarily for durability, sanitation purposes and ease of cleaning. The floor product we will be using is called Polysafe Apex 55, by Polyfloor. It is a heavy duty slip resistance vinyl. Please see the specification sheet Attachment “B-1”. Where there is a seam, due to product maximum dimensions, the seam is sealed with a system called “heat weld” which seals the two pieces of floor vinyl together so no water or other substances can get through, essentially making it a seamless floor. In our case there will be four of these seams. Please see drawing Attachment “C-1”. The seams are indicated by the dotted red lines.
The flooring and cove base molding will be installed by Spectra Contract Flooring of Portland, a commercial flooring contractor. Please see Attachment “F-1, 2 and 3” for the quote for this work. Attachment “F-3” of the quote advises that the flooring manufacturer, Armstrong, anticipates a 5% to 7% price increase because of the price of fuel.

The existing tile floor must be removed, and the quote shows an option for removing, however this will be done by a group of our American Legion volunteers. Also, the quote shows an option for ¼ inch plywood subfloor however our subfloor is already plywood. American Legion volunteers will make any subfloor repairs if needed.

Goals: To remove the old square tile linoleum flooring and replace with a heavy duty, seamless, slip resistance, vinyl flooring.

Objectives:
a) To make our kitchen floor more sanitary because of no seams or cracks.
b) To make the kitchen safer for kitchen volunteers to work in with a slip resistant flooring.
c) To make the isle way in the kitchen, between the backyard entrance and the main hall door safer for members, guests and the general public to use.

Community Enhancement Grant Application : Entry # 4885

d) To make the floor easier to clean. Our floor is hot mopped twice a week by a cleaning company and by volunteers after every food event.

2. Replace the Existing Freezer. Our current freezer is 18 years old and has issues. The shelfs have very little adjustment making it difficult for the boxes of food, fries, breaded chicken and breaded fish and other food items to fit properly on the shelfs. In one case we have to remove a shelf completely to make room for one of our standard boxes of food. Also, the freezer has to be manually defrosted. On one corner of the freezer the support leg is broken and is held up by a small wood block.

We plan on replacing the freezer with a commercial upright freezer from the Sherwood Home Depot manufactured by KoolMore Company, a large commercial refrigeration company. The biggest advantages of this freezer compared to our existing is that it is more efficient, has multiple slots for positioning the shelving, has an auto defrost cycle and is 3 inches narrower giving us just a little more room for our brooms and mops storage area. Please see specification sheets Attachment “D-1, 2 and 3”.

Goals: To purchase a new upright commercial freezer with more shelving locations, with an auto defrost cycle and with better efficiency.

Objectives:
a) To provide multiple shelf location options for better usability of the space which will allow us to store more frozen food.
b) To reduce the maintenance of periodically manually defrosting.
c) To be more efficient to save energy costs. New commercial upright freezers consume far less electricity due to advanced compressors, better insulation, and stricter energy standards, often using 10% to 25% less energy than models from the 2000s.
d) Provide a larger space for mop and broom storage.

3. Replace the Existing Water Heater. We have gas water heater that is approximately 12 years old that is located in the kitchen and serves the entire building. We have had issues with the automatic igniting control system for 6 plus years. For no apparent reason the controller does not always auto ignite the pilot light, when called for, which in turn lights the main burner to heat the water. When this happens, it is not noticed until someone feels that the water is not hot. Our Post manager, or their backup, has to come to the Post and reset the auto ignite system. It then takes an hour for the water to heat up to the set tempture.
The water heater serves the kitchen rinse table, the three compartment sinks, the dishwasher, the bar dishwasher and hand sink, and the men’s and women’s bathrooms. We are told that it would cost more to fix the igniter than purchasing a new water heater. We plan on purchasing a 50 gallon high efficiency gas water heater, from Home Depot of Sherwood, manufactured by Rheem. Please see specification sheet, Attachment “E-1 and 2”.

Community Enhancement Grant Application : Entry # 4885

Goals: To purchase a new water heater that will guarantee us hot water at all times, and to save energy.

Objectives:
a) To eliminate the problem of reduced or no hot water when the automatic igniter does not work.
b) To eliminate the problem of the General Manager, or their back-up to be called into the Post to reset the igniter,
c) To be more efficient to save energy costs. New water heaters compared to a 12 year old units have improved insulation, better burner technology, and more stringent energy efficiency standards and typically use 10% to 20% less energy. Also, most likely there is sediment buildup in our old water heater which reduces efficiency.

The Kitchen Improvement Project will begin on August 31, 2026 and be completed by September 18, 2026.

CEP Goals The Project Will Acheive

- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status
- Results in improvements in safety

CEP Goal Summary: Describe how this program/project will meet the goal: Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status

CEP Goal Summary – Upgrade

The new seamless vinyl flooring will improve the appearance of the kitchen and upgrade the property. Installation of a new gas water will also result in an upgrade of the property and lower the energy costs. The new freezer will improve the functionality of the kitchen by providing additional freezer space and will provide lower energy costs.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvements in safety

CEP Goals – Improvements Safety

The new seamless slip resistant vinyl flooring will improve safety by reducing slippage for members that work in the kitchen, and to all members, their family and guests, and the occasional general public, that enter the building through the back door and then go through the kitchen to the main hall.

Community Enhancement Grant Application : Entry # 4885

The new seamless flooring also improves sanitation safety because there are no cracks for grease and debris to collect, and by allowing the cleaning person to thoroughly mop the floor.

The new hot water heater will improve sanitation safety for all members, their family and guests, kitchen workers and bar tenders by providing guaranteed hot water at all times to the kitchen sinks, kitchen dishwasher, the bar sink, bar dishwasher and bathrooms.

Milestones: List anticipated milestones and dates.

Milestones

The Kitchen Improvement Project will begin on Monday, August 31, 2026 and be completed by Friday, September 18, 2026. It will be done in 4 Steps as follows:

Step 1: Start Date Monday, August 31, 2026. Member volunteers disconnect all the equipment and appliances in the north end of the kitchen and move to the south end. Then remove all the existing floor tile in this area. The flooring contractor then installs the new vinyl flooring in this area. Date of completion by Tuesday, September 8, 2026.

Step 2: Start Date Thursday, September 10, 2026. Member volunteers install the new water heater and new freezer, and move all the appliances and equipment back into the north end of the kitchen and re-connect. Date of completion by Sunday, September 13, 2026.

Step 3: Start Date Monday, September 14, 2026. Member volunteers disconnect all the appliance in the south end of the kitchen and move to the north end. Then remove the existing floor tile in this area. The flooring contractor then installs the vinyl flooring in this area. Date of completion by Wednesday, September 16, 2026.

Step 4: Start Date Thursday, September 15. Member volunteers move all the appliances back into the south end and re-connect. Date of Completion by Friday September 18, 2026.

Please see Attachment “G-1 and G-2” for estimated volunteer hours for all actions.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

Community Impact

The project will impact the community that visits the Legion during the Cruisin' Car Show or the Robin

Community Enhancement Grant Application : Entry # 4885

Hood Festival, or visiting as a guest of a member of the American Legion Family, a Legionnaire, a Sons of the American Legion or the women's American Legion Auxiliary.

Please see Attachment "A-1" and "A-2" for a list of programs and activities we have for Veterans and their families and how we are involved with the Sherwood community.

All the members of Post, their families and guests, the public that visits during the Cruisin' Car Show or the Robin Hood festival benefits by funding of this project.

There will be no impact to nearby homes or businesses.

American Legions serve all men and women currently serving in the military, all men and women veterans, sons and daughters of a parent or grandparent that is currently serving or is a Veteran. These individuals represent a very large group of diverse, social economic, race, religion, cultural and other ethnic groups.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Only American Legion member recources will be needed to complete this project. No community resources will be required.

The project does not require any coordination with a public organization but does require some coordination with the vinyl flooring contractor in terms of installation dates. These dates will be determined at the time the contract is signed with the contractor.

The purchase of the new freezer and water heater from Home Depot will be timed to arrive in advance of the installation of the vinyl flooring on the north end so they can be installed right away to meet the milestone date.

All coordination will be handled by Commander Phil Morton.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

The property is owned by the Sherwood American Legion who is the applicant. The public benifit of the project is provided above under "Community Impact".

Community Enhancement Grant Application : Entry # 4885

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- Attachment-A-1-and-A-2-About-the-American-Legion.docx
- Attachment-B-1-Flooring-Spec.docx
- Attachment-C-1-Flooring-Dwg.docx
- Attachment-D-1-Freezer-Specs-and-Price.docx
- Attachment-D-2-Freezer-Specs-and-Price.docx
- Attachment-D-3-Freezer-Specs-and-Price.docx
- Attachment-E-1-WH-Spec-and-Price.docx
- Attachment-E-2-WH-Spec-and-Price.docx
- Attachment-F-1-Floooring-Quote.docx
- Attachment-F-2-Flooring-Quote.docx
- Attachment-F-3-Flooring-Quote.docx
- Attachment-G-1-and-G-2-Volunteer-Hours.xlsx

Budget

Project Budget

- Attachment-H-1-Project-Budget.xlsx

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 funding will be used to purchase and install the seamless vinyl flooring for the kitchen, purchase a new commercial upright freezer and to purchase a new gas water heater, also located in the kitchen. Without the grant the project will not move forward.

There will not be any additional community resources or partnerships used to support the project.

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

Community Enhancement Grant Application : Entry # 4885

Please see Attachments "F-1", "F-2" and "F-3" for Flooring quote.
Please see Attachment "D-2" for Freezer price.
Please see Attachments "E-1" for Hot Water Heater price.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

The sources of funding are 44.55 hours of volunteer hours, and $210 cash from the American Legion for a warranty on the upright commercial freezer.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

There will be no ongoing costs or maintenance associated with this project.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

No

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

Phil Morton, Commander of the Sherwood American Legion, has managed all types of various projects throughout his occupational career of 40 plus years with Gaylord Industries, Tualatin. Outside of his occupation he has designed and managed construction of many home additions. He also managed four City of Sherwood American Legion CEP projects for the 2023-2024 cycle and four projects for the 2024-2025 cycle.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

The project does not require any coordination with a public organization but does require some coordination with the vinyl flooring contractor in terms of installation dates. These dates will be determined at the time the contract is signed with the contractor.

The purchase of the new freezer and water heater from Home Depot will be timed to arrive in advance of the installation of the vinyl flooring on the north end so they can be installed right away to meet the milestone date.

Community Enhancement Grant Application : Entry # 4885

All coordination will be handled by Commander Phil Morton.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Phil Morton

Date

04/13/2026

Electronic signature agreement

I accept

Attachment "H-1"

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget							
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source - Cash from Legion	Total project cost	Comments
New lenolium flooring	$ 4,403.00						
New upright commericial freezer	$ 1,549.00				$ 210.00	$ 1,759.00	210 is for warranty
New gas water heater	$ 859.00						
Member volunteers Step 1			16.75	$ 610.37			See Attachment "G-1 and 2" for estimated volunteer action hours.
Member volunteers Step 2			17.50	$ 637.70			
Member volunteers Step 3			8.90	$ 324.32			
Member volunteers Step 4			1.40	$ 51.02			
Personnel Services				-		$ -	
Materials & Supplies						$ -	
Capital Assets						$ -	
Administration						$ -	
Other (please explain)						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Total	$ 6,811.00	$ -		$ 1,623.41	$ 210.00	**$ 8,644.41**	

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$ 8,644.41**
$ of Total Budget provided by CEP funds	**79%**
% of Total Budget provided by Sponsor and other sources	21%

Attachment "A-1"

The American Legion – Argonne Post 56
22548 SW Pine St., Sherwood, Oregon 97140
Phone: 503-625-5889 Email: info@SherwoodLegion.org

About the American Legion Poat 56, from July 1, 2025 to June 30, 2026

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 2025 year we were able to help we helped over 25 families from Camp Withycombe, and over 20 children in our community. 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.
- Memorial Day Flags at Cemeteries – The day before Memorial Day we place small American Flags on Veteran's head stones at the St. Paul Lutheran Cemetery - Sherwood and the Middleton Pioneer Cemetery - Sherwood.
- Veterans' Day Dinner – On November 11th 2024 we provided a free dinner to any Veteran and to all Post members and their families.
- Celebration of Life – Our annual special Remembrance Dinner was held on September 27th to honor Post 56 members or any Sherwood Veteran who passed in the last year. It included readings and prayers from our Auxiliary Chaplain and music.
- 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, Friday Night Suppers, 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 Toss 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 to support this program, for several years.

Involvement with the Community

- Law Enforcement Career Camp – This is a camp offered to Sherwood HS boys and girls in their junior year to attend a six day camp intended to expose high school students to various aspects of law enforcement. The camp is in late July and is held at Camp Rilea Training /facility in Warrenton, Oregon. This camp is in partnership with the American Legion Department of Oregon, the Oregon State Police and cooperation from the Oregon State Sheriffs association and the Oregon Association of Chiefs of Police. This year we sponsored two boys from Sherwood HS. We funded $700 for the sponsorship.

Attachment "A-2"

Involvement with the Community (cont.)

- School Award Program – For several years we have awarded three Sherwood Middle School graduating students the American Legion Certificate of School Award. 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.
  In 2025 we sponsored two High School Junior that were selected by their teachers and staff to attend the Girls' State program held at Oregon State University from June 22-29, 2025. The Sherwood American Legion Auxiliary fully funded the $600 tuition.
- Boy's State Program - American Legion Boys State is a week-long program, held at Oregon State University from June 22-29, is designed to immerse high school juniors in the practical aspects of state and local government, with a focus on citizenship and leadership. Participants, known as "Boys Staters," create and operate mock local, county, and state governments. The program is sponsored by the American Legion and is a highly regarded educational experience. In 2025 we sponsored one high school boy to attend Boy's State. The Sherwood American Legion funded $350 towards the sponsorship portion.
- 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 2025 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.

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

Attachment "B-1"

POLYFLOR™
COVERING THE WORLD

Polysafe Apex 55
Stocking Program

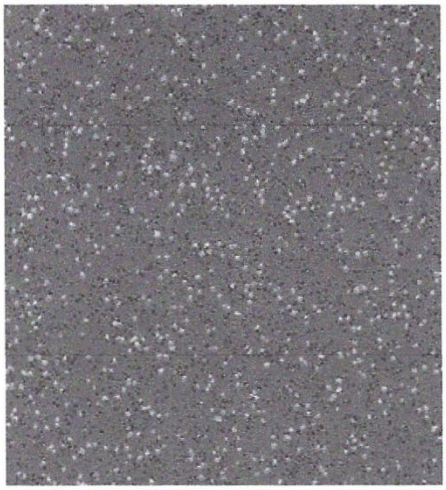
SPECIALTY SLIP RESISTANT SAFETY FLOOR



Chromite
PF4202FR3MM | W/R PFWELD4202



Sandstone
PF4207FR3MM | W/R PFWELD4207



Basanite
PF4208FR3MM | W/R PFWELD4208

Product Highlights:

- **Extremely durable 3.0 mm vinyl safety flooring**
- **Ideal for use in commercial kitchens & food production areas**
- **Pendulum test - 55+ (Slider 96) / Ramp Test - R12**
- **Sustainable slip resistance for the guaranteed lifetime of the product**
- **Enhanced slip resistance to withstand high-viscosity contaminants**
- **Welded seams for an impervious finish**
- **Quieter kitchen environment than quarry tile & easier to clean**
- **Stocked Locally**



Product Details:

Construction	Slip Resistant Vinyl
Classification	ASTM F1303, Type II, Grade I, Class B
Dimensions	6'7" Wide x 49'2" Long
Thickness	3 mm
Packaging	35.88 SY (average roll size)
Slip Resistance	R12
Pendulum Test	55+
Installation	Glue Down
Adhesive	Taylor Resolute

Warranty:

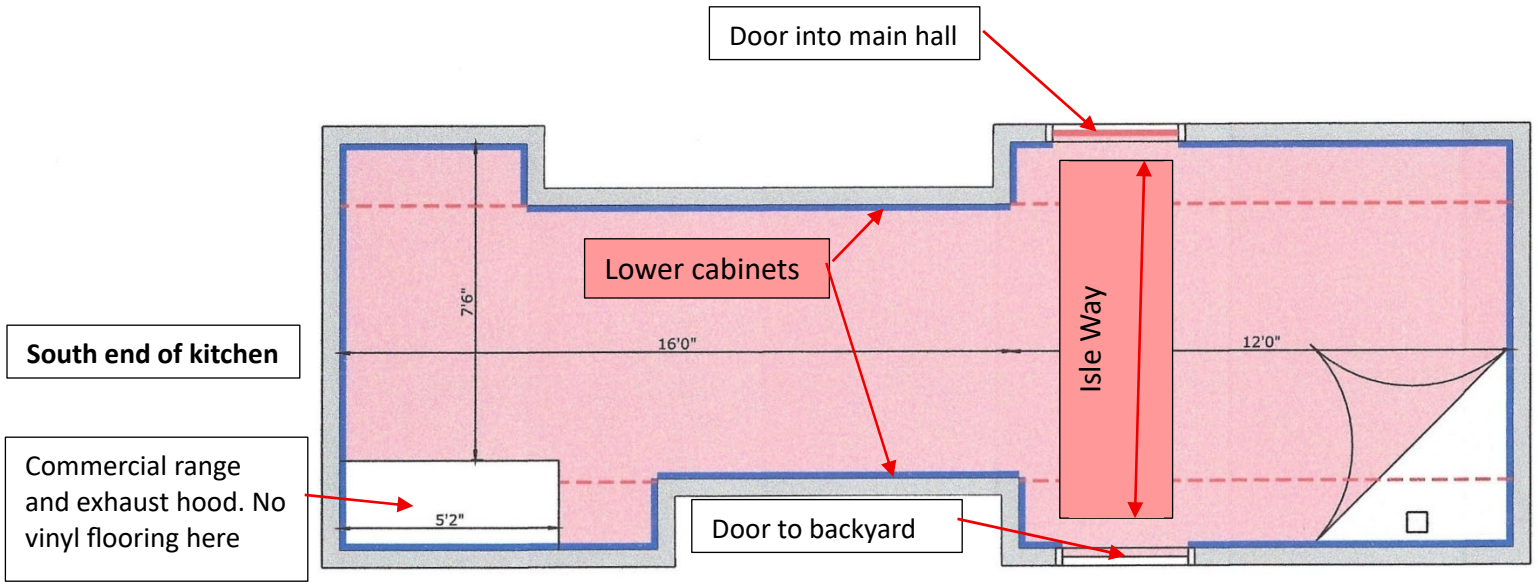
20 Year Commercial

Additional Specifications, Full Installation Instructions & Warranty Information Available Online at TASSUPPLY.COM

T&A supply company, Inc.

Attachment “C-1”

Main Floor 2/3



Floor Prep - Vinyl SF
SV-1 - Polyflor, Polysafe Apex 55 Slip Resistant Sheet Vinyl (Color - TBD) SY
SV-1a - Heatweld LF
TR-1 (Material 1/Material 2) - Transition - TBD LF
WB-1 - Johnsonite Duracove 4" Cove Base (Color - TBD) LF

Attachment "D-1"

#1 Home Improvement Retailer

Pro Sherwood 10PM 97140 W. Sherwood 10PM 97140 Menu

... / Appliances / Commercial Appliances / Commercial Freezers / Koolmore Commercial Freezers

Internet # 331461173 Model # KM-RIF-1D17C-WH UPC Code # 810019865527

Feedback





SHOP SPRING BLACK FRIDAY DEALS ›

Koolmore

30 in. 21 Cu. Ft. Auto/Cycle Defrost Commercial Reach-in Upright Freezer in White

Attachment "D-2"

★★★★★ (28) Questions & Answers (2)

$1,549.00

Pay **$1,449** after **$100 OFF** your total qualifying purchase upon opening a new card.
Apply for a Pro Xtra Credit Card

- 21 cu. ft. capacity for ample storage
- 2 adjustable feet and backcasters allow easy mobility
- Secure key lock ensures safety
- View More Details

Feedback

Pickup at Sherwood Delivering to 97140

Ship to Store
Apr 24 - Apr 29
35 ready to ship
FREE

Delivery
Thu, Apr 30
35 available

Check Nearby Stores

Delivery Details

Protect This Item

Select a Home Depot Protection Plan by Allstate for:

- ○ 3 Year / **$210.00**
- ◉ No thanks

What to Expect

— 1 + Add to Cart

Add to List

Add to Quote

Add to Project

Product Details

Specifications

Dimensions: H 74.1 in, W 30 in, D 30 in

Attachment "D-3"

30 in. 21 Cu. Ft. Auto/Cycle Defrost Commercial Reach-in Upright Freezer i...

by Koolmore

Images (10)



Tap and Hold to Zoom



Many slots for adjustment of shelves.

Attachment "E-1"

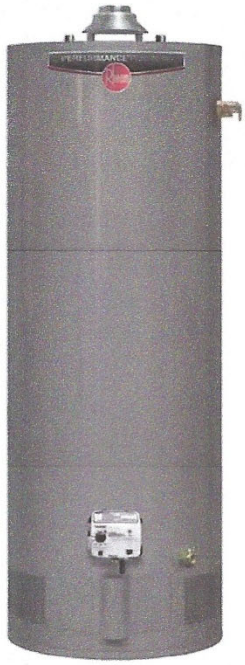
#1 Home Improvement Retailer

Sherwood 10PM 97140 W. Sherwood 10PM 97140 Shop All Service

... / Water Heaters / Tank Water Heaters / Gas Tank Water Heaters / Rheem Gas Tank Water Heaters

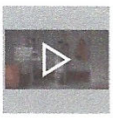
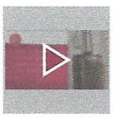
Internet # 204697785 Model # XG50T12HE40U0 Store SKU # 1000034941 Store SO SKU #1001020883

Feedback








Rheem

Performance Platinum 50 Gal. Tall 40,000 BTU Natural Gas Water Heater with 12-Year Warranty

4.5 (15476) Questions & Answers (1317)

BULK PRICE ELIGIBLE $859.00 Was $959.00 Save $100.00 (10%)

Buy 3 or more $773.10

Attachment "E-2"

$72.00/mo** suggested payments with 12 months** financing Apply Now

- Platinum design provides long-lasting tank protection
- 50-Gallon tank provides hot water for households with 3-5 people
- Restricted in CA, UT, and CO – see disclaimer below
- View More Details

Sherwood Store

✓ 5 in stock Aisle 13, Bay 005

Nominal Tank Capacity (gallons): **50 gal**

~~29 gal~~ | 40 gal | **50 gal** | 55 gal | 75 gal | ~~98 gal~~

Tank Warranty: **12 Year**

6 Year | 9 Year | **12 Year**

Pickup at Sherwood Delivering to 97140

Pickup
Today
5 in stock
FREE

Delivery
Mon, Apr 6
29 available

Check Nearby Stores

Delivery Details

Get it delivered as soon as tomorrow. Schedule your delivery in checkout.

Get Expert Water Heater Installation

Need help fast? Call 1-855-400-2552

☐ Request a free consultation

ⓘ What to Expect

Protect This Item

Select a Home Depot Protection Plan by Allstate for:

○ 5 Year / **$85.00**

● No thanks

Feedback

Attachment "F-1"

SPECTRA
CONTRACT FLOORING
a DIVERZIFY company

Quote Number: Q-121928 - 2603296018
Contractors License Number: SPECTCF972MJ
Contractors License Expiration Date: 7/13/2027

3/19/2026

American Legion - Sherwood - Kitchen Remodel
Phil Morton
American Legion - Argonne Post #56
22548 Southwest Pine Street
Sherwood, OR 97140

Phil Morton,

We are pleased to submit a proposal for the following project:

American Legion - Sherwood - Kitchen Remodel
22548 SW Pine St
Sherwood, OR 97140

Safety Flooring

Line Description	Quantity	UoM	Unit Price	Total Price
SV-1 - Polyflor, Polysafe Apex 55 Slip Resistant Sheet Vinyl (Color - TBD)	26.00	SY	$133.2700	$3,465.00
			Subtotal:	**$3,465.00**

Wall Base

Line Description	Quantity	UoM	Unit Price	Total Price
WB-1 - Johnsonite Duracove 4" Cove Base (Color - TBD)	76.00	LF	$2.9600	$225.00
			Subtotal:	**$225.00**

Floor Prep

Line Description	Quantity	UoM	Unit Price	Total Price
Skim Coat under Sheet Vinyl	1.00	EA	$425.00	$425.00
			Subtotal:	**$425.00**

****Subtotal: $4,115.00**

This proposal is valid for 30 days from the date of the proposal

This is the final price without 7% add of anticipated higher fuel costs.
See Attachment "F-3". Total price with 7% ($288) increase is $4403.00.

****Base Bid Total: $4,115.00**

ALTERNATE(S)

Demo Existing Material

Line Description	Quantity	UoM	Unit Price	Total Price
Demo Vinyl Tile	1.00	EA	$690.00	$690.00

Attachment "F-2"

Line Description	Quantity	UoM	Unit Price	Total Price
			Alternate Subtotal:	**$690.00**

****Alternate Total: $690.00**

Add 1/4" Plywood to subfloor

Line Description	Quantity	UoM	Unit Price	Total Price
Furnish and Install 1/4" Plywood to subfloor	1.00	EA	$1,800.00	$1,800.00
			Alternate Subtotal:	**$1,800.00**

****Alternate Total: $1,800.00**

Notes:
Pricing includes Daytime Labor at Standard Wages (8am - 3pm)
Proposal includes an Alternate for Demo
Proposal includes an Alternate furnish and install of 1/4" plywood subfloor
Pricing includes Floor Prep/Skim Coat under Resilient
Pricing excludes moving of kitchen equipment

Proposal Excludes the Following:

All costs that affect Material or Labor, including time spent, shipping fees, expediting costs, costs to cover or procure substitute materials, or other expenses, including any costs arising out of a delay in the supply of materials or impacts to the schedule, incurred by Spectra or its employees arising from any disruptions, interruptions or delays in the manufacture, production, delivery, distribution or transportation of any materials, supplies, or equipment shall be borne by you and will be added to the cost of the Work. Any delays in the Work or the Work Schedule that result from any delay in or unexpected time for the delivery of materials or equipment shall not be the responsibility of Spectra and any damages, including liquidated damages, that result from such delay shall not be borne by Spectra.

Terms & Conditions:
Acceptance:
Any and all proposals are subject to the parties entering into a written agreement acceptable to Spectra. This proposal is not legally binding unless signed by a person authorized to make such proposal on behalf of Spectra. This proposal will expire if not accepted within thirty (30) days of the proposal date.
Additional Work:
This proposal only pertains to the work set forth herein. No extra work or changes under this contract will be recognized or executed unless agreed to in writing by a person authorized by Spectra.
Bond:
Spectra is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Spectra to participate in such programs may result in additional costs.
Conditions of Installation:
Work Area to be maintained before and during installation to the conditions of use required per industry standards as well as manufacturer's requirements and recommendations. Al substrates required to meet manufacturer's specifications and requirements. Floors shall be broom clean, free of foreign matter. Finish lighting installed and functional to reflect finished room conditions.
Credit Review and Payment Terms:

Attachment "F-3"

Subject Re: American Legion - Sherwood Updated Proposal

From Courtney Upton <courtney.upton@spectracf.com>

To PHILIP MORTON <philofar@hughes.net>

Date Thursday March 19, 2026 4:26:06 PM

Price increase of 7% ($288.00) because of anticipated higher fuel costs.

Hey Phil, the Armstrong did recommend adding a percentage for material increase. She said given the price of fuel increasing, they anticipate price increases across the board from their manufacturers in the next month. I think a 5% - 7% increase would be valid.

Courtney Upton | Account Executive

P (503) 444-3070
C (503) 467-1640

SPECTRA®
CONTRACT FLOORING
a DIVERZIFY company

spectracf.com

Please consider the environment before printing this email.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

From: PHILIP MORTON <philofar@hughes.net>
Sent: Thursday, March 19, 2026 2:50 PM
To: Courtney Upton <courtney.upton@spectracf.com>
Subject: Re: American Legion - Sherwood Updated Proposal

Thank you. Phil

Attachment "G-1"

Number of Volunteer Labor Hours Required for Vinyl Floor Installation

Step 1 - Move Equipment From North End of Kitchen to South End

Description	# of People	# of Hrs. per Person	Total Hrs.	Comments
Unload items from refrigerator and place on counters on south side of kitchen.	1	0.50	0.50	
Move refrigerator to south side of kitchen	2	0.25	0.50	
Place items back into refrigerator	1	0.50	0.50	
Empty freezer and place food in the shed freezer	1	0.75	0.75	
Load freezer in Jim Edy's truck	2	0.25	0.50	Donate to Habitat for Humanity
Disconnect SS rinse table and move to backyard	2	0.50	1.00	
Disconnect dishwasher and move to south side	2	0.50	1.00	
Disconnect Ice machine and move to south side	2	0.50	1.00	
Drain WH, disconnect and load in Jim Edy' truck	2	0.75	1.50	Donate to Habitat for Humanity
Jim Edy hauls WH and freezer to Habitat	1	2.00	2.00	
Disconnect 3 compartment sink and move to backyard	2	1.00	2.00	
Disconnect grease trap and place in backyard	2	0.75	1.50	
Remove existing 12x12 linoleum tile place in heavy duty contractor's bags and load into Jim Edy's trailer.	2	2.00	4.00	
		Total Hours	**16.75**	

Step 2- After New Sheet Vinyl Flooring is Installed, Move Equipment Back to North End of Kitchen and Re-install

Install new WH with new catch pan, vent piping, and supply lines, fill tank and test	2	1.50	3.00	
Install grease trap	2	1.50	3.00	
Install 3 compartment sink	2	1.00	2.00	
Install ice machine	2	1.00	2.00	
Un pack and install new freezer	2	0.50	1.00	
Install dishwasher	2	1.00	2.00	
Install SS rinse table	2	1.00	2.00	
Unload items from refrigerator and place on counter	1	0.50	0.50	
Move refrigerator back to north end	2	0.25	0.50	
Place items back into refrigerator	1	0.50	0.50	
Move items from freezer in shed, move into new freezer	2	0.50	1.00	
		Total Hours	**17.50**	

Step 3 - Move Equipment From South End of Kitchen to North End

Move ventless fryer unit (on wheels) to north end	2	0.10	0.20	
Move pots and pans shelving unit (on wheels) to north end	2	0.10	0.20	
Disconnect domestic gas range and move to north end	2	0.25	0.50	
Remove existing 12x12 linoleum tile place in heavy duty contractor's bags and load into Jim Edy's trailer.	2	3.00	6.00	
Jim Edy takes linoleum bags to Newberg Transfer Station	1	2.00	2.00	
		Total Hours	**8.90**	

Attachment "G-2"

Step 4 - After New Sheet Vinyl Flooring is Installed, Move Equipment Back to South End of Kitchen and Re-install				
Roll pots and pans shelving unit back in place	2	0.10	0.20	
Roll ventless fryer unit back in place	2	0.10	0.20	
Move domestic gas range back and re-connect	2	0.50	1.00	
		Total Hours	**1.40**	

2026-27 CEP Grant Application

SHERWOOD CHAMBER OF COMMERCE - CRUISIN' SHERWOOD 2026

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**SHERWOOD CHAMBER OF COMMERCE - CRUISIN' SHERWOOD 2026**	
Staff Reviewer Name:	Leslie Dean	Criteria Met
Verification Criteria:	Metro/IGA Requirements	(Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**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
FY2025-26	Cruisin' Sherwood 2025	$ 20,998
2. Were the applications for the same project in the current application?		Y
	FY21-22, FY24-25	
3. How much as been awarded to the group for the project in the current application?		$ 42,658.10
4. How much has been awarded to the group overall?		$ 68,653.10
	Total number of grant awards	4

Community Enhancement Grant Application : Entry # 4886

Applicant Information

Applicant Information

Sherwood Chamber of Commerce

Applicant Information

16273 SW Railroad St.
Sherwood, OR 97140
Map It

Applicant Information

cmclaughlin@perlo.biz

Applicant Information

503-625-7800

Applicant Information

https://www.sherwoodchamber.com

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

93-0938421

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4886

On-going Awards: Was a Community Enhancement Grant received last year?

Yes

Current Year Projects: 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?

Status of Project: Completed
Final Exit Report: Completed and Filed With the City

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 current application is NOT a continuation of the 2025 project. The project was intended to support and enhance the Annual Classic Cruisin' Sherwood event. Due to extreme, unexpected weather conditions there were some challenges.
Despite the turnout challenges, the project was successful in achieving several core objectives outlined in the proposal and aligned with the Community Enhancement Program goals. For example: the event strengthened partnership with the city, built relationships in the community and enhanced teamwork. Even with low turnout, the event infrastructure—traffic control, staging, vendor setup, safety protocols—was executed effectively. This shows the planning model is sound and scalable.

From a participation standpoint, the event did not meet expectations due to record breaking, torrential rainfall that was entirely outside human control.
This severe weather significantly reduced attendance and participation, making the turnout portion of the project less successful than planned. Importantly, this outcome was not the result of planning failures, operational issues, or lack of community interest. The weather was the sole determining factor.

As a learned experience and to help avoid weather issues in 2026 the Chamber has changed the date of the event to be held in August. We expect completely different results in 2026.

Complete and thorough details of the event have been filed in our exit report filed with the City as required.

On-Going Support: 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?

Community Enhancement Grant Application : Entry # 4886

N/A

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Cruisin' Sherwood 2026

Amount Requested

$17,375.00

Program/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. Include beginning and end dates.

The proposed project is Cruisin' 2026. This car show is a long standing Sherwood tradition and is in it's 34th year. It is one of the family friendly summer festivals that give Sherwood its home town feel and brings in others from outside the community to see what a great place it is. We intend to use the CEP funds to offset some of the costs of the festival which are outlined on the attached budget. These include items for the safety and security of the festival. We have selected items from the budget that we think align with the goals of the grant. The overall objective is to celebrate the City of Sherwood and its businesses and residents. The location will be in the streets and public spaces of downtown Sherwood and will be a one day event held on August 8th 2026

CEP Goals The Project Will Acheive

- Benefit youth, seniors, low income persons or underserved populations
- Enhances art and culture within the community
- Improves the employment or economic opportunities

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

The Cruisin’ Car Show is a free public festival that provides low income individuals and families, free entertainment, opportunities to engage with local resources, and potential pathways for participation

Community Enhancement Grant Application : Entry # 4886

as volunteers or vendors. Together, these benefits make a classic car show a uniquely inclusive event that strengthens community bonds and broadens access to enrichment. By not requiring an entrance fee, the car show is accessible to people of any age group.

Additionally, the Cruisin' car show offers meaningful benefits to youth, seniors, and low income residents by creating an accessible, community experience. Youth gain exposure to hands on learning in mechanics, engineering, and design, along with opportunities for mentorship and volunteer skill building.

Seniors enjoy a welcoming, nostalgic environment that encourages social connection and storytelling. And, the event does not require any stair climbing as it is held on a single level throughout the show easily managed by foot or wheelchair.

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

Cruisin' is a physical lesson in the history of automobiles. Attendees can see how motor vehicles have changed over the decades from more primitive basic vehicles to sleeker modern vehicles. The participants exhibiting their cars love to engage with the attendees and are passionate about their vehicles and the history of each exhibit.

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the employment or economic opportunities

This event brings thousands of visitors into the City of Sherwood, creating a significant boost to the local economy. Because the festival's vendors are almost exclusively local, much of the spending generated by the event stays within the community. Exhibitors and attendees spend nearly the entire day in Sherwood, patronizing restaurants, cafés, retail shops, and service businesses. This increased foot traffic leads to higher sales, greater visibility for small businesses, and repeat customers long after the event ends. The car show effectively acts as an economic engine—driving revenue, supporting local jobs, and strengthening the overall vitality of Sherwood's business community.

Milestones: List anticipated milestones and dates.

The show is August 8th 2026.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

Community Enhancement Grant Application : Entry # 4886

The community of Sherwood will be the beneficiary of this grant. The Cruisin' event is focused bringing people to the heart of the city to experience what we have to offer. Being a free event it is a great option for a low cost summer festival to bring in diverse or underserved visitors from the surrounding region. The businesses and residents surrounding the event are impacted on the day of the event, but we make genuine efforts to communicate with them and make it as seamless as possible.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The City of Sherwood Center for the Arts will be used for festival registration
The City of Sherwood police will be present and patrolling the event
The City of Sherwood public works staff will provide street barricades and signage for the event

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- Exhibit-A-Grant-Funds-and-the-Relationship-to-Sponsorships-that-are-Sold.docx

Budget

Project Budget

- Project-Budget-Worksheet-Sherwood-Chamber-Cruisin.xlsx

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?

Community Enhancement Grant Application : Entry # 4886

Question 1: The details for the use of grant funding can be seen on the attached budget.
Question 2: The grant funding will ensure that the car show will be a continuing summer festival. IMPORTANT information and comprehensive explanation regarding the critical nature of funding s further explained in Attachment A.
Question 3: We will partner closely with the city public works department as well as the police for the day of the event.

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

These budgeted costs were estimated based on expenses from prior years.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

The remaining funds for the event will be paid for with sponsorships, revenue from apparel and beer sales, vendor revenue and car registration fees.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

The costs for this event do not involve ongoing maintenance costs.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

No

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

This year the chamber has elected to contract with an event planner to ensure the event runs smoothly. She has been involved with the Cruisin' event for the past several years and will be able to focus on the event and ensure that it runs smoothly. In past years, we have relied solely on the executive director and the volunteers to plan and coordinate the event.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

Community Enhancement Grant Application : Entry # 4886

The event requires coordination with the City of Sherwood leading up to the event. The event coordinator and the planning committee meet regularly to ensure the coordination milestones are met.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Chris P McLaughlin

Date

04/13/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Portable Toilets	2,900.00			-		$ 2,900.00
Golf Carts	1,000.00					$ 1,000.00
Fencing	900.00					$ 900.00
Other Rentals (Radios, Tables)	1,000.00				1,200.00	$ 2,200.00
Bank Merchant Fees					510.00	$ 510.00
Suppliers					1,000.00	$ 1,000.00
Insurance	3,500.00				-	$ 3,500.00
Advertising					2,200.00	$ 2,200.00
Parking Lot Fee	75.00				-	$ 75.00
Apparel Expense					3,000.00	$ 3,000.00
Beer Garden					1,000.00	$ 1,000.00
Cruisers Car Club	4,500.00					$ 4,500.00
Entertainment					7,550.00	$ 7,550.00
Food - Volunteers	1,000.00					$ 1,000.00
Misc Expenses					900.00	$ 900.00
Printing	500.00					$ 500.00
Awards and Trophys					3,000.00	$ 3,000.00
Sponsorship Expense					200.00	$ 200.00
Event Coordinator	2,000.00					$ 2,000.00
Total	$ 17,375.00	$ -		$ -	$ 20,560.00	**$ 37,935.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**37,935.00**
$ of Total Budget provided by CEP funds		**46%**
% of Total Budget provided by Sponsor and other sources		54%

Grant Funds and the Relationship to Sponsorships that are Sold

CEP Grant funds will be used solely to support the production and operational costs of the Cruisin' Sherwood event. But the overall success of the community event goes beyond the *use* of funds. What becomes extremely relevant is the ability to secure sponsorships.

In this relationship, grant awards become extremely critical in terms of approving a grant. Let's understand this context further:

- Using the 2025 event as an example, sponsorships were successfully sold as expected. However, the event was over-shadowed by unpredictable record-breaking rainfall which caused both car show participants and community supporters to not show up. (This has been very well documented in our 2025 exit report if further information and details are required.)
- When it comes to securing sponsors in 2026, we are in some instances facing negative community and sponsor feedback that verbalizes this tone: "Why should I sponsor this year? The event gets rained on every year and I get nothing in return for my investment."
- As our sponsorship sales team is facing that negative feeling, we have an uphill battle to overcome. The good news to overcome those feelings is that we changed the date of the event to August and our Title Sponsor has committed to participate again. Both are positive selling points.

> The **key point** in the evaluation process of the application is:
>
> *The overall financial success of the event is largely dependent on sponsorship support.*

What does this background information and key point mean when it comes to answering the application question "Why is grant funding critical to the success of the project?" The answer to that question is twofold.

- If sponsorships fall short of expectations the event would lose money and grant funding becomes *extremely* critical and relevant to cover costs and be profitable.
    - We do not expect this scenario to happen, and we are fully committed to funding sponsorships.
- If the chamber achieves its sponsorship goals as we expect, then grant funding is not critical and funds can be returned.

> Considering the key point and the two possible scenarios above we completely understand and propose to return the grant funds if sponsorship goals are achieved.

Commitment to Return Funds
If sponsorship revenue exceeds costs and the event produces a net profit any grant funds provided for the 2026 Cruisin' Sherwood event will be returned.

- For clarity, this statement applies when sponsorships fail to cover expenses and the event yields no net profit.

Timing and Accounting
A final, transparent accounting of event revenues and expenses will be completed following the event. Any grant funds required to be returned will be refunded within 60 days of the completion of that final accounting.

Context and Rationale
The Chamber and the Cruisin committee remain fully committed and energized. Volunteers and directors are working to restore sponsor confidence and ensure efficient event delivery. We are committed to seeing Cruisin Sherwood, a part of the community, continue for a long period of time. The event is part of the communities DNA!

Nevertheless, because the event is dependent on sponsorships, we recognize the possibility that sponsorships may not fully cover costs. We encourage the evaluation committee to award this grant so that we can ensure the survival of the event.

Transparency and Communication
The Chamber will keep grantors informed of fundraising progress, event decisions, and the final financial outcome. If a refund is required under this proposal, the Chamber will provide documentation of the final accounting along with the refund.

2026-27 CEP Grant Application

SHERWOOD THEATER ARTS AND RESOURCE SOCIETY - STARS ARTS EDUCATION AND MENTORSHIP PROGRAM

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	SHERWOOD THEATER ARTS AND RESOURCE SOCIETY - STARS ARTS EDUCATION AND MENTORSHIP PROGRAM	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		**YES**
FY2024-25	AUDIO EQUIPMENT	
2. Were the applications for the same project in the current application?		**NO**
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?		**$ 9,690**
	Total number of grant awards	**1**

Community Enhancement Grant Application : Entry # 4891

Applicant Information

Applicant Information

Sherwood Theater Arts and Resource Society

Applicant Information

22520 SW Washington St.
Sherwood, OR 97140
Map It

Applicant Information

c.mcnear@sherwoodstarsociety.com

Applicant Information

415=792-2857

Applicant Information

https://sherwoodstarsociety.com

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

93-3707651

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Community Enhancement Grant Application : Entry # 4891

Applicant Information

STARS Arts education and Mentorship Program

Amount Requested

$15,000.00

Program/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. Include beginning and end dates.

The STARS Arts Education and Mentorship Program is a community-centered initiative designed to expand access to arts education and hands-on creative experiences in Sherwood. CEP funding will support the development and implementation of mentorship tracks in directing, technical production, and design, as well as a series of community-based classes and workshops across multiple artistic disciplines.
This program seeks to remove barriers to arts participation by offering low-cost or free opportunities for individuals of all ages and experience levels to engage in the creative process. Programming will take place at our venue, The Loft above the Mason Lodge, a multifunctional space that includes a stage with AV equipment, an open floor plan for classes, a concession area, and a small workshop/backstage area.
The program will launch in June 2026 and continue as an ongoing initiative, with formal evaluation and reporting conducted on an annual basis.

CEP Goals The Project Will Acheive

- Enhances art and culture within the community

CEP Goal Summary: Describe how this program/project will meet the goal: Enhances art and culture within the community

This project will strengthen Sherwood’s cultural landscape by creating inclusive, accessible opportunities for creative engagement. Participants will benefit from skill development, mentorship, and a sense of belonging, while the broader community will experience increased access to arts programming and cultural events.
The program is designed to serve a diverse cross-section of the community, including young adults, individuals with limited access to arts education, and those seeking affordable recreational opportunities. By intentionally reducing financial and accessibility barriers, the program aims to reach traditionally underserved populations.

Community Enhancement Grant Application : Entry # 4891

Increased arts activity also has a positive ripple effect on nearby homes and businesses, contributing to a more vibrant, connected, and economically active community.

Milestones: List anticipated milestones and dates.

Program Planning & Outreach: Ongoing beginning June 2026, with monthly tracking of program development, outreach efforts, and community engagement. The program is designed as a continuous initiative, with comprehensive reporting completed every 12 months.

Participant Recruitment & Enrollment: Ongoing beginning June 2026, aligned with outreach efforts and program expansion to ensure consistent enrollment and accessibility.

Launch of Classes & Workshops: Initial programming is already underway, including a directing mentorship and visual arts classes (painting and drawing). Additional offerings currently in development include acting classes, music appreciation, and creative writing, with instruction led by local artists.

Mentorship Program Implementation: Mentorship tracks in directing, with planned expansion into technical production and design, will be implemented on a rolling basis beginning in 2026 as instructors and participants are secured.

Midpoint Evaluation & Adjustments: A comprehensive program review will be conducted in December 2026 to assess participation, outcomes, and areas for growth, with adjustments made as needed.

Community Presentation / Showcase: Community presentations will occur on an ongoing basis. The first major showcase will feature the directing mentorship program, culminating in a one-act performance series in October of 2026 developed and directed by program participants.

Program Evaluation & Reporting: The first formal evaluation will take place in December 2026, followed by an annual reporting cycle (next scheduled for July 2027) to ensure continued program effectiveness and sustainability

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this

Community Enhancement Grant Application : Entry # 4891

project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

This project will strengthen Sherwood's cultural landscape by creating inclusive, accessible opportunities for creative engagement. Participants will benefit from skill development, mentorship, and a sense of belonging, while the broader community will experience increased access to arts programming and cultural events.
The program is designed to serve a diverse cross-section of the community, including young adults, individuals with limited access to arts education, and those seeking affordable recreational opportunities. By intentionally reducing financial and accessibility barriers, the program aims to reach traditionally underserved populations.
Increased arts activity also has a positive ripple effect on nearby homes and businesses, contributing to a more vibrant, connected, and economically active community.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

This project will utilize our current community accessible space as it serves all our needs. STARS will collaborate with local artists, educators, and volunteers to deliver programming.
The program may also involve coordination with community organizations, and local businesses to support outreach, participation, and resource sharing. Existing relationships with community partners will help ensure successful implementation and sustainability.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

Yes

On-going commitments: Please explain the plans for on-going commitments, the expected funding sources and the estimated project cost by funding source.

This program is designed as a scalable, ongoing initiative. Future phases may include expanded mentorship tracks, additional class offerings, and increased community partnerships to further

Community Enhancement Grant Application : Entry # 4891

broaden access and impact.

Upload Optional Supplemental Materials.

- IRS-501c3-determination-letter.pdf

Budget

Project Budget

- CEP-Project-Budget-STARS-26.xlsx

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?

CEP funding will be used to support instructor stipends, program materials, facility use, and outreach efforts. These funds are critical to ensuring that programming remains accessible and affordable to the community.
Additional support will come from volunteer contributions, in-kind donations, and community partnerships, allowing the program to maximize impact while maintaining financial sustainability.

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

Cost estimates are based on a combination of prior program experience, standard rates for instructors and materials, and comparable community arts programming. Where applicable, estimates are informed by quotes and historical budgeting from similar initiatives.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Matching support will include a combination of volunteer hours, in-kind donations, and potential supplemental funding from community partners and local supporters. These contributions demonstrate strong community investment in the success of the program.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

Ongoing costs may include instructor stipends, materials, and facility usage. STARS is committed to sustaining the program through a combination of future grants, community partnerships, modest program fees where appropriate, and continued volunteer support.

Community Enhancement Grant Application : Entry # 4891

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

STARS has experience developing and implementing community-focused arts programming, including mentorship initiatives and public-facing events. The organization has successfully engaged local artists, volunteers, and participants in collaborative programming that emphasizes accessibility and community impact.
Recent efforts include the launch of a directing mentorship program and the development of community-oriented arts education initiatives, demonstrating both capacity and commitment to program growth.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

This project may involve coordination with local community organizations, and partner venues to support outreach and program delivery. STARS has established relationships within the community and will continue to build partnerships as needed to ensure the program’s success.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Coleman McNear, Board member & Development officer

Date

04/13/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget

Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	400.00		500.00	18,220.00		$ 18,620.00
Materials & Supplies	7,500.00			250		$ 7,750.00
Capital Assets						$ -
Administration						$ -
Other (please explain)						$ -
Licensing	2,100.00					$ 2,100.00
						$ -
						$ -
						$ -
Total	$ 10,000.00	$ -	$ 500.00	$ 18,470.00	$ -	**$ 28,470.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**28,470.00**
funds		**35%**
Sponsor and other sources		65%

One act licenses	900
One act materials	3000
Club supplies	500
2027 production licenses	1200
2027 production materials	4000
Workshop professionals	400
	10000

2026-27 CEP Grant Application

MIDDLETON ELEMENTARY SCHOOL PAC - PLAYGROUND IMPROVEMENT: PICNIC TABLES AND BENCH

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**MIDDLETON ELEMENTARY SCHOOL PAC - PLAYGROUND IMPROVEMENT: PICNIC TABLES AND BENCH**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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 THROUGH IRS 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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**

Community Enhancement Grant Application : Entry # 4895

Applicant Information

Applicant Information

Kristin Gorton, c/o Middleton Elementary School PAC

Applicant Information

23505 SW Old Hwy 99W
Sherwood, Oregon 97140
Map It

Applicant Information

vp@middletonpac.org

Applicant Information

(503) 544-4340

Applicant Information

https://www.middletonpac.org/

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

93-1293586

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Community Enhancement Grant Application : Entry # 4895

Applicant Information

Middleton Elementary School Playground Improvement: Picnic Tables and Bench

Amount Requested

$6,410.60

Program/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. Include beginning and end dates.

The Middleton Elementary School Parent Advisory Council is requesting funds to install 3 all-weather picnic tables, one ADA accessible all-weather picnic table and a bench on our playground.

Earlier this year, Principal Natasha Edinger identified the need for increased usable playground square footage to accommodate the school population. Recess times at Middleton Elementary are staggered among grades, and students use the playground all day long, from 9 a.m. to 1:20 p.m.

There is a large, unused flower bed at the end of the playground that was formerly used for a student garden. After its installation, staff observed that students did not benefit from having a garden on site, as most of the vegetables reached maturity during the summer while school is out. The flower bed is quite large – fifty-three by eighteen feet. If it could be converted to usable space, it would be a significant improvement for our students and community alike.

Our principal collaborated with a group of fifth grade leadership students to select our CEP project. The students believe that picnic tables will be a valuable addition and compared to other playground improvements, this project is significantly more affordable and much easier to install.

The Middleton Elementary playground is also open to the public when school is not in session. This project will improve recreational areas, upgrade non-profit property, improve the cleanliness of the neighborhood and be accessible to all members of our community.

Rather than a time-limited program, this is a project which would be easy to implement and would provide ongoing value to the student body and local community for the life of the tables. If awarded, we would purchase and install the outdoor furniture which would be available to students and the community for the life of the tables and bench.

CEP Goals The Project Will Acheive

- Improves the appearance or environmental quality of the community

Community Enhancement Grant Application : Entry # 4895

- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status
- Results in improvement to, or an increase in recreational areas and programs in the community
- Benefit youth, seniors, low income persons or underserved populations

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the appearance or environmental quality of the community

As you may observe in our supporting documents, this flower bed is currently unused and unattractive. Should we receive funding, Sherwood School District staff will volunteer their time to remove an unsightly and defunct garden shed and install picnic tables and a bench that will result in both utility and improved appearance.

CEP Goal Summary: Describe how this program/project will meet the goal: Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status

Middleton Elementary school is a nonprofit organization, as is the Middleton Elementary School Parent Advisory Council (PAC).

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvement to, or an increase in recreational areas and programs in the community

Installing picnic tables and a bench will open up 954 additional square feet of usable playground space for our thriving student population. As part of our grant application, we solicited feedback from one of our fifth grade classes regarding how they envision using the tables and bench during recess and after school. They highlighted several options, such as having a place to sit and talk with friends; a place for students with physical injuries or limitations to take a break; and additional seating for special events such as our annual Middleton Carnival.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

Installing picnic tables and a bench would be a primary benefit to the elementary school students who use the playground for recess each day. It would also be a secondary benefit to the Sherwood community members who visit the playground with their families outside of school hours.

Milestones: List anticipated milestones and dates.

Should Middleton Elementary be awarded grant funds, the Parent Advisory Council would coordinate with the Sherwood School District Office to order the picnic tables and bench for delivery in July 2027.

Community Enhancement Grant Application : Entry # 4895

Sherwood School District Facilities Supervisor Kyle Laursen will oversee installation by district facilities staff members.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

The Middleton Elementary playground is enjoyed by the whole community. It's an important place for students to develop physical and social skills during the school day. It also allows local families recreational opportunities outside of school hours. The new picnic tables may be used for families taking a break during summertime play dates, students playing games with friends at recess, or a place of respite for those walking the neighborhood.

Both the picnic tables and bench are durable and designed to be long-lasting in a high-use outdoor environment. The Belson picnic tables are commercial grade. The Polywood bench comes with a 20-year warranty. With this one-time investment, the Metro/Sherwood Community Enhancement Program would be providing a long-term gift to residents and students for many years to come.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The Parent Advisory Council has been working in collaboration with the Middleton Elementary School principal and Sherwood School District staff to select this project. The Sherwood School District Facilities Supervisor approved all proposed materials and graciously offered to donate the staff hours needed to prepare the site and install the tables and bench.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

N/A

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

Community Enhancement Grant Application : Entry # 4895

- CEP-Grant-PAC-Board-letter-of-support.pdf
- CEP-Grant-ADA-table.pdf
- CEP-Grant-picnic-table.pdf
- CEP-Grant-site-photos.pdf
- CEP-Polywood-bench.pdf
- CEP-Grant-letters-of-support.pdf

Budget

Project Budget

- CEP-Project-Budget-Worksheet.xlsx

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 the tables and bench. Funding is critical to the success of this project, as the district does not have funds that can be allocated for this improvement at this time. Members of the Parent Advisory Council met with the Sherwood School District Chief Operations Officer before applying for the Community Enrichment Grant to review the district resources and make sure all other options were exhausted before applying for a grant.

The Sherwood School District will participate in this project by funding the labor hours required by staff to assemble and install the tables and bench, and to remove the shed from the site.

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

We worked in collaboration with the Sherwood School District office to insure the tables and bench would be approved within district standards. Sherwood School District Chief Operations Officer Brady Strutz explained the process of selecting materials in compliance with district standards in accordance with liability insurance requirements. Facilities Supervisor selected approved tables from Belson Outdoors and approved the bench from Polywood.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

In order to comply with school liability insurance requirements, volunteers may not be used to provide labor installing playground equipment. However, Facilities Supervisor Kyle Laursen offered to fund the labor hours for this project from the district facilities budget.

Community Enhancement Grant Application : Entry # 4895

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

N/A

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

This is the first Community Enhancement Project that we have applied for at Middleton Elementary School.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

N/A

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Kristin J Gorton

Date

04/13/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services		300.00		-		$ 300.00
Materials & Supplies	6,410.60					$ 6,410.60
Capital Assets						$ -
Administration						$ -
Other (please explain)						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 6,410.60	$ 300.00	$ -	$ -	$ -	**$ 6,710.60**

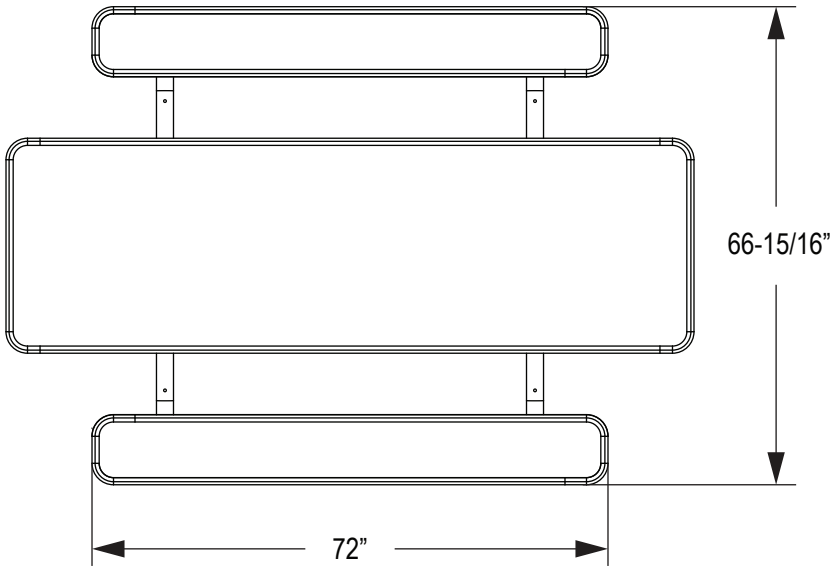
Match funds and Project Budget: List all sources to be used for match funds (e.g. volunteer hours, cash, and in-kind donations).
* For the 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

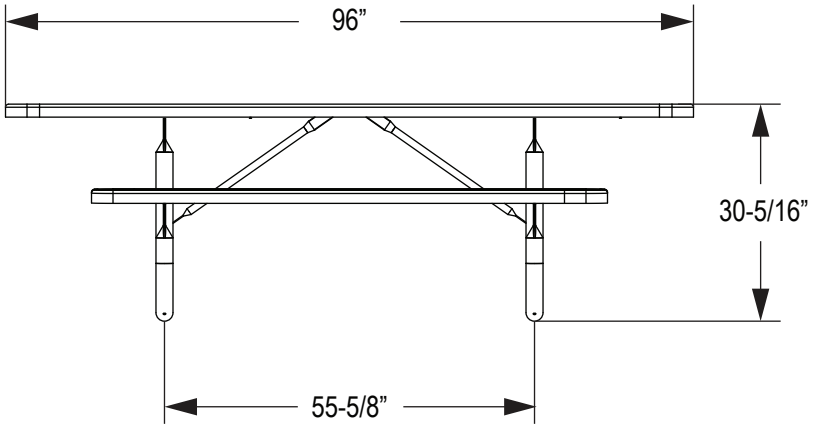
Total Estimated Cost	**$**	**6,710.60**
$ of Total Budget provided by CEP funds		**96%**
% of Total Budget provided by Sponsor and other sources		4%

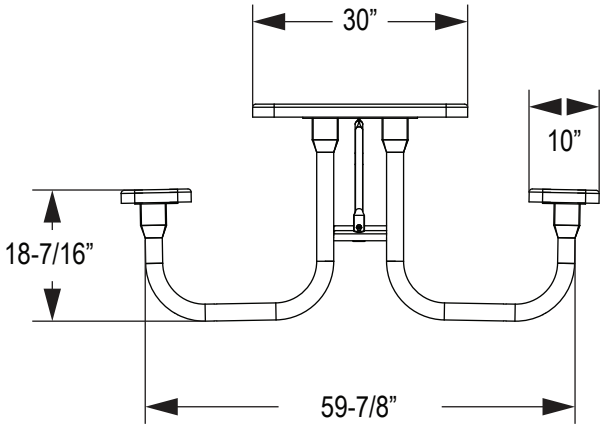
627 Amersale Drive
Naperville, IL 60563
Phone: (800) 323-5664
Fax: (630) 897-0573
sales@belson.com

Model # 238H-EV8 — Dimension Sheet

E-Series Rectangular Picnic Table | ADA - Double Overhang







Hi my name is Beatrice Aroner, I am a fifth grader in ms.luther's class, at Middleton elementary school.I hear you're putting in picnic tables by the playground, I think we should get the picnic tables. Think about the happiness and joy that kids and teachers would show when we have the benches. To support my claim I have three reasons why we should get the benches.For the injured or special needs, no other comfortable spot to sit, and special events.

My first reason is for the injured or for the special needs kids. We have a skilled class, which is kids that need more help, in our school. They don't get outside much due to their disabilities, but with the benches they can get outside more since they can't be on the playground as much as us. Next the benches will help the injured. We have two injured kids right now and they can't wake well, the benches would help a lot, so then they don't have a chace to hurt it more. Lastly people can also get hurt during recess,all they have is a dirty stone ridge that they can sit on, the benches would be more comfortable to rest on.

The second reason is having more comfortable seats, since there's basically no place to sit in the playground area. No one wants to sit on pocky bark chips, also they could get hit by people on the monkey bars or the glider. Grass would be okay but your pants will get dirty because of the mud,and sometimes you get grass stains. Also conceit is not comfortable to sit on either, it's rocky and bumpy and not a good place to sit, also it's dirty since people walk and run on it all the time.

The last reason is special events. It would be helpful to have. The first event is the school carnival .It has an indoor and an outdoor area. The outdoor area is small, but with the benches the carnival could improve. The second event is around the world, it is when the students' family's culture(example:russian)makes a stall that shares their culture in all kinds of ways. (art,food,dances and more). The stalls are hard to have space since we have so many cultures. The benches could get room outside and that way we got more room for stalls. The last event is field day, it is an event that separates the end of the year. But it is the same thing every year, with the benches we can improve field day.

So there are three reasons why we could use those benches: injuries or special needs,a comfortable place to sit,and special events.Now it's your choice if we get the benches or not.But I have a favor, read and consider the reasons why we want/need the benches, please.

Thank you for reading.

Thank you,

Beatrice Aroner

My name is Bella Saxton and I'm Ms. Luther's class. Did you know that some people come to Middleton Elementary for sports and to get more fresh air? This is why our school should purchase new benches for positive benefits to help our school become better. My three reasons on why we should get new benches for our school because first, people need a spot outside for sporting games. Second, be able to get more fresh air during the day. Third, they can be used for wonderful seats during events.

First, people need a spot for sporting games. People are definitely going to want to sit down during a sports game because they are exhausted or even injured. It would be awful if you were in agonizing pain from a game and you weren't able to sit down anywhere. Same as if you needed to sit down from a game because you were really tired, you would probably have to sit on the hard, concrete ground instead of a proper bench. In addition to all of that, people will also need to put their stuff somewhere. Putting it on the ground can lead to the person's valuables breaking, or even someone getting seriously injured.

Second, we would be able to get more fresh air during the day. Fresh air can improve an individual's physical and mental health because of oxygen intake. Fresh air also boosts the immune system, lowers stress, and improves focus so it would be an awesome place to read. Your sleep could also improve just from regularly spending time outside, and can actually make you happier and reduce depression. Research shows that people who spend more time outside have higher energy levels, better mood, and have better health over all. The people who don't go outside that often are more prone to fatigue, headaches, and have increased stress.

Third, they can be used as wonderful seats during events. For example, field day. Everyone is going to be running around because of the activities

to do outside. And if people are going to be running around, they're going to get tired and want to sit down somewhere. You don't even have to be tired to sit down. You could just sit down to talk or decompress from loud noises. Like some people who have a mental disability are usually more sensitive to loud noises and would need to get away from the loud noises in the building. Another benefit from it is that when the school has food trucks people have more places to sit. There's not really many places our school has to sit down.

To conclude, we should get the benches for our school because for sports games, get more fresh air, and would be great for events. I hope that I have succeeded in convincing you to purchase these benches for our school. Maybe this will help our school to become a better place for people.

My name is Harper Beadnell and I am in Ms.Luther's fifth grade class. How would you feel if you were tired during recess and have no place to sit other than the ground? I believe that we should get the money to add four picnic tables and a bench to our school's playground. I believe that we should get the money because if it's sunny we can read outside on the tables, if someone is injured they can sit on the tables during recess, and lastly some people don't want to play during recess, they might just want to sit and talk with other kids that aren't in their class.

First, our class loves to read out in the sun, but there is only one spot to sit and that spot often doesn't get much sunshine. Therefore it would be helpful to have another spot to sit when our class or other classes want to sit out in the sun and read their books. Although one of the spots where we can sit to read is sunny it will probably be more comfortable to sit on a bench or on picnic tables. This is my first reason that we should have picnic tables and a bench added to improve our school's playground.

Next, we have two people who are injured in our class and during recess it might be nice for them to have a bench to sit on. Since they are injured they don't want to risk falling and making the injury worse. Also during recess someone could be running and can run right into the kid that is injured. Even if an injured kid has the opportunity to take a break at recess, where are they going to sit? Would you want to sit on the concrete ground when you have crutches, because I sure wouldn't. This is why I am convinced we should get picnic tables and a bench for our playground.

Lastly, some kids just want to talk and not play during recess. I like to talk during recess with my other friends that aren't in my class and other people might like to do that too. But where are we going to sit? If only we had some picnic tables to sit at and talk with our friends. Also recess is a time that you're

supposed to take a break, not get over stimulated because of a game. So it's a good time to talk with your friends. This is why we should get four picnic tables and a bench to improve our school playground.

In conclusion, we should be able to have the money to build four picnic tables and one bench because it's very fun to read outside. If you are injured it's nice to sit at a table, and some people just like to talk during recess. How about you? Would you like to have picnic tables?

My name is Bridget and I'm in Luther/Schmeckpeper's 5th grade class. Imagine this: You are super hot and need to sit down, but where? On the ground? Ouch! On the playground? Oof! On the picnic tables? Yes! We need picnic tables because we could sit and talk if we don't want to play,we could use them for fun events like the carnival or field day, and we could even learn on the picnic tables!

The first reason we should have picnic tables is if you don't want to play . Sometimes kids like talking better than playing, so if we have picnic tables they can have a place to sit and talk. Sometimes kids get hurt or are hurt, so having picnic tables is a benefit for injured kids. That's one reason why I think we should add picnic tables to our playground .

The second reason why I think we should have picnic tables added to our playground is because we could use them for school events like the carnival or field day. If we have food trucks out, we could use picnic tables for sitting and eating the food provided by the food truck. We could also use the picnic tables for sitting and waiting for an event to start. That's another reason why I think we should add picnic tables to our playground.

The third and final reason why I think we should add picnic tables to our playground is that we could learn on the picnic tables. Sometimes kids at our school read outside and having a <u>place</u> to read outside would be a great addition

to our playground. Reading outside can improve a kid's stamina and help them get Vitamin D and C. That's the last reason why I think we should add picnic tables to our playground.

You've now heard three reasons why we should get picnic tables: If you don't want to play,for school events,and we can learn on them.

My name is Kellen and I'm in Ms. Luther's 5th grade class. We would love to have some new benches or picnic tables in the bark dust because. Especially when we are playing and we get tired we would want a place to sit. We can't sit on the playground because we would get trampled, we can't sit on the swings because people would get mad if we weren't swinging . There are three reasons for this. #1 we can use them to read books, #2 we can get more fresh air, #3 We can use them for injured people in our school instead of them standing getting more sore.

First, we can use the benches for reading when we want to get fresh air on a nice day. Reading outside is a great thing to do especially when you are bored. And when the sun is bright and there are no clouds it's a great thing to do.

Next, we can get more fresh air outside. When we go outside we get fresh air not used air that flows around a lot of places. Significantly around stores, schools even in your own house.

Lastly, we can use the benches for injured people so they can sit not stand so they don't have to be miserable and stand. When you are hurt you would like it if you broke your ankle you want to stand not sit.

That is why I think we should get the benches. You just heard those 3 reasons for reading on a nice day, for fresh air , and for injured people. We should get benches thanks for reading.

My name is Asteria Wytcherely and I want to show you why getting the picnic tables and benches is so important to us. Imagine it was a sunny day and a class was outside having recess. A boy was walking around trying to find a place to sit in the sun. He walked over to the playground. Kids were running all over the place. He would definitely not sit there. He walked over the paved ground. He also did not want to sit on the ground. So where would he sit? I believe having picnic tables and benches would be great because it's good for special events, theres more fresh air, and theres no other spot in the sun.

My first reason is that it's good for special events. Our school has events like basketball games, soccer games, a carnival, field day, cultural festivals, and more. Also, more than half of them include things outside (food trucks, games, sports, even just good weather). If people ever needed a break, most likely all the chairs inside would be full. Having benches and picnic tables would be a lot more convenient. Finally, when people do there sports at our school, they would probably bring a water bottle with them. Well where would they put them? If we had benches and picnic tables, people could set their water bottles on the picnic tables and sit in the benches if the picnic table benches were already full. Benches and picnic tables are the best resources when it comes to events.

Second, benches and picnic tables would let students get more fresh air. For example, my whole class loves to read. When ever we have a sunny day, we use every chance we get to go outside and read in the sun. However, whenever we go outside some kids have to sit on the ground, and others have to sit on the railing or some other place. We can't sit in the grass because it's all wet from dew, so we don't have another choice. Also, it is hard to find a flat surface to place your book on when your reading. We just have to hold our book up. That is why I think having benches and picnic tables would benefit our health by giving us fresh air AND letting us have comfortable reading time outside.

And finally, benches and picnic tables make it so we can enjoy the sun. When it's a sunny day, most people wouldn't just let their day fly by with no sun. They would actually want to enjoy it! Also, at recess the classes want to enjoy the sunshine, but also don't want to get runover by kids running around. Benches and picnic tables would be the perfect solution! Not to mention, when you get more sun, you get more vitamin D. Having benches and picnic tables make it si you are healthier and enjoy your days more at school. Lastly, teachers usually want kids to have a good time at school. One way to do that, is by letting kids have some sun. Benches and picnic tables would make kids happier and teachers too.

In conclusion, I believe benches and picnic tables would benefit everyone in our school because it's good for special events, you get so much more fresh air, and you get to enjoy sunshine. Now if you were at school, would you want a bench to sit on?

My name is Paige Kidd and I am in Ms. Luther's class. I would like to tell you why we should get picnic benches for our school. Imagine your school with a fun place to sit with friends. If our school had picnic benches to sit at, students could eat and do some of their learning there. Lastly, the picnic benches can be used for kids in skills or injured kids. I know it would be a great idea to put picnic benches in our school because all of the kids would use them so much.

First, picnic benches will be a great place for friends to talk and hang out at. Also, friends can hang out there if they are tired. Some students like to sit in the sun in the summer. I want a picnic bench because there is no other spot in the sun to sit. If kids come after school they can sit there and wait for their parents or if they do sports at the school then they can talk there with their team after the game or before. These are the benefits of having a picnic bench at your school.

Next, students and teachers can eat there or do some of our learning there,when it is sunny out so they can get fresh air. If we get a picnic bench then we can eat outside and have a picnic in the summer. Also, we are inside all day and we are on our commuters a lot too. The students can read out there or they can

do their art out there so if they spill it does not get on the carpet or on the computers. Picnic benches will be so good for our school because students and teachers can sit outside and eat.

Lastly, another reason I think our school should get picnic benches is so kids with disabilities or injured people can sit there. Some students with challenges like to watch the other kids play and be outside with their class and see what they do at recess. People who are injured will want somewhere to sit because we only have the buddy bench to sit at and people will check on you every minute. That is why I think we should get a picnic bench for our school.

In conclusion, I think we should get a picnic bench at our school because it will be a fun place to sit and talk with friends, it will be a good spot for students and teachers to learn and eat at, and it will be a great spot for injured kids and kids with disabilities to hang out at. That is why I think our school should get a picnic bench. Would you want a picnic bench in your school?

My name is Rylen Windholz. I'm in Ms Luther's 5th grade class. Don't you like to sit in the sun and talk with your friends? I do. We don't have a place to sit in the sun or mostly sit at all. We have a buddy bench. But if you sit there kids will think you don't have a buddy. Some reasons we should get these benches are. One if an event is going on we don't have a place to sit and eat food from food trucks. Two we could sit and talk with our friends. Three we could do some leaning outside and get fresh air.

First, if an event was going on and there were food trucks. But sadly there was no place to sit to eat your food. Also When we go outside we could bring our water bottles to recess. So if we get thirsty we could drink some water. Our teachers could go outside to eat for their lunch breaks. Also they would get fresh air.

Second, during recess we could talk with our friends. Maybe even draw. If you are tired you could sit down. Also if the swings are full. You could sit down till someone gets off. If you are injured you could rest at these benches.

Lastly, we could do leaning outside. Like our art class. Instead of being in a stuffy class room we could get fresh air. We could read our library books or just read outside too. Also in first grade we had some classes outside. Like a plant class in the middle of the year. But we had to sit on the ground. With these benches we could sit on them.

In conclusion, we don't have a place to sit. But with these benches we could sit, eat, learn outside, and talk with our friends. So please give us the money for the benches, don't do it for our class. Do it for the next generation. Also have you ever wanted to be a hero? I have. If you do this you will be a hero to the 4th,3th,2,1 graders, and kinder in our school right now. You would be their hero. Wouldn't that feel good? I think it would. So will you be their hero?

My name is Tyler and I am from Mrs. Luther's 5th grade class at Middleton Elementary. Do you know about the plain bark chip area at Middleton Elementary? Well, if you don't know about it we might be getting a picnic table at that spot at the park of Middleton Elementary. These are three reasons I think we should get a picnic table at that spot at Middleton Elementary.

First, I think we should get the picnic table because kids from the school could sit there and eat lunch instead of the cafeteria. The first detail is that kids could get more fresh air if we got the picnic tables. Next detail is that if we did get the picnic tables we could probably talk louder so we don't have to repeat ourselves a lot. Finally, it could be warm outside and if it was raining then we could eat in the cafeteria.

The next reason is art. The first detail is that you could get a lot of fresh air. Next, if you drop a marker it wont get all over your desk and it would get on the ground instead of having to wipe it with a wipe. Finally you could sit next to some of your friends because you could probably sit next to your friends.

Finally, reading outside is a great option. First you get a lot of fresh air if you read outside for a while. Next, you could buddy read outside and that would be really fun probably. Finally, you could be warm outside because sometimes in class you could get really cold, and you could probably sit with a friend because in class you usually don't get to pick where you sit.

In conclusion, that is why I think we should get our picnic table because kids could sit out there instead of sitting in the cafeteria, and you could probably get lots of fresh air and finally you could read outside. I hope you like my story on why we should get the benches outside at Middleton Elementary.

Hello my name is Osias Ribera and I go to Middleton Elementary School and I am in Ms.Luther and Ms.Schmeckpeper's class.

I was informed by my teacher that you are going to set up some benches. I'm going to give you some reasons why we should set up those benches. (:

First, we can play games. For example, if we want to bring something like a chessboard or something else we can use the benches so we can play on it. Really anything that is fun to play on a flat surface.(:

Next, we can also use benches for reading outside or eating outside. If we had the option to go into the cafeteria or go outside and eat I would choose to eat outside. Not everybody wants to read inside of a classroom or eat inside of a cafeteria.(:

Last thing, we really need some benches so the teachers can have a break outside or eat outside, not like eating next to the library but they can eat next to the playground so they can watch us too.(:

The three reasons we need picnic tables are because we can play games, read or write and eat outside. I'm trying to ask if we can have some benches or some picnic tables or so we can have all these amazing options. (:

From, Osias Ribera (:

Hello, I'm Levi Mack, from Ms. Luther's class.
One of my favorite things about recess is talking with friends!
Now, normally we walk, but after a little bit it gets tiring, as if we can't take another step!
So, where can we go? Not to the bench under the undercover, that's too loud. Not the swings, they creak. And not the structures, people play tag.
That is one of the many reasons I think we need those picnic benches!
Some reasons I have are; tired from walking, waterbottles, and reading outside.

First and foremost, I'd like to elaborate more on my earlier story.
My friends and I—mostly Henry or Koa—like to walk and talk.
After a while of talking—usually about Pokemon—we'll get tired.
I'd love just a nice spot to sit down and talk.
The little patch is a great spot; there is sun, there is room, it's far enough away so it isn't super loud, and for when it's raining, there could be umbrellas in the middle of the benches! (Like a pool or beach table)

Second, there is a great idea with the benches.
During the warmer—or with the umbrellas, any—seasons, we could bring outside water bottles, and leave them on the benches, then come back for them when we are thirsty.
Does that sound great, or what?

For my final reason, I'd like to talk about reading outside.
The teacher could arrange a time of day, on a specific day—or just everyday, or anything the teacher would like—to go read outside.
Then, kids could read *and* get fresh air!
Talk about two birds with one bench!

I really hope you will add these benches, they could change kids needing water immediately after they get inside, they could change kids being tired after recess, and they could change the way kids read (Because your brain is more active when inhaling fresh air).
So, please, fund the benches.

Donate Bench's for Benchless

By: Kaleb

Hi, my name is Kaleb, a kid from Middleton Elementary, and I'm from Ms Luther/Schmeckpeper's class. My class was specifically chosen to write this letter so here it goes. Some kids want a new playground but we already have a great one so here's another thing we could have, kids want new benches and we don't have some for recess and that's a problem. I think if we put a bench in we could have picnics, drawing stations, places to read, etc.

First off, I think if we put in a bench we could have a draw to see who can sit there each week with mourning announcements. People can also come in the summer or on a weekend and have lunch or dinner (or maybe even breakfast?).

Next, kids love to draw. Outside is probably the safest place because the chemicals in the art supplies like markers, and sharpies are dangerous. They can also get more fresh air to relax and be calm the rest of the day. Some people love drawing and draw in the undercover area and they have to get a clip board but- OH where are

they going to sit? On the bench in the shade? No no that blocks the sun, the buddy bench? No people will come check on them a lot to see if they're okay. Then where are they going to sit!?!?!?!? If we get a bench they can draw there.

Lastly, if we get benches there will be places to read during recess and people won't get bored if they have nothing to do. Teachers can also bring their class to silent read and the kids will love the fresh air.

In conclusion, lots of people use benches for picnics, reading, and drawing stations,and if we have enough funds we can make 4 BENCHES, that's a lot, so help a school out and let us build benches.

(:thanks for taking the time to read this:)

My name is Luke and I'm in Ms. Luther's class. I would like to tell you why Middleton should get a picnic bench. Imagine you go outside to eat lunch and you see nowhere to sit. You look behind you and see somewhere to sit. It's a picnic bench and you think to yourself every school should have a picnic bench outside. These are some reasons we should have picnic benches outside. If there are food trucks outside on special events you can sit on the benches, there is more fresh air outside than there is inside. Also, picnic benches are good for people that are injured so they have somewhere to sit during recess. Having picnic tables would benefit Middleton students.

First, when there is a special event, sometimes food trucks come. The problem is if a lot of people buy food from the food truck some people will have to stand up when they eat. Standing when you eat makes it a lot harder to eat, and easier to spill. That's one reason Middleton should get picnic benches.

Second, you might not notice this but there is a lot more fresh air outside than there is inside. On some days when the weather's nice, maybe your teacher might let you read outside, but outside there are not a ton of places to sit so some people have to sit on the ground or somewhere else, so that's another reason why Middleton should get picnic benchess.

Lastly, injured people who might have to use crutches, wheel chairs or a scooter for their feet or legs might not be able to do much during recess. They could go to the buddy bench but people would check on them every five minutes. That's why we should get picnic benches. So they could talk to their friends at recess.

In conclusion, I think If Middleton got picnic benches it would be good for injured people, a place for people to sit when food

trucks come, and a place to sit and enjoy the weather. That's why I think Middleton Elementary should get new picnic benches

MIDDLETON ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL
23505 SW Old Highway 99 West
Sherwood, OR 97140

Sherwood Community Enhancement Program
22560 SW Pine St.
Sherwood, OR 97140

April 1, 2026

Dear CEP Grant Committee:

We are pleased to support the Middleton Elementary School CEP grant proposal, seeking funding for four picnic tables and a bench that would convert an unused flowerbed into usable playground space.

The Middleton Elementary School Parent Advisory Council (PAC) is a group of volunteers who meet monthly and work together to promote volunteerism and create fundraising opportunities in support of our school. Like you, we care deeply about our community and are invested in improving recreational areas, upgrading the property owned by our school, and improving the appearance of our neighborhood. This grant provides an opportunity to offer additional functional playground space for students, neighbors and the Sherwood community. The playground serves students during school hours and is frequently accessed by Sherwood residents after hours and throughout the summer.

Middleton Elementary has a thriving student population. Enhancing the usable playground space would greatly impact and support the diverse interests and needs of our students. You may also be aware that Middleton Elementary is the only primary school in our district that offers the Skills Center – a program for students with disabilities who receive one-on-one support and tailored small group instruction to help them learn at their own pace. We are committed to increasing accessible playground options for all of our students so that they may participate in play alongside differently abled peers.

Thank you for considering our request. We appreciate the ongoing efforts of the City of Sherwood to steward funds to make Sherwood a community where families and businesses thrive.

Sincerely,

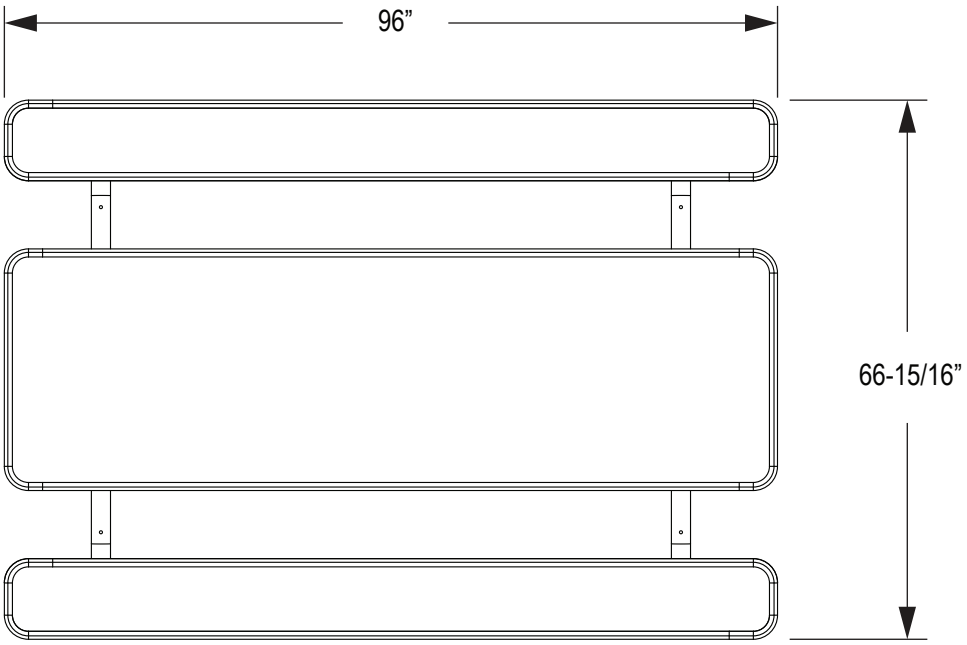
2025-26 Middleton Elementary PAC Board

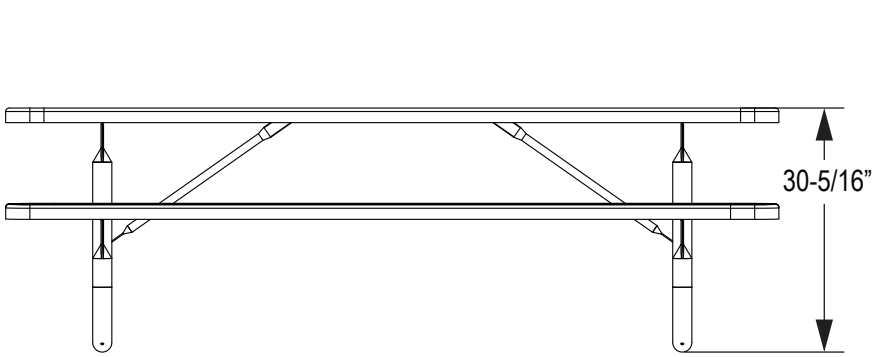
Tenaya Stine, *President*
Kristin Gorton, *Vice President*
Krissy Bryson, *Treasurer*
Anne Furey, *Secretary*
Ashley Hill and Kyla Raforth,
Co-Vice Presidents of Hospitality
Rose Sherwood,
Vice President of Communications
Lindsay Norton,
Vice President of Fundraising
Rachel Christensen,
Vice President of Apparel
Robyn Kimball, *Vice President of Activities*
Tammy Newell and Melissa Juskowiak,
Co-Vice Presidents of Classroom and Volunteer Support

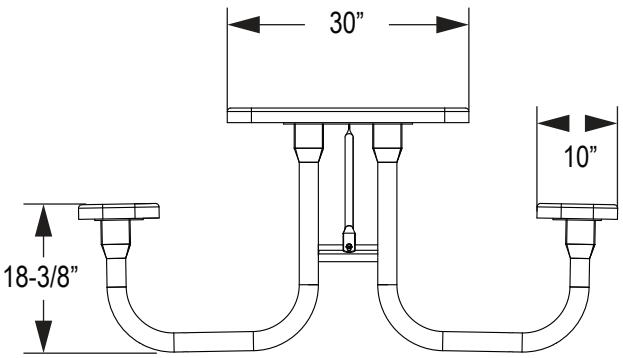
627 Amersale Drive
Naperville, IL 60563
Phone: (800) 323-5664
Fax: (630) 897-0573
sales@belson.com

Model # 238-EV8 — Dimension Sheet

E-Series Rectangular Picnic Table | 8’ Length







Site photographs of the current unused area, Middleton Elementary School playground







Home > Outdoor Benches > Cottage 60" Bench

Cottage 60" Bench

60

$489.00

SKU CLGNB604

CountryLiving by POLYWOOD



1 / 4

POLYWOOD COLOR: **Black**

See details

POLYWOOD Heritage™ :

The original all-weather plastic lumber featuring the POLYWOOD Signature™ finish.

$489.00	$489.00	$559.00	$529.00	$529.00	$559.00	$529.00	$559.00	$559.00

LEAD TIME: 5–7 business days

Shipping Policy

2026-27 CEP Grant Application

SHERWOOD BASEBALL - SHERWOOD HIGH SCHOOL BASEBALL HITTING BARN CAGE REPLACEMENT

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**SHERWOOD BASEBALL - SHERWOOD HIGH SCHOOL BASEBALL HITTING BARN CAGE REPLACEMENT**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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	**Y**
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?	**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	**YES**

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		**Yes**
FY25-26	Hitting Barn Cage Replacement	**$ -**
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**

Community Enhancement Grant Application : Entry # 4899

Applicant Information

Applicant Information

Niklas Martin Staff note: Confirmed with submitter - Sherwood Baseball is the sponsor organization.

Applicant Information

18800 SW Haide Road
Sherwood, OR 97140
Map It

Applicant Information

nmartin@sherwood.k12.or.us

Applicant Information

5039577188

Applicant Information

http://sherwoodbaseball.org

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

84-4702998

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Community Enhancement Grant Application : Entry # 4899

Applicant Information

Sherwood High School Baseball hitting barn cage replacement

Amount Requested

$10,000.00

Program/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. Include beginning and end dates.

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 batting barn.
Overall Objective:
This project is to replace the existing metal frames batting cage supports in the SHS baseball hitting barn 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 for many years to come.

CEP Goals The Project Will Acheive

- Results in improvement to, or an increase in recreational areas and programs in the community
- Results in improvements in safety
- Benefit youth, seniors, low income persons or underserved populations

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvement to, or an increase in recreational areas and programs in the community

Community Enhancement Grant Application : Entry # 4899

The hitting barn cage replacement would allow for a large open space for baseball 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, 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!
Right now, there is only a small area for a handful of players to be safely in the hitting barn at any time.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvements in safety

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. 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.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

Sherwood's youth baseball community would be the main beneficiary of this upgrade. As mentioned above, baseball training during the fall and winter is hard in Oregon, and having a safe indoor facility would benefit Sherwood's baseball community.

Milestones: List anticipated milestones and dates.

Approve the bid and make deposit, May 2026, after approval
Signed contract returned to city, June 2026
Volunteers remove existing cage system End of July, after summer baseball season ends
New systems installed Early August, approximately 2-3 days of work by contractor

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this

Community Enhancement Grant Application : Entry # 4899

project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

If this project is funded, the beneficiaries will be current high school baseball players and coaches, as well as future program participants, who are currently participating in youth baseball in our community. The Sherwood High baseball program has approximately 60 participants, and youth baseball is serving approximately 400 players from Kindergarten through the 8th grade. This demonstrates a high interest in our sport and program 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 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.

We don't see an impact on local homes. Restaurants in the area could see increased traffic as an improved facility would result in more use during more hours.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The barn is 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.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

n/a

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- Untitled-document.pdf
- cep-request-intro.pdf
- baseball-letter.pdf

Community Enhancement Grant Application : Entry # 4899

- Baseball501c.pdf

Budget

Project Budget

- Sherwood-HS-Baseball-Softball-Cages.pdf
- Project-Budget-Worksheet-EXCEL-1-Sheet1.pdf

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 funding will be used to hire a contractor to install 2 new hitting cages in the hitting barn to replace the existing system, creating a safer and better indoor space to use year-round.

Grant funding is critical as there is no money in the school or athletic department budget for this project. Having an usable and safe indoor area to practice is important for the success of our program.

The portion of the budget not covered by the grant will be covered by sponsors and fundraising.

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

The quote is attached. It is a year old, but costs will be similar. This contractor has installed cages in most local area schools.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

We do have a couple sponsors lined up to cover the match funding, and can dip into our fundraising money from our crab feed if those don't materialize.
We do have volunteers lined up to remove the existing system.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

We don't anticipate any ongoing costs on an annual basis. The netting is projected to last 10 years, and will need to be replaced somewhere in that timeframe. The netting cost is approximately 50% of the overall cost, but the new system will be in pieces (ie left wall, right wall, middle retractable wall, ceiling cover, and ends) Some will wear down faster than others, but can be replaced individually.

Project Management

Community Enhancement Grant Application : Entry # 4899

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

None. This is something we are going to trust a highly-recommended professional to do.

As an individual, and in my former profession, I have a lot of experience in hiring contractors to do work, but not in the capacity of our Sherwood Baseball organization, and we have no experience with prior Community Enhancement projects.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

N/A

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Niklas Martin

Date

04/14/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Sherwood Baseball

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	-		20.00	728.80		$ 728.80
Materials & Supplies	10,000.00	4,321.00				$ 14,321.00
Capital Assets	-					$ -
Administration	-					$ -
Other (please explain)	-					$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 10,000.00	$ 4,321.00	$ 20.00	$ 728.80	$ -	**$ 15,049.80**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**15,049.80**
$ of Total Budget provided by CEP funds		**66%**
% of Total Budget provided by Sponsor and other sources		34%

Sherwood
SCHOOL DISTRICT

Sherwood High School

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

Sherwood Baseball
18800 SW Haide Rd
Sherwood, OR 97140
Tax ID# 84-4702998
http://sherwoodbaseball.org

Hello, I wanted to make a quick introduction of our organization and the goal of this project.

Our Sherwood Baseball organization was started and set up to be the support and fundraising arm of our baseball program. We have historically used it to assist with donations for our annual Crab Feed Auction, which we held our 20th annual event a couple months ago.

With this grant request, we believe we fit into both the non-profit category and the school category. The fundraising we traditionally do pays for most expenses of the program. The school budget pays for 3 coaches, transportation to away games, and umpires for home games. All other expenses fall on the program. There is no money in the school budget to fund this project, so we are requesting assistance from your program.

Thank you for your consideration of our project.

I love the city of Sherwood, was raised here, played in this program from 1991-1994, and my son is a junior at the high school, and in the baseball program, will be a 4th-generation SHS graduate next summer.

Thanks

Niklas Martin
Fundraising Director

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

Phone: 503-729-3609
E-mail: acservices.mail@gmail.com

Estimate

Date	Estimate #
4/8/2025	417

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.

Total $28,642.56

Below is a photo of our current hitting cage system. It was built with metal bars running along the edges and the cross-support bars. You can also see the main anchor/hoist system running down the middle above the nets, directly under the lights.



Below is a traditional cable-mounted system that is used in most indoor installations. No dangerous metal bars and no anchor systems blocking the lighting.



2026-27 CEP Grant Application

LOVE INC (IN THE NAME OF CHRIST) - EXPANDING ESSENTIAL SUPPORT FOR FAMILIES IN SHERWOOD

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**LOVE INC (IN THE NAME OF CHRIST) - EXPANDING ESSENTIAL SUPPORT FOR FAMILIES IN SHERWOOD**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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?		**$ 2,500**
	Total number of grant awards	**1**

Community Enhancement Grant Application : Entry # 4900

Applicant Information

Applicant Information

Love INC (In the Name of Christ)

Applicant Information

10900 SW 121st
Tigard, Tualatin, and Sherwood, OR 97223
Map It

Applicant Information

executivedirector@loveinc-tts.org

Applicant Information

5034436888

Applicant Information

http://www.loveinc-tts.org/

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

27-2581050

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4900

On-going Awards: Was a Community Enhancement Grant received last year?

No

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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?

This application is not a continuation of the previously funded project. Prior funding supported a staff position that is no longer part of our organization's current structure. The position was intended to support the executive director.

While that role is no longer in place, the work it supported contributed to connecting individuals and families with resources and assistance during that period.

All required reporting steps, including budgetary and exit reports, were handled by a previous Executive Director. Based on our records, we believe these requirements were completed at the time of the grant.

On-Going Support: 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 for an ongoing or previously funded project. The proposed request supports current organizational priorities and programming rather than continuing a specific past initiative.

As such, there have been no unexpected delays or costs associated with a prior project. We continually evaluate multiple funding sources including individual donors, churches, foundations, and community partners to sustain and expand our work.

If funding through this grant cannot be achieved, it may limit our ability to fully implement or expand the services we provide to individuals and families in our community who are experiencing hardship. However, we will continue pursuing other funding opportunities to support this work

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Community Enhancement Grant Application : Entry # 4900

Yes

Applicant Information

Expanding Essential Support for Families in Sherwood

Amount Requested

$9,882.00

Program/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. Include beginning and end dates.

Program/Project Description

Love INC (Love In the Name of Christ) proposes a project to expand essential support services for families in the Sherwood community, with a focus on low-income and underserved populations. While Love INC serves Tigard, Tualatin, and Sherwood, this project specifically addresses the growing needs in Sherwood, where in 2025 all clients served were women, many of whom are single mothers or from minority backgrounds, including survivors of domestic violence.

The CEP funds will be used to provide critical items and services that families cannot

easily obtain elsewhere. These include:

Essentials: personal hygiene, cleaning products, paper products, feminine products

Linens: blankets, pillows, sheets, towels

Diapers and other basic necessities

Over-the-Counter (OTC) medical items: Band-Aids, vitamins, cold/cough medicine, and similar supplies

Personal care items: adult incontinence products, bed pads, personal wipes, Poise products

Limited financial assistance: rent and utility support coordinated with local church partners

Transportation and clothing assistance: bus tickets, adult and children’s clothing

Community Enhancement Grant Application : Entry # 4900

Holiday support: Thanksgiving and Christmas food cards and gifts for children of new clients

Additional funding will support program infrastructure, including two phone lines for client intake, coordination of volunteers, and data management to track services, client impact, and volunteer hours.

The goal of this project is to serve at least 40 new Sherwood families during the grant period, expanding access to essential resources and strengthening family stability. The overall objective is to increase community capacity to meet critical needs, promote equitable support for underserved populations, and build partnerships with local churches to sustain this work.

The project will take place in Sherwood, Oregon, with coordination and volunteer support extending across Tigard and Tualatin as needed. The proposed project period is July 1, 2026 – June 30, 2027. By the end of this period, we aim to nearly double the current value of support provided to Sherwood residents, delivering at least $27,500 in total resources and volunteer support.

CEP Goals The Project Will Acheive

- Benefit youth, seniors, low income persons or underserved populations
- Improves the employment or economic opportunities

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

CEP Goal Summary

This project directly benefits low-income individuals and underserved populations in the Sherwood, Tigard, and Tualatin communities. In 2025, all of our clients from Sherwood were women, and overall, Love INC serves a client base that is primarily women—60% of whom are single mothers—with over half identifying as part of an ethnic minority group. Additionally, a portion of our clients are survivors of domestic violence, placing them among some of the most vulnerable populations in our communities.

By providing essential items—such as personal hygiene products, diapers, over-the-counter medical supplies, linens, clothing, and limited rent or utility assistance—this program helps families meet basic needs that they are often unable to access elsewhere. These services support family stability, reduce stress, and help prevent housing crises, which can disproportionately impact children and seniors in low-income households.

Through partnerships with local churches in Sherwood, Tigard, and Tualatin, Love INC leverages community resources to ensure assistance reaches those most in need. Volunteers contribute thousands of hours annually, delivering services directly to families, coordinating product distribution,

Community Enhancement Grant Application : Entry # 4900

and helping clients navigate support options. This project expands our capacity to serve additional families in Sherwood, providing a safety net that complements the support already offered in Tigard and Tualatin.

In this way, the program advances the CEP goal by improving access to essential resources for underserved populations, promoting stability, and enhancing overall community well-being.

CEP Goal Summary: Describe how this program/project will meet the goal: Improves the employment or economic opportunities

CEP Goal Summary

This project supports economic stability for low-income families by reducing barriers that can interfere with employment and self-sufficiency. By providing limited rent and utility assistance and essential items such as personal hygiene products, diapers, and over-the-counter medical supplies, families can redirect scarce resources toward work-related needs such as transportation, childcare, or job training.

We anticipate that at least 40 new Sherwood families will receive assistance during the grant period, with support valued at approximately $675 per family. By alleviating financial stress and preventing crises, this program enables clients to maintain employment, reduce work interruptions, and build pathways toward long-term economic self-sufficiency.

Milestones: List anticipated milestones and dates.

Anticipated Milestones

Community Outreach – July 1–15, 2026

Reach out and cooperate with Sherwood agencies, introducing Love INC and explaining how we support families. Encourage agency staff to refer clients and communicate ways Love INC can assist families they serve.

Project Launch – July 1, 2026

Begin intake for new Sherwood families and coordinate volunteer schedules.

Ongoing Client Intake – July 2026 – June 2027

Gradually increase enrollment as awareness spreads through local agencies, churches, and word-of-mouth.

Community Enhancement Grant Application : Entry # 4900

Aim to enroll at least one new Sherwood client per week, ultimately serving 40+ new families by the end of the grant period.

Ensure at least 15 volunteer hours per new client to provide essentials, coordinate deliveries, and support family needs.

Mid-Year Target – December 31, 2026

Serve at least 20 new Sherwood clients and document 300+ volunteer hours, consistent with 15 hours per client.

Holiday Assistance – November – December 2026

Coordinate Thanksgiving and Christmas food cards and gifts for new client children.

Mid-Year Progress Review – January 2027

Evaluate total number of families served, volunteer hours, and program impact.

Project Close-Out and Reporting – June 30, 2027

Compile program data, including families served, volunteer hours, and resources provided. Prepare a final impact report demonstrating community outcomes, program effectiveness, and lessons learned for future planning and funder accountability.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

Community Impact

If funded, this project will have a meaningful impact on the Sherwood community by expanding access to essential resources for low-income and underserved families. The project directly benefits individuals who may struggle to meet basic needs, including women, single mothers, survivors of domestic violence, and families from diverse ethnic and cultural backgrounds. In 2025, all Sherwood clients served by Love INC were women, reflecting the targeted support provided to this vulnerable population.

By providing essential items—such as personal hygiene products, diapers, linens, over-the-counter medical supplies, and clothing—families are better able to maintain stable homes and reduce financial

Community Enhancement Grant Application : Entry # 4900

stress. Limited rent and utility assistance further supports families in avoiding crises such as eviction or loss of utilities, helping preserve safe, stable housing. This stability has a positive ripple effect on nearby homes and businesses, fostering stronger, healthier neighborhoods where families can remain engaged and economically active.

Through partnerships with local churches and agencies, this project also strengthens community networks and volunteer engagement, promoting a culture of mutual support. By serving diverse and traditionally underserved populations in Sherwood, the project ensures that those most in need have equitable access to essential resources and opportunities to achieve greater stability and self-sufficiency.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Available Resources

This project will leverage both internal and community resources to serve Sherwood families effectively. Internally, Love INC provides staff support, including the Connection Center Coordinator who manages volunteers and client services, phone lines for client intake, and systems for data tracking and reporting. Volunteers contribute significant time with over 2,300 hours annually—to coordinate deliveries, organize supplies, and assist families, forming a critical backbone of program operations.

Community support comes from local churches and agencies in Sherwood, Tigard, and Tualatin, which provide products, financial support, and referrals. Two Sherwood churches, Countryside Community Church and Journey Church, are active partners, assisting with product drives and serving as distribution points for essentials. Additional community resources include donations of linens, clothing, and other goods from churches and civic groups, as well as volunteer networks coordinated through Love INC.

This project requires coordination with local agencies and church partners to identify families in need, streamline intake, and ensure that assistance is delivered efficiently. Coordination efforts include outreach to Sherwood agencies, building referral pathways, and collaborating with church partners on product distribution and volunteer management. Initial outreach has begun, and ongoing communication will continue throughout the project to ensure families are connected to resources promptly and equitably.

By combining Love INC’s organizational infrastructure with the support of local churches and civic

Community Enhancement Grant Application : Entry # 4900

partners, the project can maximize its impact and ensure efficient, sustainable delivery of services to underserved families in Sherwood.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

NA

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

Yes

On-going commitments: Please explain the plans for on-going commitments, the expected funding sources and the estimated project cost by funding source.

On-Going Commitments

Yes, this grant request represents the first phase of an ongoing effort to expand Love INC's support for families in Sherwood. While this funding will address immediate needs and help establish consistent services, we anticipate future grant requests and continued fundraising as we grow our donor base and partner with additional churches in Sherwood and surrounding communities.

There is a clear ongoing need for essential products, volunteer coordination, and client support, and this phased approach allows us to demonstrate impact, build community awareness, and expand support gradually. Continued backing from church contributions, individual donors, and future grants will enable Love INC to sustain services, serve more families, and strengthen community partnerships over time.

Upload Optional Supplemental Materials.

- 501c3-status-2025-2.pdf

Budget

Project Budget

- Project-Budget-Worksheet-for-Love-INC-TTS.xlsx

Community Enhancement Grant Application : Entry # 4900

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?

Budget Narrative

Grant funding will be used to support both direct client services and the infrastructure necessary to deliver those services effectively in Sherwood.

Product Assistance – $6,000: The largest portion of the budget will provide essential items to families, including personal hygiene products, diapers, over-the-counter medical supplies, linens, and clothing. These are items that families cannot reliably obtain elsewhere and are critical to meeting their immediate needs.

Connection Center Coordinator – $2,664: This covers 3 hours per week for 49 weeks to manage volunteers, coordinate deliveries, and oversee client services. This role ensures that assistance is organized, delivered efficiently, and reaches the families who need it most.

Phone Lines – $768: Two phone lines allow for seamless client intake and communication, ensuring families can access support quickly and staff can coordinate with volunteers and church partners.

Data Management Support – $450: Monthly support ($37.50/month) helps track client intake, volunteer hours, and program outcomes, providing critical data for reporting and program evaluation.

Grant funding is critical to the success of the project because it allows Love INC to expand services to new families in Sherwood beyond the capacity of our existing church partners and donor network. Without this funding, the project could not provide the full range of essentials or maintain the staffing and systems needed to manage volunteers and client support effectively.

Additional community resources and partnerships amplify the impact of the grant. Local churches contribute funds, donated goods, and volunteer support. Volunteers provide over 2,300 hours annually, assisting with deliveries, organizing products, and directly supporting families. Coordination with Sherwood agencies ensures families in need are identified and connected to services efficiently. By combining grant funding with these resources, Love INC can maximize community impact and provide consistent, reliable support to underserved families.

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

Budget Support

The costs in this budget were estimated using a combination of previous project experience, historical data, and current market pricing.

Community Enhancement Grant Application : Entry # 4900

Product Assistance ($6,000): Estimated based on the cost of items provided in prior years, including hygiene products, diapers, OTC supplies, linens, and clothing. Love INC tracks the quantity and unit cost of these items annually to ensure accurate projections.

Connection Center Coordinator ($2,664): Calculated using the coordinator's hourly rate multiplied by 3 hours per week over 49 weeks, consistent with staffing for similar volunteer management and client support in prior projects.

Phone Lines ($768): Based on current service rates for two dedicated lines used for client intake and volunteer coordination.

Data Management Support ($450): Estimated at $37.50 per month, reflecting the cost of maintaining client tracking, volunteer hours, and reporting systems based on prior usage.

All estimates are grounded in Love INC's historical program data and operational experience, ensuring that the proposed budget reflects realistic costs needed to achieve the project's objectives and serve families effectively.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Match Funding

Yes, Love INC has secure match funding to support the sponsor's share of the total project costs. Our match comes from a combination of volunteer hours, in-kind donations, and church and individual contributions.

Volunteer Hours: Love INC's volunteers contribute over 2,300 hours annually, including delivering products, organizing supplies, and supporting families. For this project, we estimate at least 15 hours of volunteer time per new client, providing a significant in-kind contribution to the program.

In-Kind Donations: Local churches and community partners provide donated goods, including linens, clothing, hygiene items, and OTC medical supplies, which directly support the needs of families served.

Cash Contributions: Partner churches and individual donors provide financial support for product drives, operational expenses, and program coordination.

Community Enhancement Grant Application : Entry # 4900

These combined resources allow Love INC to leverage the grant funding efficiently, ensuring that more families in Sherwood receive timely, meaningful support while maximizing the impact of both volunteer and material contributions.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

Ongoing Costs

The ongoing maintenance needs for this project include product replenishment, volunteer coordination, client intake, and data management. Product costs—essentials, diapers, OTC items, linens, and clothing—will remain the primary expense in the near term, while administrative costs, such as staff coordination and data tracking, may decrease as the program grows and becomes more efficient.

The estimated annual cost to sustain the program is approximately $9,882, similar to the requested grant funding. With additional support from churches, donors, and volunteers, we anticipate that administrative costs will be spread across a larger base, improving efficiency, while product needs can continue to be met in the long term. Steps to ensure sustainability include expanding our donor base, cultivating additional church partnerships, and leveraging in-kind donations and volunteer hours, which will allow Love INC to maintain and expand support for Sherwood families over time.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

Yes

Budget For Partial Funding: What is the minimum grant amount that would allow the project to be performed?

4941.00

Budget For Partial Funding: Describe how that would change the scope of work

Budget for Partial Funding

If only partial funding is received, the scope of the project would need to be adjusted to reflect the reduced resources. Specifically, the amount available for product assistance would decrease, which would directly impact the number of new Sherwood clients we could serve.

In practical terms, fewer products would mean that the frequency or quantity of services provided to all clients could be reduced. For example, currently clients can receive essentials up to four times per

Community Enhancement Grant Application : Entry # 4900

year and diapers once per month. With partial funding, expanding services to new clients in Sherwood could limit these distributions, affecting both new and existing families.

While Love INC would still continue operations, partial funding would reduce the overall community impact, and fewer families would receive timely support. Full funding is therefore critical to maintain the quality, consistency, and reach of services across Sherwood, Tigard, and Tualatin.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

Prior Experience

Love INC has extensive experience managing programs that provide essential resources and support to underserved families across Tigard, Tualatin, and Sherwood. Currently, we serve over 300 active families, providing essentials such as personal hygiene products, diapers, linens, clothing, OTC medical items, and limited financial assistance.

In 2020–2021, Love INC received a Community Enhancement Project grant related to COVID-19, which supported a more limited scope of services. That experience strengthened our ability to manage funding, coordinate volunteers, track client needs, and partner effectively with local churches and agencies.

As Executive Director for over nine years, I have led most of these projects, ensuring consistent program delivery and strategic growth. Many of our volunteers have been actively serving for over eight years, providing stability, experience, and continuity in program implementation.

In addition to ongoing services, Love INC runs holiday assistance programs, selecting families from our new clients each Thanksgiving and Christmas to receive food and gifts. We also operated a four-year program called My New Red Shoes, which provided children with new shoes and a gift card to Old Navy to help start the school year off right. These initiatives demonstrate our ability to manage targeted, impactful programs that meet specific community needs.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

Yes, this project requires coordination with local churches and community partners. Love INC works closely with our existing Sherwood church partners, Countryside Community Church and Journey Church, who provide financial support, donate products, and assist with volunteer efforts across all service areas. In addition, we partner with churches in Tigard and Tualatin, which have been carrying

Community Enhancement Grant Application : Entry # 4900

the lion’s share of support for families in Sherwood for over 15 years, providing essential products, linens, diapers, and clothing.

We also have a new church partner starting an Essentials Closet in Sherwood, which will help expand access to high-need items and serve more families. Coordination with all partners is ongoing, ensuring that volunteers, donated goods, and services are efficiently managed to maximize community impact.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Ken Caron

Date

04/14/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	2,664.00		75,000.00	28,071.00		$ 30,735.00
Materials & Supplies	6,000.00			6000		$ 12,000.00
Capital Assets						$ -
Administration			6,000.00	14741		$ 14,741.00
Phones	768.00			1532		
Data management software	450.00			450		
Other (please explain)						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 9,882.00	$ -	$ 81,000.00	$ 50,794.00	$ -	**$ 60,676.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**60,676.00**
$ of Total Budget provided by CEP funds		**16%**
% of Total Budget provided by Sponsor and other sources		84%

2026-27 CEP Grant Application

SHERWOOD BASKETBALL ORGANIZATION - SHERWOOD YOUTH BASKETBALL SCHOLARSHIPS FOR LOW-INCOME PARTICIPANTS

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	SHERWOOD BASKETBALL ORGANIZATION - SHERWOOD YOUTH BASKETBALL SCHOLARSHIPS FOR LOW-INCOME PARTICIPANTS	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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 IRS 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	**YES**

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**

Community Enhancement Grant Application : Entry # 4902

Applicant Information

Applicant Information

Sherwood Basketball Organization

Applicant Information

21989 SW Scholls Sherwood Rd
Sherwood, OR 97140
Map It

Applicant Information

president@sherwoodbasketball.com

Applicant Information

503-544-8036

Applicant Information

https://sherwoodbasketball.com

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

93-1295041

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Community Enhancement Grant Application : Entry # 4902

Applicant Information

Sherwood Youth Basketball Scholarships for Low-Income Participants

Amount Requested

$10,080.00

Program/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. Include beginning and end dates.

The Sherwood Basketball Organization (SBO) is a non-profit organization (93-1295041) that provides a development-focused basketball experience for youth of all skill levels in grades 3-12 who reside within or are students of the Sherwood (OR) School District. Our programs seek to provide opportunities that promote skill development, sportsmanship, character development, and a passion for the game of basketball.

Our upcoming season will begin on November 1, 2026 and end on March 20, 2027. We pay a community usage fee to the SSD to use it's gyms and facilities during the basketball season.

The intended us of the $10,080 is to help our organization continue to provide registration scholarships to low income and underserved families of youth in the community, who are not able to pay the registration costs to play basketball.

We are requesting a grant of $10,080 for the organization to continue to accomplish it's goal of providing an opportunity for ALL YOUTH in our community to have to opportunity to play. In the past 5 years there has been a significant increase in the requests for financial assitance from families in our community to help cover the cost of their child's registration. In the 2025-2026 season, we provided assistance to 29 players whose families were experiencing financial hardships. The total amount of assistance provided was $10,080.

We anticipate that this number will increase as the cost of living continues to affect families' ability to pay for registration costs associated with recreational activities in the community.

CEP Goals The Project Will Acheive

- Results in improvement to, or an increase in recreational areas and programs in the community
- Benefit youth, seniors, low income persons or underserved populations
- Provides skills training, work or education opportunities within the community

Community Enhancement Grant Application : Entry # 4902

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvement to, or an increase in recreational areas and programs in the community

This grant will improve and enhace the organization's ability to allow ALL YOUTH in our community the opportunity to recreate and integrate with others in the community regardless of their financial situation.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

Last season the organization had to use reserve funds to cover the cost of scholarship requests. We were able to provide $10,080 of assistance, which enabled a total of 29 youth to participate. These are youth in our community which otherwise would not have had the financial means to register and play.

CEP Goal Summary: Describe how this program/project will meet the goal: Provides skills training, work or education opportunities within the community

Our organization also provides opportunities for High School aged youth to learn the skill/trade of refereeing youh basketball games. We provide free training and opportunities for employment as our High School youth are paid to referee our youth games on Saturdays. So, not only are we providing financial assistance to play in our league, we are also providing part time employment for those willing to learn to referee 3rd-8th grade recreational league basketball games.

Milestones: List anticipated milestones and dates.

We anticpate that over 600 youth will register and participate in our organization this upcoming season. Our goal is to provide financial assistance to every family that petitions for this type of registration scholarship. Last season we provided financial assistance to 29 applicants, which was a financial cost of $10,080. Our criteria of qualification is that if a family receives assistance from programs such as SNAP, Medicaid, SSI, Foster Care, WIC…. then we provide the requested financial assistance.

We anticipate at least the same amount of requests for financial assistance in the upcoming 2026-2027 season, and would like to be able to meet that anticipated need of 30+ members of our community.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

Community Enhancement Grant Application : Entry # 4902

Our organization impacts all families in the community whose children in grades 3rd – 12th want to socialize and recreate in the Sherwood community through the game of basketball.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Our organization serves of 600 youth in the community. We heavily rely on parent volunteers to coach teams, keep score, and serve on the Board of Directors to of the organization.

We coordinate and use the Sherwood School District facilities, in particular the gyms, which allow teams to practice and play games throughout the week. We have a good relationship with SSD and their directors.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

n/a

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- SOS-Corporation-Business-Entity-Filing-Records-77132786.PDF

Budget

Project Budget

- Community-Enhancement-Grant-Request.xlsx

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?

Community Enhancement Grant Application : Entry # 4902

Grant funding will solely be used to offset the scholarship costs for youth in the community that cannot afford the registration costs to play community basketball through SBO.

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

The budget / costs were estimated based off our organizations costs for the 2025-2026 basketball season.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

The sources of funding for the sponsor's share of total costs are acquired through in registration fees of participants, donations from business community partners, and thousands of volunteer hours given by our volunteer coaches and board members.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

Each year our costs continue to rise, but families are seeking for opportunities for their children to socialize, develop character, work as a team, and learn good sportsmanship. Especially since these opportunities are offered to a very limited amount of youth through our School District.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

SBO has been operating in Sherwood since 2000, and we will continue as long as there are youth that want to play basketball. We continue to value our relationship with the SSD by providing recreational opportunities for all youth in Sherwood.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

Yes, we have a very good relationship with SSD and rely on their support for our organization to accomplish its goals.

Certification

Project Certifications

Community Enhancement Grant Application : Entry # 4902

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Eric S Evans

Date

04/14/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services		80,000.00		-		$ 80,000.00
Materials & Supplies		58,000.00				$ 58,000.00
Capital Assets						$ -
Administration		50,000.00				$ 50,000.00
Gym Fees		36,000.00				$ 36,000.00
Registration Scholarships	10,080.00	10,080.00				$ 20,160.00
Tournament Registration		41,000.00				$ 41,000.00
						$ -
						$ -
Total	$ 10,080.00	$ 275,080.00	$ -	$ -	$ -	**$ 285,160.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**285,160.00**
$ of Total Budget provided by CEP funds		**4%**
% of Total Budget provided by Sponsor and other sources		96%

2026-27 CEP Grant Application

SHERWOOD ROBIN HOOD NO. 2342 - ADA BATHROOM UPGRADE

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**SHERWOOD ROBIN HOOD NO. 2342 - ADA BATHROOM UPGRADE PROJECT**	
Staff Reviewer Name:	Leslie Dean	Criteria Met
Verification Criteria:	Metro/IGA Requirements	(Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ 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	
1. In the prior 3 years, have applications been received?		**YES**
FY25-26	Interior Floor Repair & Replacement	**$ 17,700.00**
2. Were the applications for the same project in the current application?		**N**
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?		**$ 17,700.00**
	Total number of grant awards	**1**

Community Enhancement Grant Application : Entry # 4906

Applicant Information

Applicant Information

Sherwood 'Robin Hood', OR No. 2342

Applicant Information

22770 SW Elwert Road
PO Box 71
Sherwood, OR Sherwood
Map It

Applicant Information

dcrueckert@hotmail.com

Applicant Information

5032780605

Applicant Information

https://www.elks.org/lodges/ContactUs.cfm?LodgeNumber=2342

Applicant Information

Fraternal Organization

Applicant Information

93-0565013

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4906

On-going Awards: Was a Community Enhancement Grant received last year?

Yes

Current Year Projects: 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 Interior Flooring Replacement Project was executed and completed on time with the Exit Report was submitted and approved by the City of Sherwood.

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 scope of the project was to support the replacement of the interior flooring within the lodge located 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 2024 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 removed and disposed as temporary remediation activities were put in place to maintain lodge operations. The CEP grant of $17,700 supported the replacement of the flooring with a polished concrete floor. The project was completed in August, 2025 and the Final Exit Report was submitted and approved by the City of Sherwood.

On-Going Support: 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 project application is for a new project related to the upgrade / remodel for ADA compliant men's and women's bathrooms in the main event area of the lodge. This project is part of the lodge's five-year plan and a high priority for the lodge in supporting community events.

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Community Enhancement Grant Application : Entry # 4906

ADA Bathroom Upgrade Project

Amount Requested

$20,000.00

Program/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. Include beginning and end dates.

The Elks Lodge #2342 needs to update its main event area men's and women's bathrooms and access corridor to the Americans with Disabilities Act (ADA) standards. Most of the existing sinks and plumbing have been in place since the construction of the lodge in 1966. The lack of ADA access affects event bookings to community organizations and member usage. The ventilation of the bathrooms also needs to be updated to aid in air circulation and energy conservation. Included in the bathroom ADA upgrade project is the conversion of a shower area in the men's restroom into a utility area that will include a utility sink, washing machine and dryer that will aid in supporting more efficient cleaning services and laundry tasks for the lodge. Project funding will support the bathroom fixtures, flooring, plumbing, ducting and electrical materials along with installation / contraction services.
Forecasted Project Start: August / September 2026
Forecasted Project Completion: October / November 2026

CEP Goals The Project Will Acheive

- Improves the appearance or environmental quality of the community
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status
- Results in improvements in safety

CEP Goal Summary: Describe how this program/project will meet the goal: Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status

The Sherwood "Robin Hood" Elks Lodge No. 2342 as a community based fraternal organization was established in Sherwood, OR in 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 underprivlidged families in the Sherwood area.
+ Support of USA Veterans through clothing donations, meeting location sponsorship and member

Community Enhancement Grant Application : Entry # 4906

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.
+ 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.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvements in safety

The lodge ADA bathrooms upgrade project would provide more efficient and safer ingress, use and egress for disabled members, disabled veterans, and seniors in the Sherwood community with their participation in lodge operations as a social center, supporting school events, Veterans (e.g. Vet's Cafe) and Senior Citizen organizations.

Milestones: List anticipated milestones and dates.

Forecasted Project Start: August 17, 2026
Demolition Start: August 24, 2026
Construction Start: September 7, 2026
Forecasted Project Completion: November 6, 2026

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in 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 underprivlidged 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.
+ 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.

Community Enhancement Grant Application : Entry # 4906

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

The ADA Upgrade Project will involve volunteer labor from lodge members and contracted qualified and skilled trade professionals to support tasks within the project located at the Elks Lodge. Support from City of Sherwood inspectors at various stages of construction and commissioning will be needed for the project.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

Not applicable

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Budget

Project Budget

- CEP-Project-Budget-Worksheet-EXCEL-1-ADA-Bathroom-041426.xlsx

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 requested amount for CEP will be applied for the use of qualified, skilled trades professionals and materials in the update to ADA standards for the Elks Lodge used by the Sherwood community. The other funding of the project is provided through Elks Lodge fund raising events and member donations.

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

The Elks Lodge has a dedicated Building Committee of members comprised of project management, engineering, electrical, plumbing, roofing, HVAC and Facilities Management professionals working as an integrated team to benefit the lodge for capital improvements and facilities operations.

Community Enhancement Grant Application : Entry # 4906

The estimated costs for the project were obtained using suppliers and construction services by the Building Committee to prepare proposals for Board Approval within the Elks Lodge. We normally request 3 bids to compare costs and quality of the services and materials being provided to the lodge. This project has been identified for over 2 years as part of the Elks Lodge 5-year Plan which factors in risk, cost and priority for execution in a fiscal year.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

The cost of the project is being funded through the Elks Lodge normal 2026 – 2027 budget cycle and the CEP grant will reduce pressure on remaining fundraising efforts or member donations.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

The on-going costs are forecasted to be of minimal impact to facilities operation. We anticipate the on-going costs to actually be reduced due to the modernization efforts of legacy plumbing, electrical, HVAC systems in reducing repair costs and more efficient cleaning services for the lodge.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

Yes

Budget For Partial Funding: What is the minimum grant amount that would allow the project to be performed?

12500

Budget For Partial Funding: Describe how that would change the scope of work

The proposed project would have to broken into 2 phases with focus on an individual bathroom upgrade in which we would lose economies of scale on material purchases and construction services.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

During the CEP 2025 – 2026 fiscal year the Elks Lodge was granted funding of $17,700 for the replacement of legacy flooring at the lodge. The project was executed within 3 months of the funding grant from June – August 2025 and the grant was closed out on August 15, 2025. This was

Community Enhancement Grant Application : Entry # 4906

accomplished with oversight and management of our Building Committee with an approved project plan.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

The ADA Upgrade Project will involve volunteer labor from lodge members and contracted qualified and skilled trade professionals to support tasks within the project located at the Elks Lodge.
Support from the Washington County and the City of Sherwood Building Inspectors will be required at various stages of construction and commissioning that will be needed for the project.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Daniel C. Rueckert

Date

04/14/2026

Electronic signature agreement

I accept

COMMUNITY ENHANCEMENT PROGRAM GRANT

Elks Lodge ADA Bathroom Upgrade Project

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Personnel Services	12,000.00	24,500.00	200.00	7,288.00		$ 43,788.00
Materials & Supplies	8,000.00	25,000.00				$ 33,000.00
Capital Assets						$ -
Administration	-					$ -
Other (please explain)						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 20,000.00	$ 49,500.00	$ 200.00	$ 7,288.00	$ -	**$ 76,788.00**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**76,788.00**
$ of Total Budget provided by CEP funds		**26%**
% of Total Budget provided by Sponsor and other sources		74%

2026-27 CEP Grant Application

AMERICAN LEGION, POST 56 - BACKYARD SOUTH IMPROVEMENT PROJECT, PHASE 2

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**AMERICAN LEGION, POST 56 - BACKYARD SOUTH IMPROVEMENT PROJECT, PHASE 2**	
Staff Reviewer Name:	Leslie Dean	Criteria Met
Verification Criteria:	Metro/IGA Requirements	(Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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	**Y**
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	**YES**

Repeat Applicant Report:	Additional Considerations for applicants with prior award history	
1. In the prior 3 years, have applications been received?		**Yes**
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?		NO
	Auto Sprinkler System & New Flower Bed	
3. How much as been awarded to the group for the project in the current application?		$ 9,600
4. How much has been awarded to the group overall?		$ 62,265
	Total number of grant awards	8

Community Enhancement Grant Application : Entry # 4907

Applicant Information

Applicant Information

The American Legion, Post 56

Applicant Information

22548 SW Pine St.
Sherwood, Oregon 97140
Map It

Applicant Information

philofar@hughes.net

Applicant Information

5035027579 (Phil Morton)

Applicant Information

https://SherwoodLegion.org

Applicant Information

Other Service - Non Profit

Applicant Information

98-6030981 Staff edit: 93-6030981

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

Yes

Award Limitations: Organizations may only receive grant funding in two years out of a three year period. In the past two grant cycle years (July 1, 2024 to June 30,2025 AND July 1, 2025 to June 30, 2026), has your organization received CEP grant awards in BOTH years?

No

Community Enhancement Grant Application : Entry # 4907

On-going Awards: Was a Community Enhancement Grant received last year?

No

Prior Award History: Describe the project/programs for which your organization received funding-Is the current application a continuation of the same project? 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 four CEP grants for FY 2023-2024 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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was it improved the appearance of our main hall for our Veterans and their family and guests and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was the new paint improved the appearance of both the main building and the back yard storage building and compared favorably with other buildings in the city.

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

Community Enhancement Grant Application : Entry # 4907

completed on time without any complications. This project was a complete success and met all of our goals and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was removal of the old sign and installation of the new sign greatly improved the appearance of the main building and the yard, and will compare favorably with other signs in the city.

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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was the new sign improved the appearance of our front yard and compares favorably with other signs in the city.

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 1st 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 1st 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 1st street. The project was completed on time without any complications. The project was a complete success and met all of our goals and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was a green lawn year round improving the appearance of the American Legion property, and the appearance of SW 1st. St., all seen by the general public. The addition of a flower bed with shrubs along the SW 1st. St. lawn area also enhanced the appearance of the street. This project also improved the appearance of the Back Yard which benefits our Veterans and their families, their guests, and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

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

Community Enhancement Grant Application : Entry # 4907

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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was it greatly improved the appearance of the Main Hall 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) 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 or 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 and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was it greatly improved the appearance to the Main Hall for the benefit of our Veterans and their families, their guests and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

4) Kitchen Improvement Project – New Refrigerator: The CEP funds for this project were to purchase a new refrigerator without freezer to replace an existing side-by-side refrigerator/freezer. Our kitchen is very small and space is at a premium. The freezer space was 9 cu. ft. and the refrigerator 16.5 cu. ft. We did not need the freezer space but do need more refrigerator space. One other issue is that the side-by-side protrudes into the doorway, that goes from the Main Hall into the kitchen, by 2-1/2". Because of this, the door must swing out into the Main Hall which takes up hall space plus is not attractive. It also partially blocks our bulletin board. The existing side-by-side was 36" wide and the new refrigerator without freezer 33" wide. The Goals: To purchase a new refrigerator without freezer and re-hang the door to swing into the kitchen as it was originally. The Objectives: 1) To gain needed refrigerator space. 2) To re-hang door to swing into the kitchen against the new refrigerator. 3) To allow the bulletin board to be seen without going around the door. 4) To make the Main Hall more attractive. The project was completed on time without any complications. The project was a complete success and met all of our goals and objectives. All of the required budgetary information was reported and the exit report submitted. The community impact was re-hanging the kitchen door improved the appearance of the Main Hall for the benefit of our Veterans and their families, their guests and to the public during the Sherwood Cruisin' and the Robin Hood Festival.

On-Going Support: 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?

Community Enhancement Grant Application : Entry # 4907

This project is to complete Phase 2 of a two phase project. Phase 1 of the project was done with a grant in the CEP 2024 -2025 cycle and successfully completed. We skipped a year because we were not eligible for a grant in the CEP 2025-2026 cycle.

If funding cannot be achieved through this grant the project will not proceed.

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Yes

Applicant Information

Backyard South Improvement Project, Phase 2

Amount Requested

$5,810.00

Program/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. Include beginning and end dates.

Description or Project

Background:
In the CEP 2024-2025 cycle 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 back yard. 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 2024-2025 grant.

Project Description:
Backyard South Improvement Project, Phase 2, is for installing a sprinkler system, in the south half of our backyard. Please see photos on Attachment “B-1”. The north and south sides of the yard are divided by a sidewalk as shown in the photos. The backyard south is approximately 68 ft. x 45 ft., 3100 sq. ft. There was a large Chesnutt tree in the backyard south the we had removed in the summer of 2025.

The CEP Funds will be used to contract with a professional lawn sprinkler contractor to install a

Community Enhancement Grant Application : Entry # 4907

sprinkler system in the south side of the backyard of the American Legion, Post 56, located at 22548 SW Pine St., Sherwood, Oregon 97140.

Detailed description of the project is as follows.
1. The sprinkler system would be installed by the sprinkler contractor. The piping would be connected to the existing valve box that is connected to the main sprinkler system installed during Phase 1. The main system includes the backflow preventer as required by code. The wiring from the controller to the valve box was also installed in Phase 1. A permit is not required for Phase 2 as this is connected to the main sprinkler water supply installed in Phase 1, and was permitted and passed City inspection.
2. After installation is completed the sprinkler piping trenches will be back filled by Legion volunteers.
3. Volunteers will then rototill and level the area, and prep the yard for planting lawn seed.
4. Volunteers will plant the lawn seed and fertilize.
5. Volunteers will water daily, or as required, using the new sprinkler system.

Post 56 member, Brian Berryhill of Berryhill Nursery of Sherwood, will be in charge of all the volunteers for this project.

Goals: To install a sprinkler system and plant new lawn as needed on the south side of our yard to match the north side that was installed in Phase 1.

Objectives:
1) To easily maintain and keep the south lawn green during the dry months
2) To eliminate the use of hoses connected to sprinklers and move them as required to water all areas of the south side.
3) To complete the beautification of the back yard for our members, their families, their guests, and to the public during the Sherwood Cruisin' and Robin Hood Festival.

The start date of the project will be September 28, 2026 and will be completed by March 31, 2027. We have a large window for completion as this project is weather dependent.

CEP Goals The Project Will Acheive

- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status

CEP Goal Summary: Describe how this program/project will meet the goal: Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having IRS 501(c)(3) status

Community Enhancement Grant Application : Entry # 4907

This project will greatly improve the appearance of the backyard south so that in 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.

Completion of this project will upgrade the property which is owned by the American Legion, Post 56, Sherwood.

Milestones: List anticipated milestones and dates.

The start date of the project will be September 28, 2026 and will be completed by March 31, 2027. We have a large window for completion as this project is weather dependent.

1. Installation of the lawn sprinkler system is completed by October 23, 2026
2. The sprinkler piping trenches will be back filled by Legion volunteers by October 31, 2026.
3. Volunteers will rototill and level the area, and prep the yard for planting lawn seed by February 12, 2027.
4. Volunteers will plant the lawn seed and fertilize by March 27, 2027.
5. Volunteers will water daily, or as required, using the new sprinkler system by March 31, 2027.

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

The project will impact the community that visits the Legion during the Cruisin' Car Show or the Robin Hood Festival, or visiting as a guest of a member of the American Legion Family, a Legionnaire, a Sons of the American Legion or the women's American Legion Auxiliary.

Please see Attachment "A-1" and "A-2" for a list of programs and activities we have for Veterans and their families and how we are involved with the Sherwood community.

All the members of Post, their families and guests, the public that visits during the Cruisin' Car Show or the Robin Hood festival benefits by funding of this project.

There will be no impact to nearby homes or businesses.

American Legions serve all men and women currently serving in the military, all men and women veterans, sons and daughters of a parent or grandparent that is currently serving or is a Veteran. These individuals represent a very large group of diverse, social economic, race, religion, cultural and other ethnic groups.

Community Enhancement Grant Application : Entry # 4907

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

Only American Legion member resources will be needed to complete this project. No community resources will be required. The project does not require any coordination with a public organization but does require some coordination with the sprinkler contractor regarding start and finish dates.

All coordination will be handled by Commander Phil Morton and member Brian Berryhill.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

The property is owned by the Sherwood American Legion who is the applicant. The public benefit of the project is provided above under "Community Impact".

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- Attachment-A-1-and-A-2-About-the-American-Legion1.docx
- Attachment-B-1-Backyard-Photos.docx
- Attachment-C-1-Volunteer-Hours.xlsx
- Attachment-E-1-Quote.docx

Budget

Project Budget

- Attachment-D-1-Project-Budget.xlsx

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?

Community Enhancement Grant Application : Entry # 4907

The grant funding will be used to contract with a professional sprinkler contractor for installation of a sprinkler system in our backyard south. Without the grant the project will not move forward.

There will not be any additional community resources or partnerships used to support the project.

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

Please see Attachment "E-1"

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

The sources of funding are 48 volunteer hours, and $200 cash from the Legion for grass seed and fertilizer.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

There will be no ongoing costs. We contract with a professional landscape service to mow, edge, trim etc. to maintain all the yards on our property throughout the year.

Budget For Partial Funding: If only partial funding is available, could your project be reduced in size or done in phases?

No

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

Phil Morton, Commander of the Sherwood American Legion, has managed all types of various projects throughout his occupational career of 40 plus years with Gaylord Industries, Tualatin. Outside of his occupation he has designed and managed construction of many home additions. He also managed four City of Sherwood CEP projects for the 2023-2024 cycle and four projects for the 2024-2025 cycle.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

Community Enhancement Grant Application : Entry # 4907

The project does not require any coordination with a public organization but does require some coordination with the sprinkler contractor in terms or installation and completion dates. These dates will be determined, based on our milestones, at the time the contract is signed

All coordination will be handled by member Brian Berryhill of Berryhill Nursery of Sherwood.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Phil Morton

Date

04/15/2026

Electronic signature agreement

I accept

Attachment "D-1"

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget							
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source - Cash from Legion	Total project cost	Comments
New sprinkler system	$ 5,810.00						
Seed and fertilizer	$ -				$ 200.00	$ 200.00	
Member volunteers			48	$ 1,749.12			
Personnel Services				-		$ -	
Materials & Supplies						$ -	
Capital Assets						$ -	
Administration						$ -	
Other (please explain)						$ -	
						$ -	
						$ -	
						$ -	
						$ -	
Total	$ 5,810.00	$ -		$ 1,749.12	$ 200.00	**$ 7,759.12**	

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$ 7,759.12**
$ of Total Budget provided by CEP funds	**75%**
% of Total Budget provided by Sponsor and other sources	25%

Attachment "A-1"

The American Legion – Argonne Post 56
22548 SW Pine St., Sherwood, Oregon 97140
Phone: 503-625-5889 Email: info@SherwoodLegion.org

About the American Legion Poat 56, from July 1, 2025 to June 30, 2026

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 2025 year we were able to help we helped over 25 families from Camp Withycombe, and over 20 children in our community. 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.
- Memorial Day Flags at Cemeteries – The day before Memorial Day we place small American Flags on Veteran's head stones at the St. Paul Lutheran Cemetery - Sherwood and the Middleton Pioneer Cemetery - Sherwood.
- Veterans' Day Dinner – On November 11th 2024 we provided a free dinner to any Veteran and to all Post members and their families.
- Celebration of Life – Our annual special Remembrance Dinner was held on September 27th to honor Post 56 members or any Sherwood Veteran who passed in the last year. It included readings and prayers from our Auxiliary Chaplain and music.
- 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, Friday Night Suppers, 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 Toss 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 to support this program, for several years.

Involvement with the Community

- Law Enforcement Career Camp – This is a camp offered to Sherwood HS boys and girls in their junior year to attend a six day camp intended to expose high school students to various aspects of law enforcement. The camp is in late July and is held at Camp Rilea Training /facility in Warrenton, Oregon. This camp is in partnership with the American Legion Department of Oregon, the Oregon State Police and cooperation from the Oregon State Sheriffs association and the Oregon Association of Chiefs of Police. This year we sponsored two boys from Sherwood HS. We funded $700 for the sponsorship.

Attachment "A-2"

Involvement with the Community (cont.)

- School Award Program – For several years we have awarded three Sherwood Middle School graduating students the American Legion Certificate of School Award. 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.
  In 2025 we sponsored two High School Junior that were selected by their teachers and staff to attend the Girls' State program held at Oregon State University from June 22-29, 2025. The Sherwood American Legion Auxiliary fully funded the $600 tuition.
- Boy's State Program - American Legion Boys State is a week-long program, held at Oregon State University from June 22-29, is designed to immerse high school juniors in the practical aspects of state and local government, with a focus on citizenship and leadership. Participants, known as "Boys Staters," create and operate mock local, county, and state governments. The program is sponsored by the American Legion and is a highly regarded educational experience. In 2025 we sponsored one high school boy to attend Boy's State. The Sherwood American Legion funded $350 towards the sponsorship portion.
- 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 2025 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.

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

Attachment "B-1"



Backyard north taken on 4-3-26
This side has the sprinkler system installed that keeps the lawn green



Backyard south taken on 4-3-26
The brown area in the upper left is where the Walnut tree was taken out last summer and was just seeded a few days before this photo. The lawn is kept green by using a hose and sprinkler that must be moved 3-4 times per watering.

Attachment "C-1"

Number of Volunteer Labor Hours Required for Backyard South Project

Actions Required After the Sprinkler System Has Been Installed

(The yard is Approximately 3100 sq. ft.) Description of work	# of People	# of Hrs. per Person	Total Hrs.	Comments
Back fill piping trenches	4	2.50	10.00	
Rototill and level the yard area	4	5.00	20.00	
Prep yard for planting lawn seed	4	3.00	12.00	
Plant the lawn seed and fertilize	2	3.00	6.00	
		Total Hours	**48.00**	

Attachment E-1

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

4/4/2026
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 South 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)

$ 5,810

Turf grass replacement at existing rear yard lawn (south side)

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

$ 10,239

We have decided to not use Turf. Volunteers will do all the prep and seed the lawn.

Thanks,

Greg Law
Gregory Law landscape LLC

2026-27 CEP Grant Application

MINDFLOW - FROM SNAP TO STEP: BUILDING SIMPLE HABITS TO SAVE FOOD AND REDUCE WASTE

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**MINDFLOW - FROM SNAP TO STEP: BUILDING SIMPLE HABITS TO SAVE FOOD AND REDUCE WASTE**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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?	**N/A**
	◊ If permits are required, was the necessary approval received?	**N/A**
	Requirements Met: Y/N	

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**

Community Enhancement Grant Application : Entry # 4913

Applicant Information

Applicant Information

MINDFLOW

Applicant Information

10941 Southeast Bush Street
2374 SE 171st Ave
Portland, OR 97266
Map It

Applicant Information

mindflowusa@gmail.com

Applicant Information

971 35 77 305

Applicant Information

https://www.mindflowusa.com

Applicant Information

Non-profit, neighborhood association or charitable organization with IRS 501(c)(3) tax-exempt status

Applicant Information

33-3163497

Prior Applications: Has your organization received Community Enhancement Grants in the past for any project, including the current one you are applying for?

No

Program/Project Information

Project Funding Availablity: Funds are available for projects after July 1, 2026 and must be used before June 30, 2027. Is this project compatible with that timing?

Community Enhancement Grant Application : Entry # 4913

Yes

Applicant Information

From SNAP to STEP: Building Simple Habits to Save Food and Reduce Waste

Amount Requested

$5,000.00

Program/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. Include beginning and end dates.

From SNAP to STEP: Building Simple Habits to Save Food and Reduce Waste is a community-based program designed to provide practical training and services for low-income, immigrant, and underserved residents of Sherwood. The program focuses on reducing food waste, increasing reuse, and improving household sustainability through simple, hands-on cooking practices.

The project will include five outdoor workshops held in Sherwood parks during July and August 2026, followed by a final community gathering to share outcomes and lessons learned. Each session will provide practical, experience-based training where participants learn how to prepare meals using available ingredients, reduce food waste, and apply resource-efficient cooking techniques in everyday life.

CEP funds ($5,000) will be used to support program facilitation, food and cooking supplies, reusable materials, printed take-home guides, transportation access for participants, and administrative and insurance costs required to safely implement the program. Participants will also receive a practical guidebook with simple recipes and strategies to continue applying these skills at home.

The program directly supports CEP goals by increasing reuse and waste prevention, improving environmental quality, and providing training opportunities for underserved populations. Participants will gain practical skills that help reduce household expenses, increase food efficiency, and support long-term sustainability.

The project will be implemented by MindFlow, a volunteer-led organization with lived experience working with immigrant communities. In-kind match will be provided through approximately 30 hours of volunteer labor, supporting program delivery and coordination.

Project location: Public parks within the City of Sherwood

Community Enhancement Grant Application : Entry # 4913

Project timeline: July 1, 2026 – August 31, 2026, with a final community gathering at the end of the program

CEP Goals The Project Will Acheive

- Increases recycling opportunities or reduces the amount or toxicity of waste
- Results in improvement to, or an increase in recreational areas and programs in the community
- Results in improvements in safety
- Benefit youth, seniors, low income persons or underserved populations
- Provides skills training, work or education opportunities within the community

CEP Goal Summary: Describe how this program/project will meet the goal: Increases recycling opportunities or reduces the amount or toxicity of waste

This program supports waste reduction by providing practical, hands-on training in zero-waste cooking and food efficiency. Participants learn how to use available ingredients more effectively, reduce food waste, and avoid unnecessary disposal through simple everyday practices.

By teaching participants how to plan meals, store food properly, and repurpose leftovers, the program directly increases reuse and reduces the amount of organic waste generated at the household level. These skills are immediately applicable and help participants adopt sustainable habits that continue beyond the program.

Through accessible, community-based workshops, the project increases awareness of waste reduction and empowers participants to make more sustainable choices in their daily lives, contributing to long-term environmental benefits for the Sherwood community.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvement to, or an increase in recreational areas and programs in the community

This project expands community recreation and programming by offering a series of accessible outdoor workshops in Sherwood parks. The program activates existing public spaces by creating structured, community-based activities that encourage residents to gather, learn, and engage in a healthy outdoor environment.

By combining hands-on learning with shared meals and social interaction, the program increases participation in recreational activities and introduces new ways for residents to use parks as spaces for connection, learning, and well-being. It also provides inclusive programming for underserved populations who may have limited access to organized recreational opportunities.

Community Enhancement Grant Application : Entry # 4913

Through these regular gatherings, the project strengthens community engagement and enhances the value and use of public recreational spaces in Sherwood.

CEP Goal Summary: Describe how this program/project will meet the goal: Results in improvements in safety

This project contributes to improved safety by providing practical education that helps participants handle food more safely, reduce spoilage, and minimize health risks associated with improper food use and storage. Participants learn safe food handling, storage techniques, and how to use ingredients efficiently, which supports healthier and safer home environments.

In addition, the program strengthens social connections and community presence in public spaces. Regular, organized gatherings in parks increase positive use of these areas, fostering a greater sense of safety, awareness, and community cohesion among participants.

By combining practical life skills with increased community engagement, the program supports both personal and community-level safety.

CEP Goal Summary: Describe how this program/project will meet the goal: Benefit youth, seniors, low income persons or underserved populations

This project is designed to directly benefit underserved populations, including low-income families, immigrant communities, youth, and older adults in Sherwood. It provides accessible, no-cost, community-based workshops that focus on practical life skills such as reducing food waste, cooking with available ingredients, and improving food efficiency.

Participants gain simple, applicable skills that help reduce household expenses, improve nutrition, and support more stable daily living. The program is inclusive and intergenerational, creating opportunities for youth, adults, and seniors to learn together, share knowledge, and build supportive social connections.

By offering culturally relevant and hands-on learning in a welcoming outdoor environment, the project helps reduce barriers to participation and strengthens resilience, confidence, and overall well-being among underserved community members.

CEP Goal Summary: Describe how this program/project will meet the goal: Provides skills training, work or education opportunities within the community

This project provides practical education and skill-building opportunities for participants within the local community. Through hands-on workshops, participants learn essential life skills related to food preparation, waste reduction, and resource-efficient cooking that can be applied in everyday life.

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The program introduces foundational knowledge that can support future pathways in food-related work, community services, or small-scale entrepreneurship, such as home-based cooking, meal preparation, or sustainable food practices. Participants also develop transferable skills, including planning, organization, and resource management.

By offering accessible, community-based learning opportunities, the project helps participants build confidence, expand their knowledge, and strengthen their ability to pursue further education, training, or economic opportunities within the Sherwood community.

Milestones: List anticipated milestones and dates.

June 2026
Program planning, outreach, participant recruitment, and coordination with local partners

July 2026
Implementation of first two outdoor workshops in Sherwood parks (hands-on training and community engagement)

August 2026
Implementation of two additional workshops, continued participant engagement and skill development

Late August 2026
Final community gathering to share outcomes, experiences, and practical applications learned during the program

September 2026
Program evaluation, documentation of outcomes, and preparation of final report

Community Impact: Describe how this project will impact the community? Who will benefit if this project is funded? What impact might the project have on nearby homes and businesses? Does this project serve diverse or traditionally underserved populations or specific cultural or ethnic groups in Sherwood?

This project will have a direct and practical impact on the Sherwood community by providing accessible, hands-on education that helps residents reduce food waste, improve food efficiency, and lower household expenses. Participants will gain simple, everyday skills that support more sustainable living and strengthen their ability to manage resources effectively.

The program will primarily benefit underserved populations, including low-income households, immigrants, youth, and older adults. It is designed and facilitated by community members who are themselves immigrants from Ukraine, many of whom come from low-income backgrounds and bring

Community Enhancement Grant Application : Entry # 4913

lived experience and cultural traditions where resourceful, low-waste cooking is a natural part of daily life. By sharing these practices, the program creates an authentic, peer-led learning environment that is both practical and culturally meaningful.

At a time when many families face increased financial pressure and uncertainty around food access, this program provides a meaningful step toward greater confidence and self-sufficiency. Participants learn how to prepare meals from available ingredients, reduce waste, and preserve food, helping them feel more secure in their ability to provide for themselves and their families.

The project also fosters stronger community connections by bringing people together in public park spaces for shared learning and interaction. Increased positive use of these spaces can contribute to a stronger sense of community presence, benefiting nearby homes and local businesses through increased engagement and activity.

In addition, the program supports diverse and traditionally underserved communities in Sherwood by creating inclusive, welcoming spaces where participants can share knowledge, learn from one another, and build confidence. Overall, the project promotes sustainability, community cohesion, and economic resilience across the local community.

Available Resources: Describe the resources needed to make this project complete. 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)? Does this project require coordination with other public or private organizations? If yes, please describe what type of coordination is needed and whether the coordination has been completed.

This project will utilize existing community resources to ensure effective and accessible implementation. Primary locations will include public parks within the City of Sherwood, which provide open, welcoming spaces for outdoor workshops and community gatherings.

The program will rely on basic materials, food supplies, and simple equipment needed for hands-on learning. Transportation support, including public transit options, will help reduce access barriers for participants. Printed guides will support continued learning beyond the workshops.

Our organization has successful experience delivering outdoor educational and wellness programs in park settings, including more than 40 sessions in 2025. This experience ensures that we can effectively organize, facilitate, and manage community-based activities in public spaces.

The project may involve coordination with local partners, including city departments for park use and permits, as well as outreach through community networks and local media to inform residents about the program. We are open to collaboration with organizations, service providers, and community groups that support outreach and participant engagement. Initial outreach and coordination will take

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place prior to program implementation.

Overall, the project is designed to use accessible, existing community resources while building partnerships that strengthen community awareness and participation.

Planning: If the project is located on private land, discuss the public benefit of the project and provide land owner permission for the project with this application. If not applicable, indicate by entering n/a.

n/a

On-going commitments: Will this grant request be used for one phase of a multiphase project, with possible grant requests for future phases

No

Upload Optional Supplemental Materials.

- FinalLetter_33-3163497_MINDFLOW_02072025_00.pdf

Budget

Project Budget

- https://www.sherwoodoregon.gov/wp-content/uploads/gravity_forms/114-a29cab0dc712b0b01c20df2ea9dfde87/2026/04/project_budget-MINDFLOW-From-SNAP-to-STEP.xlsx-Google-Таблицы.pdf

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 funds will be used to directly support the implementation of a series of community-based workshops focused on reducing food waste and building practical life skills. The majority of funds will support program facilitation, ensuring consistent, high-quality delivery of hands-on training sessions. Additional funding will cover food and cooking supplies, reusable materials, printed take-home guides, and transportation support to reduce participation barriers.

Grant funding is essential to ensure that the program remains free and accessible to low-income and underserved participants. Without this support, it would be difficult to provide materials, food, and structured learning opportunities at the level needed to achieve meaningful and lasting impact. The

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funding enables us to move beyond small-scale efforts and deliver a consistent, organized program that reaches more community members.

Additional community resources will include volunteer support for program coordination and delivery, as well as the use of public park spaces provided by the City of Sherwood. We will also engage local community networks and media to support outreach and participant recruitment. The project is designed to leverage existing community resources and partnerships to maximize impact while maintaining cost efficiency.

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

The budget estimates are based on a combination of prior program experience, current local pricing, and standard community program costs. Our organization has delivered more than 40 outdoor sessions in 2025, which provided a reliable reference for estimating facilitation time, materials, and logistical needs.

Food and supply costs are based on average retail prices from local stores and previous workshop expenses. Transportation support reflects typical public transit costs in the area. Printed materials are estimated based on standard local printing rates for small-batch educational guides.

Facilitation and coordination costs are aligned with reasonable community program rates and reflect the actual time required for preparation, delivery, and communication. Administrative and insurance costs are based on standard requirements for organizing outdoor community events.

Overall, the budget is designed to be realistic, cost-efficient, and directly tied to the resources needed for successful program implementation.

Match Funding: Is there secure funding for sponsor's share of the total costs? What are the sources of funding (e.g. volunteer hours, cash, and in-kind donations and volunteer hours).

Yes, the required matching contribution is secured through in-kind volunteer support. The project will include approximately 30 hours of volunteer labor, provided by community members and program facilitators, supporting coordination, preparation, and delivery of the workshops.

The estimated value of this contribution is $1,093 (30 hours × $36.44), based on the standard volunteer labor rate. These volunteer hours will directly support program implementation and reduce overall project costs.

In addition, the project will utilize existing community resources, including public park spaces in Sherwood and support from local outreach networks. The program will also incorporate an original guidebook and established methodology for delivering effective, hands-on workshops, developed

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through prior experience. The expertise and lived experience of the organizers represent a significant in-kind contribution that supports the quality and impact of the program.

Ongoing Costs: What are the expected on-going maintenance needs and costs that may be required by this project? What steps have been taken to to ensure funding will be available?

This project does not require significant ongoing maintenance costs, as it is a program-based initiative rather than a capital or infrastructure project. Expected ongoing needs are minimal and include small-scale replacement of basic materials and continued use of printed guides and program resources.

The program is designed to be low-cost and sustainable, using simple, reusable materials and existing public spaces. The core outcomes of the project—participant skills, knowledge, and practical habits—do not require ongoing financial investment to maintain, as participants are able to continue applying what they have learned independently.

Future continuation of the program can be supported through a combination of volunteer efforts, community partnerships, and potential future funding opportunities. The organization’s existing experience in delivering similar programs and its volunteer-based model help ensure that activities can be sustained with limited ongoing costs.

Project Management

Prior Experience: Describe the organization's prior experience managing similar projects, including prior Community Enhancement Projects.

MindFlow has demonstrated strong experience in delivering community-based outdoor programs that combine education, well-being, and practical life skills. In 2025, the organization successfully implemented the “Summer for the Brave” program, delivering more than 40 outdoor sessions in parks over a two-month period. These sessions engaged participants of different ages and backgrounds and focused on building resilience, practical skills, and community connection through nature-based activities.

In 2026, MindFlow continued this work by launching regular community gatherings, Share Happy Mood, which bring participants together in park settings to share practical well-being practices and meals. These programs have shown consistent community engagement and the ability to organize and manage safe, structured activities in public spaces.

Through these initiatives, the organization has developed effective methods for outreach, participant engagement, and program delivery in outdoor environments. While the primary focus has been on education and well-being, these activities also contribute to improving the use and activation of public spaces, supporting community connection, and enhancing the overall livability of local environments.

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This experience demonstrates the organization’s ability to successfully plan, coordinate, and implement community programs that align with the goals of improving access, sustainability, and quality of life.

Other Organization Involvement: Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe, please enter N/A if this does not apply.

This project may involve coordination with local partners to ensure effective implementation. Coordination may include communication with City of Sherwood departments regarding the use of public parks and any required permits for outdoor gatherings.

We also plan to collaborate with local community networks, service providers, and outreach channels to inform residents about the program and support participant engagement. This may include coordination with local organizations that serve low-income and immigrant communities.

At this stage, formal coordination is not required and has not yet been finalized. Initial outreach and coordination will be completed prior to the start of the program to ensure all necessary approvals and partnerships are in place.

Certification

Project Certifications

- This project will not promote or inhibit religion in any way
- This project will not descriminate based on race, ethnicity, age, gender, sexual orientation or other protected class in any way

Electronic Signature:

Oksana Freedom

Date

04/15/2026

Electronic signature agreement

I accept

MINDFLOW 2026 From SNAP to STEP: Building Simple Habits to Save Food and Reduce Waste

Category	Item	Description	Calculation	#	Amount
Staff	Program Facilitation	Leading 5 workshops + final event	250*6		1500
Staff	Program Coordination	Outreach, scheduling, logistics			500
		Subtotal Staff			2000
Supplies	Food Supplies	Ingredients for workshops	150*6		900
Supplies	Kitchen & Reusable Materials	Tools for zero-waste cooking			300
Supplies	Printed Materials	Guidebooks			400
Transportation	Transit Support	Public transit			300
Supplies	Additional Materials	Extra supplies			600
		Subtotal Materials			2500
Admin	Program Administration	Coordination, reporting			300
Admin	Insurance & Permits	Outdoor events			200
		Subtotal Admin			500
		TOTAL			5000

🤝 IN-KIND MATCH (Volunteer Contribution)

Category	Item	Description	Calculation	Value	MINDFLO
Volunteer	Labor Contribution	Program support & coordination	30 hrs × $36.44	$1,093	

2026-27 CEP Grant Application

Sherwood Youth Cheerleading - New Tumbling Equipment & Safety Initiative

2026-27 CEP Grant Applicant Staff Review Report

Applicant & Project	**Sherwood Youth Cheerleading - New Tumbling Equipment & Safety Initiative**	
Staff Reviewer Name:	Leslie Dean	Criteria
Verification Criteria:	Metro/IGA Requirements	Met (Y/N)
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:	
	◊ A non-profit organization, including without limitation, neighborhood associations and 501c(3) organizations	**Y**
	◊ 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**
FY25-26	Cheer Mat Replacement and Safety Initiative	**$ 3,598**
FY25-26	Helmet Safety Initiative (for Stunting)	**$ 756**
FY25-26	Uniform Accessibility Project	**$ -**
FY25-26	Expert Stunt Training	**$ -**
FY25-26	Space Cost Reduction Initiative	**$ -**
FY25-26	Creative Learning & Routine Development	**$ -**
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?		**$ 4,354**
	Total number of grant awards	**$ 2**

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: New Tumbling Equipment & 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.

Signature of Party Authorized to Represent the Organization

Jessica Lewis

Printed name

April 15th, 2026

Date

Project Budget Summary

Grant Funds Requested	$9,504.2
+ Matching Funds (Cash)	1,056.0
+ In-Kind Matching Funds:	$0
= Total Cost of Project:	10560.02

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.

Sherwood Youth Cheerleading (SYC) 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.

SYC is seeking funding to purchase tumbling and skill development equipment to support safe, in-house training for our athletes. Currently, we rely on external facilities for tumbling instruction, which creates additional costs and limits accessibility for families. Bringing this training in-house will improve safety, increase consistency in skill development, and provide more affordable options for participants.

If awarded funding, SYC will place equipment orders in early July 2026, with the goal of receiving and implementing all items by September 30, 2026, in time for the upcoming season. Equipment will be securely stored at our practice facility and in an existing storage unit.

This project aims to enhance athlete safety, expand access to training, reduce financial barriers, and strengthen the overall quality of our program.

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) This project will strengthen our local youth program by expanding access to safe, affordable skill development for over 100 athletes and their families. By offering in-house tumbling instruction, we will reduce financial barriers, increase accessibility, and provide more consistent training within our community. This investment supports athlete development, enhances program quality, and ensures we can continue serving and retaining youth participants in a positive, growth-focused environment.

f) This project will improve community safety by providing athletes with access to structured, supervised tumbling instruction. Without proper resources, many youth attempt to self-teach skills in uncontrolled environments, increasing the risk of injury. By offering in-house training with appropriate equipment and qualified coaching, we can guide athletes through safe skill progressions in a controlled setting.

This investment will create a safer environment for youth to learn and develop, reducing preventable injuries while reinforcing proper technique and long-term athlete well-being.

g) By investing in in-house tumbling equipment, we will expand our ability to deliver structured, consistent skills training within our program. This will allow athletes to progress more effectively while reducing reliance on external facilities and lowering overall costs for families, including those with financial barriers.

This project will strengthen athlete development, enhance the quality of training we provide, and ensure continued access to skill-building opportunities for youth in our community.

3. List anticipated project milestones and dates.

We would plan to order all items in July, 2026, in hopes to receive all products and be able to use them through our summer preparations and training. We expect all items to be delivered by September 31th, 2026 (assuming there are no shipping issues), and be otherwise completed with our project other than submitting the interim and exit reports.

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 project will directly support youth in grades K–8 within the Sherwood community and surrounding areas who participate in Sherwood Youth Cheerleading. Our program serves a diverse group of athletes, including boys and girls from a wide range of backgrounds, and is committed to being inclusive and accessible.

We prioritize affordability through financial assistance options, ensuring that all families, including those from underserved communities, have the opportunity to participate in a safe, supportive, and team-oriented environment.

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

Yes, Sherwood Youth Cheerleading has successfully managed a similar project through the 2024–2025 Community Grant. We effectively oversaw the awarded funds, completed purchases within the required timeline, and met all reporting expectations. We have also returned any unused funds and will submit our final report prior to the deadline.

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 utilize existing community resources to support this project, including practice and storage space provided by Ridges Elementary, as well as an off-site storage unit for additional equipment. Items will be shipped to a board member's residence, and volunteer support will be used to transport equipment to our practice facility.

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

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?

During the 2024–2025 cycle, we successfully implemented two grant-funded projects focused on athlete safety, including the purchase of stunting helmets and new practice mats. These upgrades addressed common injury risks, improved our training environment, and allowed athletes to safely progress in skill development.

The project had a direct positive impact on our program by enhancing safety, increasing athlete confidence, and supporting continued growth within our community. The equipment has been actively used throughout the season and has strengthened the overall quality of our program.

The project is nearly complete, with funds fully utilized, interim reporting submitted, and final reporting to be completed by the required deadline.

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?

This project ran smoothly for us and we have seen an immense benefit this season from receiving it. It was on scheduled and our exit report will be submitted before the deadline.

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 project ran smoothly for us and we have seen an immense benefit this season from receiving it. It was on scheduled and our exit report will be submitted before the deadline.

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?

All grant funds will be used to purchase and deliver tumbling equipment. This funding is essential, as these costs exceed what our nonprofit can typically allocate while continuing to support scholarships and other community-focused efforts.
We will utilize existing resources, including storage at Ridges Elementary and volunteer support for transportation and setup, and do not anticipate needing additional

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

This is the only grant we have applied to this season.

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
Eqipment (Norberts)	Equipment (Norberts)	Equipment (Norberts)		2,536.00
Equipment (Tumbl Trak)	Equipment (Tumbl Trak)	Equipment (Tumbl Trak)		8,024.02
Total	9,504.02	1,056	0	10,560.02

19. Percent of Total Budget provided by applicant:

Listed above is roughly 100% of the cost for this project. The only monatary 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: $ 3,000

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 purchasing partial items with the grant funds, and self fund the rest at an additional. We would be grateful for any grant amount towards getting new equipment and even getting one additional item would add to our program.

COMMUNITY ENHANCEMENT PROGRAM GRANT

Project Budget						
Expense Type:	CEP	Sponsor Matching Funds	In-Kind estimated Volunteer hours	In-Kind Matching Support *	Other Source	Total project cost
Equipment & Shipp.(Norberts Athle	2,282.40	253.60		-		$ 2,536.00
Equipment &Shipp. (Tumbl Trak)	7,221.62	802.40				$ 8,024.02
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
Total	$ 9,504.02	$ 1,056.00	$ -	$ -	$ -	**$ 10,560.02**

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 2026-27 grant cycle $36.44/hour is used to calculate the value of volunteer labor.

Total Estimated Cost	**$**	**10,560.02**
$ of Total Budget provided by CEP funds		**90%**
% of Total Budget provided by Sponsor and other sources		10%