

Memorandum

Date: April 27, 2012

To: Citizens' Budget Committee

From: *Citizen Members of the Citizens' Budget Committee*

Present: Karen Hensley – Chair
Bill Hill – Vice Chair
Ann Frazier
Jon Monson

Excused: Abigail Wojcik

Staff Present: Richard Seals, Chief Financial Officer
Ken Warner, Interim Parks & Recreation Director

Subject: Citizen Recommendations for Community Grant Allocations

The citizen members of the Citizens' Budget Committee met on Monday, April 24, 2012 to review and discuss the 21 grant requests totaling \$57,699 for the \$22,300 available grant funds budgeted in the second year of the BN 2013 biennium.

This citizen group refined this year's guiding principles in evaluating requests as follows:

- Priority given to organizations or causes that directly benefit West Linn residents.
- A complete, descriptive, and thorough application submitted.
- Transparency as to exactly what funds would be used for and who benefits.
- No funding allocated for advertising or promotion.
- No funding allocated to Neighborhood Associations.
- No funding for purely fundraising type of events or requests related to political advocacy.
- Any undesignated balance left in the "community grants" account can be used by the Parks Department to assist with other community organizations that need financial assistance during the fiscal year which did not complete an application or receive full funding.

Categorizing the Requests

In order to break-down the applications this year, the group divided the applications into two main categories: those that provide more of a social service to the community and those that relate to an event or series of events. From here, 4 applicants were excluded as these seemed to be more appropriately funded by other means such as local businesses. For the Youth Center request, the citizen group felt it was too early to award funding as they would like to see more

details about the proposed program determined by the task force. In addition, the citizens group wished to understand what financial support the center might receive from all partners (the local businesses and the School District).

For Event Specific requests:

The guiding purpose of grant money for festivals and events is seed money. Organizations are encouraged to apply for funding for new or emerging West Linn-focused purposes. Organizations that depend on West Linn community grant funding year after year should recognize that the Citizens' Budget Committee discourages complacency in grant funding requests, and encourages the eventual move to be on their own where appropriate.

Reporting Back:

For all funded grant requests, after the organization incurs the costs that are funded with the grant monies, the organization must report back with a summary of how the funds were used, the value that the grant program provided to the citizens of West Linn, and how the funds helped the purpose of the organization.

Recommendation

The citizen members recommend that the City Council award 16 organizations \$21,004 in funding leaving \$1,296 undesignated in the reserve account for use throughout the fiscal year as the attached summary reflects.

Attachment

Summary of Requests and Recommendations

City of West Linn

Community Grant Requests for the second fiscal year (FY13) of the 2012-2013 Biennial Budget

COMMUNITY GRANT REQUESTS	FY 2013	RECOMMENDED BY	ADOPTED BY THE
	REQUESTED	CITIZEN MEMBERS OF	WEST LINN CITY
	AMOUNT	CITIZENS' BUDGET	COUNCIL
		COMMITTEE	
	Requested	Recommended	Adopted
1 West Linn Arts Festival	\$ 1,000	\$ 750	
2 Arts Festival in the Forest	-	-	
3 AWOL Dance Collective	1,000	750	
4 West Linn Community Chorus	7,700	1,000	
5 West Linn Trails Group	-	-	
6 West Linn Lions Club Foundation	1,854	1,854	
7 West Linn Community Preschool	-	-	
8 West Linn Community Task Force	1,700	1,200	
9 West Linn Food Pantry	5,000	4,000	
10 Friends of Maddax Woods	400	400	
11 Friends of the Robinwood Station	4,400	2,200	
12 Friends of the McLean House	1,595	500	
13 Farmer's Market Task Force	-	-	
14 Willamette Falls Heritage Foundation	1,000	1,000	
15 Willamette Living History Committee	1,100	1,100	
16 Citizens for WL Aquatic Comm Ctr	-	-	
17 789Jam on the Hill	-	-	
18 Clackamas Women's Services	3,000	2,000	
19 Big Brothers Big Sisters Columbia NW	-	-	
20 Columbia Chapter of US Army Assoc	-	-	
21 Happy Trails Riding Center	1,500	1,500	
22 July 4th Fireworks Event	2,000	1,500	
23 Historic Willamette Main Street program	1,000	-	
24 St Vincent de Paul	750	-	
25 Meridian Park Medical Foundation	1,400	750	
26 Willamette Christian Church	14,800	-	
27 West Linn Centennial Planning Committee	2,500	-	
28 MOMS Club of West Linn	2,000	500	
29 West Linn Chamber of Commerce	2,000	-	
Total	\$ 57,699	\$ 21,004	

City of West Linn

Community Grant Requests for the second fiscal year (FY13) of the 2012-2013 Biennial Budget

COMMUNITY GRANT REQUESTS				FY 2013 REQUESTED AMOUNT					RECOMMENDED BY CITIZEN MEMBERS OF CITIZENS' BUDGET COMMITTEE		ADOPTED BY THE WEST LINN CITY COUNCIL	
Requesting Entity	Contact	Prior Year - FY 2012		Requested Amount for FY 2013	Social Service types of Requests		Event types of Requests		Hold	Nos	Comments	Adopted
		Requested	Approved		Amount Requested	Amount Funded	Amount Requested	Amount Funded				
1 West Linn Arts Festival	Douglas C. Dooley	\$ 4,500	\$ -	\$ 1,000			\$ 1,000	\$ 750			Partially try to recognize the importance of this Art Event	
2 Arts Festival in the Forest	Veronia Swela	4,755	-	-							No application request submitted this year	
3 AWOL Dance Collective	Jen Livengood	3,500	-	1,000			1,000	750			Partially try to recognize the importance of this Art Event	
4 West Linn Community Chorus	Donna Lukacs	3,500	1,000	7,700			7,700	1,000			Partially try to recognize the importance of this Art Event	
5 West Linn Trails Group	Roger Shepherd	2,000	1,000	-							No application request submitted this year	
6 West Linn Lions Club Foundation	Mike Lindner	1,746	1,000	1,854	1,854	1,854					Fund this social service to the best extent possible	
7 West Linn Community Preschool	Tamarah Sato	2,000	-	-							No application request submitted this year	
8 West Linn Community Task Force	Julie Edwards	10,000	2,800	1,700	1,700	1,200					Try to cover at least the 2nd year ongoing subscription	
9 West Linn Food Pantry	Shauna Shroyer	10,000	5,000	5,000	5,000	4,000					Partially fund, with direction to be on its own next year	
10 Friends of Maddax Woods	Allison Benski	400	400	400			400	400			Fund switch over to LED lighting	
11 Friends of the Robinwood Station	Randall Fastabend	3,205	-	4,400			4,400	2,200			Partially fund, but musician stipends only	
12 Friends of the McLean House	Mike Watters	4,050	-	1,595			1,595	500			Partially fund as event similar to Centennial celebration	
13 Farmer's Market Task Force	Miles McCoy	4,750	750	-							No application request submitted this year	
14 Willamette Falls Heritage Foundation	Sandy Carter	1,000	750	1,000			1,000	1,000			Recognize the importance of this Historic connection	
15 Willamette Living History Committee	Elizabeth Kiere	2,600	1,000	1,100			1,100	1,100			Recognize the importance of this Historic connection	
16 Citizens for WL Aquatic Comm Ctr	Tracy Gilday	13,281	-	-							No application request submitted this year	
17 789Jam on the Hill	Serri Oswald	3,400	1,000	-							No application request submitted this year	
18 Clackamas Women's Services	Melissa Erlbaum	5,000	1,000	3,000	3,000	2,000					Fund this social service to the best extent possible	
19 Big Brothers Big Sisters Columbia NW	Paul Cathcart	5,000	1,500	-							No application request submitted this year	
20 Columbia Chapter of US Army Assoc	Linda Latham	8,580	-	-							No application request submitted this year	
21 Happy Trails Riding Center	Nicole Budden	1,500	1,500	1,500	1,500	1,500					Fund this social service to the best extent possible	
22 July 4th Fireworks Event	Alice Richmond	1,500	1,000	2,000			2,000	1,500			Partially try to recognize the importance of this local event	
23 Historic Willamette Main Street program	Shannen Knight	-	-	1,000						1,000	Seems more like local businesses should provide	
24 St Vincent de Paul	Alan Stuyvesant	-	-	750						750	Seems other funding is available from parent entity	
25 Meridian Park Medical Foundation	Melissa Rose	-	-	1,400			1,400	750			Partially try to recognize the importance of this service in schools	
26 Willamette Christian Church	Chris Yarco	-	-	14,800					14,800		Would like to see how the program develops first - to include support from all partners such as the surrounding businesses and the School District	
27 West Linn Centennial Planning Committee	Roger Shepherd	-	-	2,500						2,500	Seems more like part of later request to Council to support	
28 MOMS Club of West Linn	Linda Gunselman	-	-	2,000			2,000	500			Partially try to recognize the importance of this local event	
29 West Linn Chamber of Commerce	Danny Crossman	-	-	2,000						2,000	Seems more like local businesses should provide	
Total		\$ 96,267	\$ 19,700	\$ 57,699	\$ 13,054	\$ 10,554	\$ 23,595	\$ 10,450	\$ 14,800	\$ 6,250		
Total amount available to fund				\$ 22,300								
% allocated to Category of Requests				50%/50%		50%		50%				
Amount allocated to Category of Requests				\$ 22,300	\$ 11,150		\$ 11,150				Split overall available funds 50%/50%	
Unallocated amount undesignated				\$ 1,296	\$ 596		\$ 700				Leave for Council/Parks during the year - or carryover to next FY	