

## Memorandum

**Date:** April 15, 2011

**To:** Citizens' Budget Committee

**From:** *Citizen Members of the Citizens' Budget Committee*  
Thomas Frank  
Thomas Griffith  
Karen Hensley  
Abigail Wojcik  
Jon Monson – excused absence

**Staff Present:** Richard Seals, Chief Financial Officer  
Casey Camors, Deputy Chief Financial Officer  
Ken Warner, Recreation Director

**Subject:** Citizen Recommendations for Community Grant Allocations

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The citizen members of the Citizens' Budget Committee met on Monday, April 11, 2011 to review and deliberate on 22 grant requests totaling \$96,267 for the \$20,000 available grant funds proposed in the first year of the BN 2013 budget biennium.

The citizen group offers the following guiding principles in evaluating requests:

- Priority given to organizations or causes that directly benefit West Linn residents.
- A complete, descriptive, and thorough application is important.
- No funding allocated for advertising or promotion.
- No funding allocated to Neighborhood Associations.
- No funding for 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.

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 therefore limits overall festival and event funding to 30 percent of the total available in the grant program up to a maximum of \$1,000 per request, with no more than a three year grant cycle per organization. Priority is given to new festivals and events.

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 14 organizations \$19,700 in funding leaving \$300 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 first fiscal year (FY12) of the 2012-2013 Biennial Budget*

COMMUNITY GRANT REQUESTS	FY 2012	RECOMMENDED BY	ADOPTED BY THE
	REQUESTED AMOUNT	CITIZEN MEMBERS OF CITIZENS' BUDGET COMMITTEE	WEST LINN CITY COUNCIL
	Requested	Recommended	Adopted
1 West Linn Arts Festival	\$ 4,500	\$ -	\$ -
2 Arts Festival in the Forest	4,755	-	-
3 AWOL Dance Collective	3,500	-	-
4 West Linn Community Chorus	3,500	1,000	1,000
5 West Linn Trails Group	2,000	1,000	1,000
6 West Linn Lions Group	1,746	1,000	1,000
7 West Linn Community Preschool	2,000	-	-
8 West Linn Community Task Force	10,000	2,800	2,800
9 West Linn Food Pantry	10,000	5,000	5,000
10 Friends of Maddax Woods	400	400	400
11 Friends of the Robinwood Station	3,205	-	-
12 Friends of the McLean House	4,050	-	-
13 Farmer's Market Task Force	4,750	750	750
14 Willamette Falls Heritage Foundation	1,000	750	750
15 Willamette Living History Committee	2,600	1,000	1,000
16 Citizens for WL Aquatic Comm Ctr	13,281	-	-
17 789Jam on the Hill	3,400	1,000	1,000
18 Clackamas Women's Services	5,000	1,000	1,000
19 Big Brothers Big Sisters Columbia NW	5,000	1,500	1,500
20 Columbia Chapter of US Army Assoc	8,580	-	-
21 Happy Trails Riding Center	1,500	1,500	1,500
22 July 4th Fireworks Event	1,500	1,000	1,000
<b>Total</b>	<b>\$ 96,267</b>	<b>\$ 19,700</b>	<b>\$ 19,700</b>

City of West Linn

Community Grant Requests for the first fiscal year of the 2012-2013 Biennial Budget

Event Total: 3,750  
Event Maximum: 6,000

COMMUNITY GRANT REQUESTS	Contact	Type	FY 2011		FY 2012 REQUESTED AMOUNT	RECOMMENDED BY CITIZEN MEMBERS OF CITIZENS' BUDGET COMMITTEE	Subcommittee's comments, rational, notes, and/or insights
			REQUESTED AMOUNT	CBC RECOMMENDED and Council Granted			
1 West Linn Arts Festival	Douglas C. Dooley	Event	\$ 4,700	\$ 1,500	\$ 4,500	\$ -	Parks provides inkind support (40 hrs). Donating \$ to High School and it has been 5 years. Continue to provide inkind support.
2 Arts Festival in the Forest	Veronia Swela	Event	4,450	1,500	4,755	-	5 years of requests, made profits of \$4000+ during 2010.
3 AWOL Dance Collective	Jen Livengood	Event	3,500	1,500	3,500	-	Made profit in 2010, has a relatively very large annual budget, not exclusively operating in WL, 5th year of requests.
4 West Linn Community Chorus	Donna Lukacs		3,700	1,950	3,500	1,000.00	No profit, centralized in WL, covers music directors.
5 West Linn Trails Group	Roger Shepherd		-	-	2,000	1,000.00	Funded in FY09 & 10, helps WL community with trails and nature walks.
6 West Linn Lions Group	Mike Lindner	Event	1,905	-	1,746	1,000.00	Most of their donations are restricted limiting funding for other events even more; much of the funds that we would grant, would be redistributed through scholarships. Funds are specifically identified for mobile health screening at the Old Time Fair.
7 West Linn Community Preschool	Tamarah Sato		-	-	2,000	-	Fundraiser
8 West Linn Community Task Force	Julie Edwards		-	-	10,000	2,800.00	A new group that is trying to address a significant issue for our children. They are training high schoolers to go down and talk to middle schoolers to stop drug use in young people.
9 West Linn Food Pantry	Shauna Shroyer		5,000	5,000	10,000	5,000.00	Specifically slated for the food part of the request. Directly benefits those in need in West Linn.
10 Friends of Maddax Woods	Allison Benski		2,100	200	400	400.00	Continue funding of additional LED lights.
11 Friends of the Robinwood Station	Randall Fastabend		2,900	1,700	3,205	-	Mold issues in the building, overall the building was in really bad shape and they have been receiving some volunteer dollars. Roof water retention issues. Why putting into landscaping before the building is completely refferbished?
12 Friends of the McLean House	Mike Watters	Event	1,950	825	4,050	-	Fundraiser
13 Farmer's Market Task Force	Miles McCoy	Event	-	-	4,750	750.00	Has been financially viable in the past few years, weekly event, rebranded.
14 Willamette Falls Heritage Foundation	Sandy Carter	Event	2,600	1,000	1,000	750.00	Unique event. Blue Heron has gone under in that area so there is a lot of potential. They have funding from booth rental but there is a limit due to federal lands.
15 Willamette Living History Committee	Elizabeth Kiere	Event	700	975	2,600	1,000.00	Event started in 2008, dress up and do tours of historic homes, people pay an admission fee, usually sells out, they need traffic control/security.
16 Citizens for WL Aquatic Comm Ctr	Tracy Gilday		-	-	13,281	-	Fundraiser and political advocacy related
17 789Jam on the Hill	Serri Oswald	Event	-	-	3,400	1,000.00	164 kids attended this year, donations go to YAC to purchase food and activity supplies, safe enviroment.
18 Clackamas Women's Services	Melissa Erlbaum		5,000	1,000	5,000	1,000.00	Continue funding
19 Big Brothers Big Sisters Columbia NW	Paul Cathcart		3,900	1,000	5,000	1,500.00	\$1000 seems to be the match portion that funds one child with a big brother/sister.
20 Columbia Chapter of US Army Assoc	Linda Latham		-	-	8,580	-	Fundraiser and seemingly no immediate direct tie to West Linn
21 Happy Trails Riding Center	Nicole Budden		1,500	1,500	1,500	1,500.00	Services for all ages, operate almost fully on donations.
22 July 4th Fireworks Event	Alice Richmond	Event	-	-	1,500	1,000.00	Community events such as this should be want this grant program trys to help out with
* Mary S. Young Volunteers	Lorie S. Griffith		1,000	1,000			
* PAWS	Teresa Fisher		1,500	1,050			
* Friends of the West Linn Library	Jim Eglund		2,050	2,050			
* Lighting of Maddax Woods	Allison Benski		200	200			
* Willamette Historic District Celebration	Elizabeth Kieres		500	-			
* Hidden Springs #8 Homeowners Assoc	Deb Tingey		2,740	-			
<b>Totals</b>			<b>\$ 51,895</b>	<b>\$ 23,950</b>	<b>\$ 96,267</b>	<b>\$ 19,700</b>	

- \* Did not repeat a request for FY 2012
- = FY 2012 requesting organizations
- = FY 2011 requesting organizations
- = Summary of available funds
- = Qualifies as an "Event"

Total Community Grant funds budgeted for 2012-2013 Biennium	\$ 40,000
Less Community Grant funds recommended for FY 2012	(19,700)
Funds available for Community Grants in FY 2013	\$ 20,300