

# City of Wilsonville

## Parks & Recreation Advisory Board

Thursday October 8th, 2015  
Parks and Recreation  
Admin Offices  
6:30pm

**Meeting Agenda**  
**Wilsonville Parks & Recreation Advisory Board**  
**October 8, 2015**  
**6:30 PM**  
**Wilsonville Parks and Recreation Admin Offices**

- I. Call to Order  
Roll Call  
Approval of Minutes: August 20, 2015
- II. Citizen Input
- III. Opportunity Grant Review
- IV. Park Signage
- V. Meeting Times
- VI. Board Comments

Next Meeting –  
\_\_\_\_\_ 2015  
Time: TBA  
Parks and Recreation Admin Offices

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required. The city will endeavor to provide services, without cost, if requested at least 48 hours prior to the meeting. To obtain services, please call (503)570-1530

**Meeting Minutes**  
**Wilsonville Parks and Recreation Advisory Board**  
**August 20, 2015 6:00 p.m.**  
**Wilsonville Parks and Recreation Admin Offices**

**WILSONVILLE PARKS AND RECREATION ADVISORY BOARD**

Steve Benson, David Davis, Katharine Johnson, Mary Closson, Adam Rahmlow, Ken Rice, Elaine Marie Swyt  
Scott Starr - Council Representative

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**I. Call to Order**

The meeting was called to order by Elaine Swyt at 6:00pm.

Members present: Steve Benson, Mary Closson, David Davis, Kate Johnson, Adam Rahmlow, Elaine Swyt, Council Representative – Scott Starr

Members absent: Ken Rice

Staff present: Stan Sherer, Tod Blankenship, and Brian Stevenson

Guests present: Guest Attendance Attached

Approval of Minutes: April 9th minutes were unanimously approved. 6-0

**II. Citizen Input**

Mark Kochanowski – Involved with Wilsonville Youth Sports (Baseball) and Wilsonville Basketball Association. Interested in the Board and their involvement in youth sports.

**III. Trocadero Park – Pacific Community Design**

- a. Recommendation to DRB: Pass 6-0
  - Recommendation attached

**IV. Opportunity Grant Revised Application/Guidelines – Stevenson**

- a. Board received updated versions of 2015-16 grant application and guidelines

**V. Board Comments**

- Adam: this would be his last meeting and he was stepping down from the board
- Steve: proposed idea of elevated stage at Town Center Park and would like Parks Board to advocate for the Council goals.
- David: would like to see the board more involved and be given more tasks
- Elaine: proposed the idea of having a Parks and Recreation liaison to the DRB and Planning Commission
- Councilor Starr: board to be involved in Recreation and Aquatic Center education

**VI. Adjournment**

The meeting was adjourned at 7:28 pm

## PARKS AND RECREATION DEPARTMENT MEMORANDUM

To: Development Review Board

Date: August 21, 2015

From: Stan Sherer, Parks and Recreation Director

Re: Parks and Recreation Advisory Board Review of Villebois Regional Park 5

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### INTRODUCTION/SUMMARY

At their August 20, 2015 meeting The Parks and Recreation Advisory Board heard a presentation from representatives from Pacific Community Design regarding Villebois Regional Park 5. Six of the seven Parks and Recreation Advisory Board members were present at this meeting. The presentation and subsequent discussion resulted in the Board forwarding a recommendation to the Development Review Board.

### RECCOMENDATION

The Parks and Recreation Advisory Board made the recommendation to forward the design to the Development Review Board as is with consideration given to: inclusion of native plantings in the planting areas defined in the plan, community outreach in regards to the skatepark design, addition of seating areas near the skatepark, efforts to reduce potential noise generated from the skatepark and inclusion of signage requiring helmets at the skatepark.

Wilsonville Parks and Recreation  
Advisory Board

Guest Attendance

Date: August 20, 2015

Name

Address

Phone

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

## October 2015 Application/Award Log

Organization	Description	\$ Request	\$ Award
Wilsonville High School – Willie Fit	Non-competitive running and walking program	\$3,000	
Wilsonville Chess Club	Chess program for primary and middle school students	\$2,000	
Wilsonville Harvest Market	Seasonal events focused on local food and crafts	\$2,000	
<b>TOTALS</b>		<b>\$7,000</b>	

**City of Wilsonville – 2015/16  
Community Opportunity Grant Application Cover Page**

**Organization/Project:** Willie Fit – Wilsonville High School’s Half Marathon Training Program

**Applicants:** Lyndi Tucker & Alyson Leatherman

**Registered Tax Exempt Number:** REDACTED

**Address:** REDACTED

**Contact:** REDACTED

**Project Duration:** February 9 – June 11, 2016

<b>Total Project Budget</b>		<b>\$16,000</b>
<b>Applicant Cash Match (a)</b>	<b>\$ 2,500</b>	
<b>In-Kind Resources (b)</b>	<b>\$10,500</b>	
<b>Total Applicant Match (a+b)</b>		<b>\$13,000</b>
<b>Grant Request</b>		<b>\$ 3,000</b>



## Community Opportunity Grant Application

### Budget Summary

Willie Fit is a club at Wilsonville High School, and as such is not funded by the organization (i.e., no line item exists on an organizational budget).

<b>Income Sources</b>	<b>Amount</b>
Individual & Business Cash Contributions	\$ 2,500
Hood To Coast Series – Race entries (in-kind)	\$ 7,000
Portland Running Company – Shoes (in-kind)	\$ 3,500
City of Wilsonville	\$ 3,000
<b>Total Project Income</b>	<b>\$ 16,000</b>

<b>Expenses</b>	<b>Amount</b>
Hood to Coast Series – Race entries (in-kind)	\$ 7,000
Portland Running Company – Shoes (50% in-kind)	\$ 7,000
Food and Hydration	\$ 750
Race Day Shirts	\$ 1,000
Transportation (Buses)	\$ 250
<b>Total Project Expense</b>	<b>\$ 16,000</b>

# Community Opportunity Grant Application

## Project Description

Willie Fit, Wilsonville High School's Half Marathon Training Program, is a non-competitive, after-school running and walking club that trains students to complete the Helvetia Half Marathon in Hillsboro. Willie Fit is designed to teach students the values of commitment, dedication and discipline through attendance, rigorous training and camaraderie. Whether running or walking, students connect with other students and adult mentors, learn about proper hydration and nutrition for an endurance event and maintain a positive attitude about hard work and determination.

In its ninth year, Willie Fit operates under the supervision of two staff advisors who are active club mentors as well as veteran athletes who are responsible for recruiting and managing students and mentors, creating the training schedule and providing proper gear and nutrition for all participants. In addition to the advisors, adult mentors (staff and community members) are critical to the program's success. Mentors volunteer their time and energy to serve as athletic training partners and role models for the students. The mentors focus on building relationships with the students; increasing the student's self-confidence, personal accountability, responsibility and sense of accomplishment; and encouraging students throughout the training. Willie Fit, therefore, not only prepares students for the race, but also teaches them about setting and achieving goals; lessons that will help them in many aspects of their lives including academic achievement, fitness and wellness.

Willie Fit students do not pay a fee to participate in Willie Fit and Wilsonville High School does not provide financial assistance. Many of the participants do not have the financial ability to pay for essential items such as running shoes, high protein and carbohydrate-rich snacks, electrolyte-replacing beverages or the entrance fee for the half marathon. Therefore, community contributions, sponsorships and student/staff fundraising support the program's efforts and reduce costs.

Based on past participation, Willie Fit expects to serve approximately 70 students this year and would anticipate the total cost in real dollars to be approximately \$16,000, a bit more than \$200 per student. We value the past support of the City of Wilsonville and hope to depend on the city as well as previous supporters. We will also elicit the help of new contributors as Willie Fit students and mentors begin training in February 2016 and ultimately completing the Helvetia Half Marathon on June 11, 2016.

To learn more about our program, please visit our webpage (<http://blogswhs.wlwg.k12.or.us/staff/LeatherA>) and our Facebook page (<https://www.facebook.com/willie.fit?fref=ts>).

### **How does the project promote education, diversity, arts, civic engagement or community involvement?**

As the Wilsonville High School population has transitioned from a white collar, mid-upper class community to a more diverse one consisting of more underrepresented, transient and migrant students and their families, we noticed a change. Some of these students were not joining athletics and extracurricular activities at a rate similar to their peers. Factors that hindered their participation included: cost, the feeling of inclusion (or lack thereof), skill level, grade requirements and conflicting family responsibilities. Willie Fit, and its mission, came out of the need to meet the needs of this population.

While Willie Fit has continued to target this population, it has become a popular club at WHS. Interested students seek out the advisors and student participants, asking how they can participate as well. We have seen diverse groups working together towards one goal, supporting each other along the way.

One of the random benefits we have seen, is the community awareness that has been a result of training. Our training takes us to all corners of the community, allowing students to see parts of Wilsonville they have never seen before. We do enjoy the enlightenment we can provide!

### **Willie Fit Goals & Target Population**

- To teach students the values of commitment, dedication and discipline through attendance, rigorous training and camaraderie.
- To connect students with other students and adult mentors.
- To teach proper hydration and nutrition for an endurance event.
- To maintain a positive attitude about hard work and determination.

We know that we have achieved our goals when students complete the Helvetia Half Marathon in June; when the students join another school athletic program (cross country or track) or extracurricular activity; when the students participate in Willie Fit for a second or third year; and when the students report that they feel like Willie Fit taught them that they can do anything that they set their minds to.

When asked to reflect on what Willie Fit has meant to them, students will often tell us that they've learned not only about fitness and wellness, but how important those are to a healthy lifestyle.

Willie Fit participants are generally underrepresented students with non-athletic backgrounds who have typically not previously joined or belonged to a team or group that works together toward a common goal. For many, completing the half marathon is their first experience with setting a goal, achieving that goal, and then feeling the sense of accomplishment and pride for their efforts.

### **Willie Fit Qualifications**

For the past seven years, Willie Fit has operated under the supervision of two staff advisors who are active club mentors as well as veteran athletes. They are responsible for recruiting and managing students and mentors, creating the training schedule and providing proper gear and nutrition for all participants. In addition to the advisors, adult mentors (staff and community members) volunteer their time and energy to serve as athletic training partners and role models for the students. The mentors focus on building relationships with the students; increasing the student's self-confidence, personal accountability, responsibility and sense of accomplishment; and encouraging students throughout the training.

**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

**“This project is made possible in part by a grant from the City of Wilsonville.”**

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

*Lyndi Tucker*

Signature of Authorizing Official

*9/22/15*

Date

*Lyndi Tucker*

Print Name of Authorizing Official

Community Services Opportunity Grant Application |  
City of Wilsonville  
**PROJECT EVALUATION GRANT FUNDING FOLLOW-UP**

**1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses, using the same Budget Summary form as in the original application.**

**2. Please list the activities of the program/project:**

Willie Fit is a non-competitive, after-school running and walking club at Wilsonville High School that trains students to complete the Helvetia Half Marathon in Hillsboro. Adult mentors volunteer their time and energy to serve as athletic training partners and role models for the students. Willie Fit not only prepares students for the race, but also teaches them about setting and achieving goals. Willie Fit is designed to teach students the values of commitment, dedication and discipline through attendance, rigorous training and camaraderie.

Willie Fit students and mentors met three times per week after school and on Saturdays from February through June to prepare for the Helvetia Half Marathon on June 13, 2015. The training was progressive and incremental starting at one mile and increasing to 13.1 miles on race day. The after-school training sessions typically lasted 40 minutes, and on Saturdays the sessions ranged from one to four hours depending on the length of the route. Regardless of the day, Willie Fit provided nutritional snacks such as energy bars, fruit and other carbohydrates, as well as electrolyte replacement beverages.

To kick off the season and to ensure that all Willie Fit students had proper running/walking gear, Portland Running Company held an after-school "shoe-fitting event" where several PRC staff members assisted in finding students the best shoe for their stride and gait.

Throughout the training season, Willie Fit celebrated student and mentor accomplishments -- such as a 10 or 12 mile route -- with our traditional incentives such as socks, nylon backpacks, t-shirts, water bottles, and a celebratory BBQ.

**3. Approximately how many people benefitted from your project? How many of those people were Wilsonville residents?**

Seventy (70) students participated in Willie Fit from February- June 2015. Ultimately, fifty-nine (59) students completed the half marathon in June. The students represented 9-12<sup>th</sup> grade, both male and female and many were returning members. All of the students are Wilsonville residents. We had projected a membership of 50, and thankfully, with the increase in members, came an increase in support from individuals and organizations.

Ten (10) mentors supported Willie Fit this year and similar to the students, both male and female runners and walkers of all ages and abilities joined the program. Many were returning mentors while others were new. The mentors represented WHS staff members -- teachers, counselors, support staff -- and community members. The majority of the mentors are Wilsonville residents with the exception of few who live outside the community, but work in Wilsonville.

**4. What were some of the benefits that this project provided to the citizens of Wilsonville?**

Most specifically, this project benefited students who attend WHS and the mentors (Wilsonville residents) who chose to participate. Benefits included:

- Regular, consistent physical activity
- Relationships with and support from peers and adults
- Learning about hydration, nutrition and appropriate gear for an endurance event
- Setting and achieving a goal
- Sense of belonging
- Self-confidence, pride and hard work
- Increased awareness of Wilsonville geography (i.e., Graham Oaks, water treatment plant, Rose Lane)
- Camaraderie – students developed friendships and connections with new people. They became close as a group with the same goal, and supported each other throughout.

**5. How were these benefits determined/measured?**

The benefits are determined and measured through:

- Observation and experience
- Attendance
- Training benchmarks (ex. completing a 10 mile route)
- Completion of the half marathon
- Student and mentor reflections (see attached examples).

**6. Will this event or project be reoccurring? How do you anticipate funding the project in the future?**

Willie Fit completed its eighth (and most successful) season last week and we fully intend to continue in the future. To fund the program, Willie Fit will continue to fundraise and research more grant opportunities.

## Follow-Up BUDGET SUMMARY

### Organizational Budget:

Willie Fit is not funded by an organization. It is a club of Wilsonville High School, and as such does not receive funding.

### Project Budget:

**Fiscal Year: February, 2015 – June, 2015**

### PROJECTED:

<b>Potential Income Sources:</b>	<b>Amount</b>	<b>Expenses</b>	<b>Amount</b>
Individual Contributions	\$ 500	Shoes	\$ 5,000
Business Contributions	1,000	Food/Hydration	800
Portland Running Company	2,500	Race Day Shirts	1,000
Better Series (Race Fees)	5,000	Race Fees	5,000
		Bussing	150
		Incentives/Rewards	500
<b>Total Project Income</b>	<b>\$ 9,000</b>	<b>Total Project Expense</b>	<b>\$ 12,150</b>

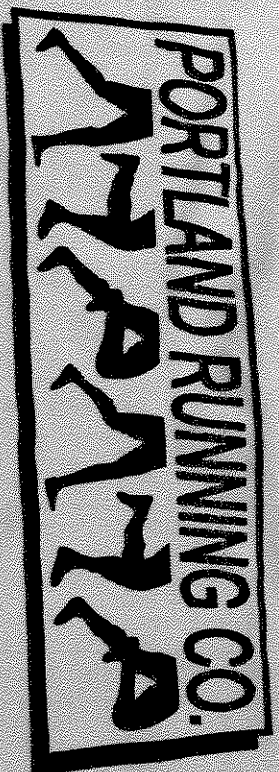
### ACTUAL:

<b>Income Sources:</b>	<b>Amount</b>	<b>Expenses</b>	<b>Amount</b>
Individual Contributions	\$ 1,500	Shoes (Portland Running Co)	\$ 7,900
Business Contributions	1,250	Food/Hydration	950
Portland Running Company	3,950	Race Day Shirts	830
Better Series (Race Fees)	5,900	Race Fees (Better Series)	5,900
Oregon Road Runners Club	1,000	Bussing	150
City of Wilsonville	3,000	Incentives/Rewards	256
<b>Total Project Income</b>	<b>\$ 16,600</b>	<b>Total Project Expense</b>	<b>\$ 15,986</b>






Back of Willie Fit  
race day shirts - 2015



**PROVIDENCE**  
Health & Services

WILSONVILLE



  
CLACKAMAS COUNTY  
PEACE OFFICERS'  
Benevolent Foundation

  
Jessie Taft  
HOOD<sup>to</sup> COAST  
RACE SERIES

THE  
*Jane*  
TEAM



*Jane Crawford*



**CITY OF WILSONVILLE – 2015/2016  
COMMUNITY OPPORTUNITY GRANT APPLICATION COVER PAGE**

Project Title: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Registered Tax Exempt Number (*if applicable*): \_\_\_\_\_

Street Address \_\_\_\_\_  
Street City State Zip

Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Project Duration: Start Date \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

<b>TOTAL PROJECT BUDGET*</b>		\$ _____
<b>APPLICANT CASH MATCH (a)</b>	\$ _____	
<b>IN-KIND RESOURCES (b)</b>	\$ _____	
<b>TOTAL APPLICANT MATCH (a+b)</b>		\$ _____
<b>GRANT REQUEST</b>		\$ _____
<i>*Provide detail on budget page</i>		

**Budget Summary (this format must be used):**

**Project Budget:** This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Please include in-kind and cash match.

Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_

Income Sources	Amount
Total Project Income	

Expenses	Amount
Total Project Expense	

**Budget Summary Cont. (this format must be used):**

**Organization Budget:** This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_

Income Sources	Amount
Total Organization Income	

Expenses	Amount
Total Organization Expense	

**Project Narrative Questions:**

1. Provide a project description *(500 words or less)*
2. How does your project promote education, diversity, arts, civic engagement or community involvement in the City of Wilsonville? *(500 words or less)*
3. What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..)  
Using measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals? *(250 words or less)*
4. How are you/your organization suited to produce this project/program?  
Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.. *(250 words or less)*



**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

**“This project is made possible in part by a grant from the City of Wilsonville.”**

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

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Signature of Authorizing Official

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Date

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Print Name of Authorizing Official

## **Community Opportunity Grant Application – Narrative Questions**

### **1. Description**

Chess has many benefits for the students and our community. Chess has been documented success in developing “critical thinking” skills, ability to focus with a longer attention span, developing strategic thinking and developing good sportsmanship. Teachers comment on how the students that participate become better students in their classes.

Wilsonville chess program started in 2011 at Boones Ferry PS (Primary School). Wilsonville Rotary Club partnered with Boones Ferry & Chess for Success, a Portland Non-Profit, to start this program in Wilsonville. The 1<sup>st</sup> year 33 children participated in the Boones Ferry Chess for Success program. Wilsonville Rotary Club provided \$3000 to fund the program and staff it with the help of 8 Rotary and community volunteers. The 2<sup>nd</sup> year at Boones Ferry the program grew to over 40 students and the City of Wilsonville shared in the cost for that year. As a result of this successful program both Lowrie and Boeckman Creek PS wanted to participate. In the 3<sup>rd</sup> year with 3 schools involved the cost grew to \$9000 and the City of Wilsonville helped fund over 50% of that cost. The program had 35 students from Boones Ferry, 24 from Lowrie and 28 from Boeckman Creek for a total of 87 students participating. As the cost soared Rotary looked at ways to reduce the cost and increase the value to the students. We learned that Chess had been in the Sherwood school District for over 25 years and in one primary school they had 150 students participating. In our 4<sup>th</sup> year we tried the “Sherwood” model, having each school’s PTA lead each chess club. The name was changed to Wilsonville Chess Club from Chess for Success since we were no longer affiliated with that organization. We saw an increase in student participation, Lowrie with 57 students, Boones Ferry with 47 students and Boeckman Creek with 13 students for a total of 117 students participating. Next year Wood Middle School wants to participate. We anticipate many of the chess playing students from the 3 Primary schools will segue into the program at Wood MS this coming school year. Again Wilsonville Rotary expects to be the primary financial sponsor and we anticipate 40-50 students at Wood MS. Overall between 150 and 175 students should participate in the 2015-16 school year in Wilsonville.

In 2013 when we submitted our final report to the City of Wilsonville on the grant for that school year, the Parks and Recreation Board asked Wilsonville Rotary Club to expand to include Lowrie P S and Boeckman Creek P S the following year and we have been doing that for the past several years. We have now been asked by the schools and the community to add Wood M S in the coming year. Therefore we are asking the City of Wilsonville to now help make chess available from the primary grades through middle school.



## **2. Promotion of Education**

Chess helps develop the minds of our children. Chess helps all children excel. Study results show that children learning and playing chess achieve higher reading and math scores than their peers on standardized tests. They also show an increased interest in participating in science, technology, engineering and mathematics (STEM) fields.

## **3. Goals for Wilsonville Chess Club 2015-16**

The Wilsonville Chess Club program has grown from 33 students in one school to 117 students in 3 schools. We believe with new students entering the chess programs at the e Primary Schools and 1/3 of those students moving on to Wood MS, this year the entire program should grow to between 150 – 180 students. Parents have now begun to participate more actively in the program.

## **4. How will Wilsonville Rotary grow the Wilsonville Chess Club program?**

We are encouraging the schools to promote chess in their schools, get PTA more active in helping, writing articles for their newsletter describing the schools success and tracking results. Last year one student from Lowrie earned the right to go to the Oregon State Chess Tournament Finals.

**CITY OF WILSONVILLE – 2015/2016  
COMMUNITY OPPORTUNITY GRANT APPLICATION COVER PAGE**

Project Title: Wilsonville Harvest Market (winter only)

Applicant Name Chris Perry

Registered Tax Exempt Number (if applicable): \_\_\_\_\_

Street Address REDACTED  
Street City State Zip

Contact same as above Title Director

Address \_\_\_\_\_  
Street City State Zip

Telephone REDACTED E-Mail REDACTED

Project Duration: Start Date 10/11/15 Estimated Completion Date: 11/22/15

<b>TOTAL PROJECT BUDGET*</b>	\$ <u>3250</u>
<b>APPLICANT CASH MATCH (a)</b>	\$ <u>250</u> + \$2000 vendor revenue
<b>IN-KIND RESOURCES (b)</b>	\$ <u>Volunteer hours</u>
<b>TOTAL APPLICANT MATCH (a+b)</b>	\$ <u>2250</u>
<b>GRANT REQUEST</b>	\$ <u>2000</u>
<i>*Provide detail on budget page</i>	

**Budget Summary (this format must be used):**

**Project Budget:** This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Please include in-kind and cash match.

Fiscal Year: 2015 to 2015

Income Sources	Amount
VENDOR FEES	2,000
<b>Total Project Income</b>	<b>2,000</b>

Expenses	Amount
SPACE HEATERS x4	600
LARGE CANOPIES x4	500
(MARKETING AS FOLLOWS)	
HALF PAGE NEWSPAPER	400
MARKER DROP	400
SOCIAL MEDIA	250
MUSICIANS	800
PERMIT	300
<b>Total Project Expense</b>	<b>3250</b>

## Wilsonville Harvest Market

### Project: Harvest Market

#### **Project and Organization Income and Expenses**

(Harvest Market is only Project of Wilsonville Harvest Market and so encapsulates entire budget)

#### **Income Sources:**

Vendors fees = \$2000

Total project income \$2000

#### **Expenses:**

Space heaters - 4 = \$600

Large Canopies - 4 = \$500

#### **Marketing:**

Half page newspaper = \$400

Mailer drop = \$400

Social Media = \$250

Musician = \$800

Permit = \$300

Total - \$3250

#### **Naritive:**

##### **1. Provide a project description (500 words or less)**

The Wilsonville Harvest Market is a seasonal event focused on celebrating the fall harvest, local food and craft purveyors and artists, and in general creating a platform for local families to spend time together. The culture will be similar to that found at many local pumpkin patches, but much closer to home.

##### **2. How does your project promote education, diversity, arts, civic engagement or community involvement in the City of Wilsonville? (500 words or less)**

The project promotes community evolvement and civic engagement by bringing hundreds of families together with local businesses, farmers, chefs, and artists in mutual

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celebration of the season and its bounty. It also promotes the arts by showcasing local artists and encouraging the community to participate via kids events like pumpkin carving contests etc. The event will support diversity by providing a neutral platform for families and individuals from all walks of life (social, religious, racial, economical) to engage in commerce, community and volunteering efforts together. Bulk produce from the farm vendors will be donated to local families who are economically challenged on site.

3. What are your organization's goals for this project?

And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc) Using measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals? (250 words or less)

The goal for our project is twofold; to place a spotlight and support on family owned, small local businesses and farms, and to connect local individuals and families to cultivate a spirit of community in our city. We will know that we accomplish these goals based upon attendance and positive vendor and attendee feedback.

4. How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc (250 words or less)

Although this is a separate event and organization than the Farmers Market, we will be working in partnership with most of the volunteer group of Wilsonville residents that help accomplish the market and will also be partnering with local businesses and vendors who will assist in volunteering vehicles, marketing support and man hours in support of the event.

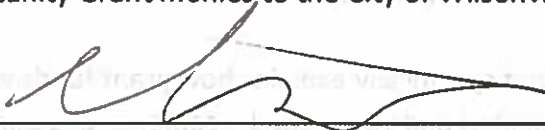
**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

**“This project is made possible in part by a grant from the City of Wilsonville.”**

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.



\_\_\_\_\_  
Signature of Authorizing Official

9/24/2015  
Date

*Chris Perry*

\_\_\_\_\_  
Print Name of Authorizing Official

>

**PROJECT EVALUATION**  
**GRANT FUNDING FOLLOW-UP**

*This summary and your final financial statement must be returned to the Parks and Recreation Department within 60 days of your project completion.*

1. Please list the activities of the program/project:
2. Did you meet your project goals as stated in your application? Include the following:
  - i. Which goals were successful?
  - ii. Which goals were not?
  - iii. What were some of the benefits that this project provided?
  - iv. Approximately how many people benefitted from your project?
    1. How many of those people were Wilsonville residents?
3. Final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses, using the same Budget Summary form as in the original application.
4. Please attach copies of any publicity or printed materials that include the statement acknowledging the source of funds.

**\*\*Please keep a copy of this evaluation.**

**You will be required to submit a copy should you apply for future grant funding.**