



**TRANSIENT LODGING TAX AD HOC COMMITTEE AGENDA
MARCH 15, 2017, 4:00 PM
NEWBERG CITY HALL 414 East First Street
Permit Center Conference Room**

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. REVIEW OF TLT SMALL GRANT APPLICATIONS**
- IV. NEXT MEETING APRIL 5, 2017**
- XI. ADJOURNMENT**

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the Office Assistant II of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant II at (503) 544-7788. For TTY services please dial 711.



Community Development Department
P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132
503-537-1240 ▪ Fax 503-537-1272 ▪ www.newbergoregon.gov

MEMORANDUM

TO: Transient Lodging Tax Ad Hoc Committee
FROM: Doug Rux, Community Development Director
SUBJECT: TLT Small Grant Application Material
DATE: March 15, 2017

The Transient Lodging Tax (TLT) Small Grant application submittal closed on March 1, 2017 at 4:30 PM. A total of 6 applications were received. The total amount of requested funds is \$34,400. There is \$20,000 available for allocation.

Applications were received from:

1. Oregon Camellia Society
2. Yamhill Community Action Partnership
3. Tunes on Tuesday as Presented by the Young Professionals of Yamhill County
4. Newberg Old Fashioned Festival
5. Hoover-Minthorn House Museum
6. Chehalem Cultural Center

Attached is a scoring sheet for each of the grant submittals. Please review the grant applications and fill out the scoring sheet prior to the March 15 meeting. We will discuss each application at the meeting in order to develop a recommendation to the City Council.

Attachment

1. Small Grant Program Scoring Sheet
2. Small Grant Program Application Submittals

American Camellia Society 2017 Annual Convention

Reviewer: _____

3/15/2017

Funding Request \$ 2,500.00

	Yes	No
Completed Cover Sheet		
Completed Application		
Project/Program/Event Budget		
Organization Budget		
Financial Statement		
Secretary of State Registry Filing		
Project Narrative		
Signature		
Certification Letter		
Letters of Support		
Miscellaneous Material		

Framework

	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism Related Facility		
Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement		
Appeals to designated audiences in Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, Luxury Wine Travelers		
The project will create or enhance an experience for shoulder or off-season visitors		
Is a priority for partner organization		
Leverages funding		

Criteria (1 low/2 medium/3 high)

	1	2	3
Ratio at which transit lodging tax funds will be matched: Non-Profit/Governmental .5:1, For-Profit 1:1			
Project will connect visitors to existing assets:			
Strength of existing assets			
Strength of connecting assets			
Alignment with target market:			
Wine Country Adventures			
Millennial Explorers			
George Fox Network			
Luxury Wine Travelers			
Can be completed in 6 - 12 months			
Lasting impact and utility			
Sub Total			
Aggregate Total			

Hoover-Minthorn House Signage

Reviewer: _____

3/15/2017

Funding Request \$ 1,400.00

	Yes	No
Completed Cover Sheet		
Completed Application		
Project/Program/Event Budget		
Organization Budget		
Financial Statement		
Secretary of State Registry Filing		
Project Narrative		
Signature		
Certification Letter		
Letters of Support		
Miscellaneous Material		

Framework

	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Promote or create experiences for: Outdoor recreation		
Appeals to designated audiences in Newberg Strategic		
The project will create or enhance an experience for		
Is a priority for partner organization		
Leverages funding		

Criteria (1 low/2 medium/3 high)

	1	2	3
Ratio at which transit lodging tax funds will be matched:			
Project will connect visitors to existing assets:			
Strength of existing assets			
Strength of connecting assets			
Alignment with target market:			
Wine Country Adventures			
Millennial Explorers			
George Fox Network			
Luxury Wine Travelers			
Can be completed in 6 - 12 months			
Lasting impact and utility			
Sub Total			
Aggregate Total			

Light The Fire - A YCAP Benefit

Reviewer: _____

3/15/2017

Funding Request \$ 7,500.00

	Yes	No
Completed Cover Sheet		
Completed Application		
Project/Program/Event Budget		
Organization Budget		
Financial Statement		
Secretary of State Registry Filing		
Project Narrative		
Signature		
Certification Letter		
Letters of Support		
Miscellaneous Material		

Framework	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Promote or create experiences for: Outdoor recreation		
Appeals to designated audiences in Newberg Strategic		
The project will create or enhance an experience for		
Is a priority for partner organization		
Leverages funding		

Criteria (1 low/2 medium/3 high)	1	2	3
Ratio at which transit lodging tax funds will be matched:			
Project will connect visitors to existing assets:			
Strength of existing assets			
Strength of connecting assets			
Alignment with target market:			
Wine Country Adventures			
Millennial Explorers			
George Fox Network			
Luxury Wine Travelers			
Can be completed in 6 - 12 months			
Lasting impact and utility			
Sub Total			
Aggregate Total			

Newberg Camellia Festival & Run/Walk

Reviewer: _____

3/15/2017

Funding Request \$ 8,000.00

	Yes	No
Completed Cover Sheet		
Completed Application		
Project/Program/Event Budget		
Organization Budget		
Financial Statement		
Secretary of State Registry Filing		
Project Narrative		
Signature		
Certification Letter		
Letters of Support		
Miscellaneous Material		

Framework

	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Promote or create experiences for: Outdoor recreation		
Appeals to designated audiences in Newberg Strategic		
The project will create or enhance an experience for		
Is a priority for partner organization		
Leverages funding		

Criteria (1 low/2 medium/3 high)

	1	2	3
Ratio at which transit lodging tax funds will be matched:			
Project will connect visitors to existing assets:			
Strength of existing assets			
Strength of connecting assets			
Alignment with target market:			
Wine Country Adventures			
Millennial Explorers			
George Fox Network			
Luxury Wine Travelers			
Can be completed in 6 - 12 months			
Lasting impact and utility			
Sub Total			
Aggregate Total			

NOFF Grand Fireworks Celebration

Reviewer: _____

3/15/2017

Funding Request \$ 5,000.00

	Yes	No
Completed Cover Sheet		
Completed Application		
Project/Program/Event Budget		
Organization Budget		
Financial Statement		
Secretary of State Registry Filing		
Project Narrative		
Signature		
Certification Letter		
Letters of Support		
Miscellaneous Material		

Framework

	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Promote or create experiences for: Outdoor recreation		
Appeals to designated audiences in Newberg Strategic		
The project will create or enhance an experience for		
Is a priority for partner organization		
Leverages funding		

Criteria (1 low/2 medium/3 high)

	1	2	3
Ratio at which transit lodging tax funds will be matched:			
Project will connect visitors to existing assets:			
Strength of existing assets			
Strength of connecting assets			
Alignment with target market:			
Wine Country Adventures			
Millennial Explorers			
George Fox Network			
Luxury Wine Travelers			
Can be completed in 6 - 12 months			
Lasting impact and utility			
Sub Total			
Aggregate Total			

Tunes on Tuesday Semi-Permanent Fencing

Reviewer: _____

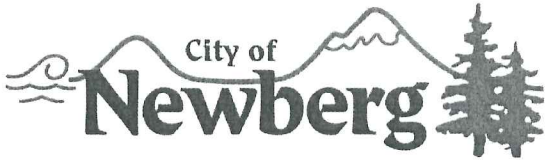
3/15/2017

Funding Request \$ 10,000.00

	Yes	No
Completed Cover Sheet		
Completed Application		
Project/Program/Event Budget		
Organization Budget		
Financial Statement		
Secretary of State Registry Filing		
Project Narrative		
Signature		
Certification Letter		
Letters of Support		
Miscellaneous Material		

Framework	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Promote or create experiences for: Outdoor recreation		
Appeals to designated audiences in Newberg Strategic		
The project will create or enhance an experience for		
Is a priority for partner organization		
Leverages funding		

Criteria (1 low/2 medium/3 high)		1	2	3
Ratio at which transit lodging tax funds will be matched:				
Project will connect visitors to existing assets:				
	Strength of existing assets			
	Strength of connecting assets			
Alignment with target market:				
	Wine Country Adventures			
	Millennial Explorers			
	George Fox Network			
	Luxury Wine Travelers			
Can be completed in 6 - 12 months				
Lasting impact and utility				
	Sub Total			
	Aggregate Total			



RECEIVED

MAR 1 2017

Initial: _____

City of Newberg 2016 - 2017 Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: American Camellia Society 2017 annual convention in Newberg

Applicant Name: Oregon Camellia Society

Mailing Address: c/o Martha Ragland 4115 SE 33rd Place Portland, Oregon 97202
Street City State Zip

Contact Name: Martha Ragland, Treasurer OR Kathy Lintault, President

Phone: 503-239-6542 (Ragland); 503-434-5472 (Lintault) Email: mragland@efn.org
and lintault@onlinemac.com

Amount of total Funding Requested: \$ 2500.00

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: Martha Ragland

Signature: 

Title: Treasurer, Oregon Camellia Society

Date: 2/28/17

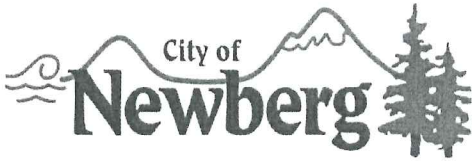
*****FOR OFFICE USE ONLY*****

APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____

Final Report received: _____

Funds returned, received on: _____



City of Newberg 2016 - 2017 Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Letters of support.

Project Title: ___American Camellia Society 2017 annual convention in Newberg _____

Applicant Name: ___Oregon Camellia Society _____

Mailing Address: ___c/o Martha Ragland, 4115 SE 33rd Place, Portland, Oregon 97202_____
Street City State Zip

Contact Name: ___Martha Ragland (Treasurer) and Kathy Lintault (President)_____

Phone: 503-239-6542 (Ragland); 503-434-5472 (Lintault) Email: mragland@efn.org and lintault@onlinemac.com

Website Address: ___ <http://www.oregoncamelliasociety.org/> _____

Secretary of State Business Registry Number: ___Our small group is a dues-paying member of two larger umbrella organizations: **Pioneer District Garden Clubs (Registry number 319480-94)** and **The Oregon State Federation of Garden Clubs (Registry number 051508-18)**. The Oregon Camellia Society itself is classified by the State of Oregon as an “*unincorporated non-profit*” association organized for the mutual benefit of the organization’s membership. (Social clubs, business leagues, and veterans groups can have similar “mutual benefit” designations.)

According to research we conducted in 2015 at the behest of the U.S. Bank (where we keep our account), we learned that the Oregon Camellia Society, because of its classification type (described above), has never had a Secretary of State Business Registry number and does not now require one. See the attached letter from our bank affirming that the Oregon Camellia Society is a non-profit association “which is organized, validly existing, and in good standing under applicable laws.”

Non Profit Government _____ For-Profit _____

Amount of total Funding Requested: \$ 2500.00 _____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

New Project New Program New Event

Existing Project Existing Program Existing Event

Has this project, program or event received these grant funds in the past?

No. This is a one-time event.

If so when and for how much?

n/a

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of \$10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2017 to _____

Income Sources	Amount
Convention Registrations (to date)	\$15,135.00
CASH DONATIONS:	
Oregon Camellia Society donation	\$500.00
IN-KIND DONATIONS:	
Four-hour wine country tour for 54 convention registrants	\$500.00
Continental breakfast and local garden tour for 27 convention registrants	\$272.00
10 trips from Portland to Newberg over one and one-half years to meet with representatives of Chamber of Commerce, Chehalem Park and Rec District, Chehalem Cultural Center, City Manager and Mayor's offices, local restaurants, and the Best Western Newberg Inn. Four hours per visit (est.) @ \$15.00/hour.	\$600.00
52 hours to research, write, gather photos, and edit articles meant to promote Newberg to members of the American Camellia Society. Efforts to promote Newberg as a site for a future convention very much fall under the State of Oregon State of Oregon's definition of "tourism promotion." These efforts began years ago with articles strategically placed in the <i>Camellia Journal</i> , a magazine published by ACS and distributed to hundreds of camellia lovers across the country. We wanted to highlight Newberg's appeal, not only as the 'gateway to wine country,' but also as an important destination for camellia lovers. Copies of the <i>Camellia Journal</i> articles are included with this application. We've valued the article writers' time at \$15.00/hour	\$780.00

25 hours to write and publish a booklet highlighting the attractions of downtown Newberg and the surrounding Wine Country, to be put in the hands of all convention attendees upon their arrival. Maps and other promotional materials encouraging our guests to eat-and-buy-locally will be distributed at the same time. Again, this is intended to boost economic activity and falls within the State's definition of "tourism promotion." Writing/publishing time is valued @ \$15.00/hour.	\$375.00
Total Project/Program/Event Income	\$18,162

Expenses – Must be explicitly defined.	Amount
15-, 25- and 55-passenger tour buses over four days between April 5 and April 8	\$3458.00
Meeting room rental	\$200.00
Dinner speakers (two nights)	\$800.00
Restaurant room rentals (two nights)	\$750.00
Audio-Visual equipment rental	\$300.00
Convention booklet (printing costs)	\$300.00
Postage, copying, miscellaneous	\$200.00
Optional tour of Chehalem Valley attractions on April 5 (including bus transportation, continental breakfast and private garden tour) for 27 persons	\$385.00
Garden admission fees for 54 persons on April 6	\$1080.00
54 catered lunches at Chehalem Glenn golf course tent; 54 box lunches at Chehalem	\$6102.00

Cultural Center; 54 dinners at the Olive Mill; and 54 dinners at Inn at Red Hills.	
Wine country tour near Newberg including tastings at two wineries for 54 persons.	\$1620.00
“WISH LIST” EXPENSES (These include expenses not covered by guest registration fees, which in the American Camellia Society tradition are kept very low, basically unchanged from 20 or 30 years ago, in order to encourage attendance at the annual business meeting/convention.) Below is our “wish list”:	
Box lunches on Saturday @ \$12.00 each for 12 convention volunteers.	\$144.00
Guest meals for each dinner speaker plus one guest, and for a few local officials who would enjoy networking with camellia experts and enthusiasts from across the country.	\$250.00
Shuttle transportation back and forth from the Best Western Newberg Inn to the Chehalem Cultural Center on April 8, the day of the camellia show. Out-of-towners will bring blooms from their home states to add excitement and interest to our flower show. Also, they’ll help judge our flowers and generally share their expertise with the many local visitors who bring questions about camellia culture to the Camellia Festival. Hiring a shuttle bus will reduce the congestion/confusion produced by asking 54 tourists to drive their own cars (or scramble to find rides) to the Cultural Center on what may be the busiest day of the year at that facility.	\$500.00
Partial cost of hosting the convention’s traditional “President’s Reception,” a gala pre-dinner event featuring local wines, spirits, beers, and locally-flavored appetizers. The reception is a chance to promote Newberg’s wine industry to a group that likes to imbibe and carry wine home. We’ll invite local officials who are interested in learning more about the City of Camellia’s namesake flower. Our low registration fees don’t cover	\$300.00

this event. We've estimated uncovered costs by multiplying 60 persons by \$5.00 each.	
54 "Goodie Bags" presented to convention registrants when they check in. Ideally, the contents of this bag will showcase the wares of Newberg's local merchants and include samples, coupons, promotional materials, guides to local shops/restaurants, and appealing giveaways that promote downtown Newberg and surrounding areas. Ideally, convention goers will take the "goodies" home and spread the word about the warm welcome shown them by the Newberg community. (54 bags containing \$24.19 worth of delicious gifts associated with the City of Newberg)	\$1306.00
Total Project/Program/Event Expense	\$17,695

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 6/30/15 to 6/30/16

Income Sources	Amount
Dues	\$370.00
Plant Sales	\$2719.50
Total Organization Income	\$3089.50

Expenses	
Office supplies/copies/stamps	\$90.79
Outreach (Expenses include dues paid to Pioneer District Garden Clubs and Oregon State Federation of Garden Clubs; \$250 toward purchase of two ornamental planters donated to the Chehalem Cultural Center (flanking the front entrance); \$120 to help restore storm-damaged heritage camellias in a public garden in Tiller, Oregon; \$50 to a Tigard garden club to pay for speaker at Pioneer District luncheon; \$50 to ACS in remembrance of long-time OCS member Ruth Tinkle; and \$105 to pay ½ of the first year's ACS dues to our new members who want to join the national camellia organization at the same time they join our group.	\$783.85
Auction/Flower Show (includes cost of flower show trophies; supplies for OCS summer plant auction & potluck picnic; and \$100 donation to the 2015 Newberg Camellia Festival.)	\$597.91
Propagation (includes costs of pots, potting soil, rooting compound, and labels for ongoing project that involves propagating cuttings of hard-to-find varieties of camellias that grow well in our climate. Over the five years since his retirement, OCS member Collier Brown has produced more than a thousand young camellia plants. Care of these growing plants is shared with the Chehalem Park and Rec Department, who have first choice of as many cultivars as they can use, at no cost to them. The intention behind propagating this many young camellias (seeking out the best and most desirable camellias grown in the Northwest) was always to provide the CPRD with camellias to plant in the forested groves edging the Chehalem Glenn golf course. The	\$361.39

CPRD staff know they have the first pick of any plants we grow.	
American Camellia Society 2017 convention	\$500.00
Total Organization Expense	\$2333.94

Project Narrative:

1. Project description:

The **Oregon Camellia Society** (OCS) is hosting the annual convention of our national affiliate organization, the **American Camellia Society** (ACS), in conjunction with the Oregon Camellia Society's spring flower show and the 2017 Newberg Camellia Festival.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

The ACS convention will bring at least 54 people (the number registered to-date) to Newberg from 11 states around the country. Most will arrive April 4, 2017, and stay in local hotels through April 9. The Newberg Chamber of Commerce has mailed "extend-your-stay" packets to all and some have indicated their desire to stay longer.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

Our **program** goal is the promotion of camellia growing and giving support to the Newberg Camellia Festival. Our **event** goal is: 1) to invite camellia lovers from all over the country to Newberg to experience the area's local attractions; 2) to promote networking and friendship between residents of Newberg, the "City of Camellias," and the most passionate and knowledgeable camellia enthusiasts in the country; 3) to wine them and dine the guests in style; and 4) to send them home with a bottle or two of wine and good reports to friends and families, in the hope they'll encourage future tourist visitation.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

Our event will showcase the camellia plantings at the Chehalem Glenn Golf Course and public camellia plantings at the edge of the golf course and throughout the city of Newberg. Also, our guests are staying a short distance from downtown Newberg and will have free time to shop and

dine. We will encourage guests to patronize local restaurants and shops in downtown Newberg on Tuesday, Wednesday, and Thursday evenings (when it's "dinner-on-their own.")

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

We plan to promote Newberg wineries throughout our convention. In addition to a half-day guided tour of local wineries, we'll be serving local wines in pre-dinner "hospitality hours" each day, as well as the "President's Reception" described in the list of convention expenses in a previous section of this report.

6. How will your project, program or event create or enhance an experience for shoulder May-November) or off-season December – April) visitors?

Our convention is being held April 5 through April 8, showcasing the beauties of early spring in the Chehalem Valley.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

Yes. The event represents the annual convention and business meeting for our affiliate organization, the American Camellia Society. The elected leadership of the ACS (president, board members, etc.) and paid director of the organization will be present, along with leaders of sister organizations in eleven states, including Georgia, Louisiana, Mississippi, Florida, Alabama, South Carolina, North Carolina, Virginia, Maryland, Arizona, and California.

The event also is a priority for us because the OCS has "adopted" Newberg in the sense that our spring flower show is held here. Newberg is a youthful town, with its future before it. The community embraces camellias, which puts it in harmony with our own mission of promoting camellias. And the forests that line the Chehalem Glenn golf course may one day be home to walking trails lined with mature camellia bushes. It would give us pleasure to know that our club, at least in part, helped make this happen.

8. Does the project, program or event build on existing assets? (If so how?)

Our event builds on the existing Newberg Camellia Festival, which will be featured prominently as part of the convention. As can be seen in the "All Things Camellia" article attached to this grant application (from *The Camellia Journal*, September-November 2009), the OCS had some part in the formation of the Camellia Festival from the beginning. When we made the logical move from Portland to Newberg, deciding to stage our spring flower show in the City of Camellias, it became one of the foundational elements of the Festival and has remained so ever since.

Additionally, many of the 2017 ACS convention activities will focus on wine tours and other existing local tourist activities in Newberg/Yamhill County.

9. How does your project, program or event leverage funding?

Our event will bring some of the most creative and interesting camellia personalities in the country to a city that is promoting and building on its camellia heritage. Simply having these out-of-town folks in town for a few days will spark conversations and ideas about how other small towns capitalize on their “flower power.” It’s a chance to form lasting acquaintances and learn a great deal. Through the spring flower show, our ACS guests will participate in the Camellia Festival and be there to field the dozens of questions we’ve found local people want answers for. They come from some distance, simply to bring in their blooms or leaf samples. Having 54 camellia specialists at the show will be a rare opportunity for the public to “ask the experts” and receive great answers! All this may seem intangible, but if pleasing the public and encouraging them to return next year is leveraging financing, then this event fills the bill.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

With cash and in-kind funds, we expect to match Transient Lodging Tax funds at an approximate 1 to 1 ratio.

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

Our guests’ presence at the Newberg Camellia Festival was mentioned above. We also have several wine-tourism related activities, including a ½ day wine tour, several dinners, and daily “hospitality hours” that will showcase local wines.

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

Our guests are sufficiently well-off to travel, and most like to drink wine. A major attraction of this convention to many people is the fact it is located in wine country. Ten years ago, when we hosted an ACS convention in Portland, one of the highlights was a tasting tour of Newberg area wineries.

13. Can your project, program, event be completed in 6 – 12 months?

The event will be complete on April 8, 2017.

14. What is the lasting impact and utility of your proposed project, program or event?

The event will draw people from across the United States, particularly from the Atlantic and Gulf Coasts and from California. We will try to create memorable experiences for our guests, hoping they will share their experiences when they go home, boosting the profile of the Newberg area and enhancing its appeal as a tourist destination. Guests will sample the Valley’s wines and promote local vintners to other regions of the country.

15. What is the estimated room nights that would occur from this project, program or event?

Although we don't know exactly how many of our guests will share rooms, we anticipate that our event will generate demand for at least 30 room nights per 24-hour period over the four-day and five-night convention. This yields 30 rooms nights times 5, for an estimated 150 room nights, not including nights spent by people wishing to extend their stays in the area.

Signature and Certification Letter:

I hereby certify that all 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 or Owners, which is attached to this application.

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

"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.



Signature of Authorizing Official

2/25/17
Date

Martha Ragland, Treasurer, Oregon Camellia Society

Print Name of Authorizing Official

February 18, 2017

Doug Rux, AICP
Community Development Director
City of Newberg

Dear Mr. Rux,

We authorize this application requesting a small grant through the Transient Lodging Tax - Small Grant Program. We're hosting the American Camellia Society annual convention in Newberg this year, to coincide with the Newberg Camellia Festival. Our guests will come from all over the country and will stay in Newberg hotels from April 4 through April 8, eating and shopping locally, touring wineries, and bringing blooms to the camellia show April 8 and abundant enthusiasm for all things camellias for which Newberg is famous.

Thank you.

Signatures of Board Members appear below:

Dennis M. Dooley
2nd Vice President

Richard J. Bamfey
Secretary

Greg Anderson, Director

Robert C. Brown, 1st VP

Brian Bayley, director

Katherine P. Lumbault, President

Martha Ragland, Treasurer



www.chehalemculturalcenter.org
415 E Sheridan St
Newberg, OR 97132
(503) 487-6883

February 27, 2017

President
Mark Terry

Past President
Ashley Lippard

Vice President
Cathy Redman

Secretary
Pierre Zreik

Treasurer
Mary Martin Miller

At Large
Rick Lee

Directors
Allyn Brown
Deb Clagett
Stan Halle
Karen Halliday
David Harrelson
Kris Horn
Jody Kropf
Dennis Lewis
Barbara Palmer
Mike Ragsdale
Deborah Stevenson

To whom it may concern,

I am writing to voice my support for the Oregon Camellia Society and for granting them Transient Lodging Tax funds.

The Oregon Camellia Society has been in collaboration with the Camellia Festival & Run/Walk since its inception. In fact, some may argue that the festival would never have happened if it weren't for the incredible support and inspiring creativity that arose from this collaboration.

Each year, the Oregon Camellia Society has had their Annual Bloom Show in the gallery at the Chehalem Cultural Center during the festival. Community members spend the day getting exposed to hundreds of different camellias, they get the opportunity to be educated by the experts, and they always leave the bloom show in awe and inspiration of such beauty. The Oregon Camellia Society provides blooms from all over the country for community members to get exposed to. This is an invaluable aspect of the Camellia Festival and something that the community looks forward to each year.

This year in particular, the Oregon Camellia Society invited the *American Society's National Convention for Camellias* to meet during and participate in the 2017 Camellia Festival, bringing camellia enthusiasts and experts to Newberg from all over the country. The Oregon Camellia Society's commitment to seeing the Camellia Festival succeed and encouraging tourism in Newberg is truly amazing.

I fully support the Oregon Camellia Society and their commitment to the Camellia Festival & Run/Walk and to exposing tourism to Newberg.

Thank you,

A handwritten signature in black ink that reads "Erin Padilla".

Erin Padilla
Arts & Public Programming Coordinator | Camellia Festival Co-Chair
Chehalem Cultural Center



503-537-2909
fax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

To: Whom It May Concern
Fr: Mark Martin Recreation Supervisor
Date: February 23, 2017
RE: American Camellia Society Conference

The Chehalem Park and Recreation District and community members are grateful and excited with anticipation that the American Camellia Society has chosen to host its 2017 conference in Newberg April 6-9, 2017.

The 2017 Newberg Camellia Festival is looking forward to partnering with the national chapter to provide the best local event to date. With the national societies participation this year's event will not only increase the number of out of town visitors, but will provide a national presence for the popular local festival and will provide some added commerce for the Newberg/Dundee area.

Just recently I was informed that a local hotel owner shared at a recent civic committee meeting that they were grateful for the festival and the American Camellia Society Conference as April is a slower month for hotel reservations in our area. We have a few new restaurants that recently opened as they along with our many wineries, other types of business, and various municipal government agencies are excited to a part of hosting our visitors from the American Camellia Society Conference. Again, having the national society's presence is exciting and has created a positive buzz of conversation for our citizens and community leaders.

If I can be of help or provided any assistance with regards to the American Camellia Society 2017 Conference, please feel free to contact me at mmartin@cprdnewberg.org or at 503-537-2909.



**RESOLUTION OF NON-PROFIT ASSOCIATION,
LODGE, OR OTHER SIMILAR ORGANIZATION**

Authority to open accounts, make deposits, and withdraw funds

Account Number: 353605509416

I, MARTHA M RAGLAND, HEREBY CERTIFY:

- I am the duly elected, qualified and acting Secretary / Authorized Officer of the non-profit association named *OREGON CAMELLIA SOCIETY ("Association"), which is organized, validly existing, and in good standing under applicable laws.
- As of 11/09/2015 (date), this resolution is duly authorized, in full force and effect, and has not been amended or rescinded.
- The following individuals are designated as authorized agents of the Association. The authorities granted by this resolution have not been revoked, modified, annulled or amended in any manner whatsoever. Any authority granted shall remain in full force and effect until revoked in writing by the Association.

AGENTS AUTHORIZED TO ACT ON BEHALF OF ASSOCIATION

Additional individuals and their signatures may be noted on an attachment, if required.

NAME / TITLE

SIGNATURE SPECIMEN

MARTHA M RAGLAND,
TREASURER



U S BANK NA
RETAIL SUPPORT EP-MN-P9IS
P O BOX 64799
ST PAUL MN 55164-0799

00915974L

E.I.N. 31-0841368

1-800-USBANKS, 1-503-USBANKS
0001 0984 0704

OREGON CAMELLIA SOCIETY
12805 NW LOVEJOY CT
PORTLAND OR 97229-4645

FOR TAX YEAR 2002
TAXPAYER ID NUMBER 930-96-4830

2002 - 1099-INT, INTEREST INCOME

	ACCOUNT NUMBER	
SAV CERT	3217 984353603875272	
BOX 1	INTEREST INCOME	67.90
	TOTAL INTEREST	67.90

1099-INT 1099-DIV	1099-OID 1099-MISC	1099-B
<p>This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.</p> <p>*Form 1099-OID: This may not be the correct figure to report on your income tax return. See instructions on back.</p>		
1099-A	1099-C	
<p>This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if taxable income results from this transaction and the IRS determines that it has not been reported.</p>		
1099-S		
<p>This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this item is required to be reported and the IRS determines that it has not been reported.</p>		
1098 - MORTGAGE		
<p>*Caution: The amount shown may not be fully deductible by you. Limits based on the loan amount and the cost and value of the secured property may apply. Also, you may only deduct interest to the extent it was incurred by you, actually paid by you, and not reimbursed by another person.</p> <p>The information next to boxes 1, 2, and 3 is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for this mortgage interest or for these points or because you did not report this refund of interest on your return.</p>		
1098-E		
<p>This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for student loan interest.</p>		

099-INT, Interest Income, OMB No. 1545-0112
099-DIV, Dividends and Distribution, OMB No. 1545-0110
099-OID, Original Issue Discount, OMB No. 1545-0117
098-E, Student Loan Interest Statement, OMB No. 1545-1576

1099-MISC, Miscellaneous Income, OMB No. 1545-0115
1099-A, Acquisition or Abandonment of Secured Property, OMB No. 1545-0877
1099-B, Proceeds from Broker and Barter Exchange Transactions, OMB No. 1545-0715

1099-C, Cancellation of Debt, OMB No. 1545-1424
1099-S, Proceeds from Real Estate Transactions, OMB No. 1545-0997
1098 Mortgage Interest Statement, OMB No. 1545-0901

THE
Camellia

September - November 2016

JOURNAL



'Jack Mandarin'

Camellia CHRONICLES

News Items of Interest for
and about the ACS membership.
September - November 2016

Vine, Gardens and Camellia Festival Welcome ACS to Newberg, Oregon

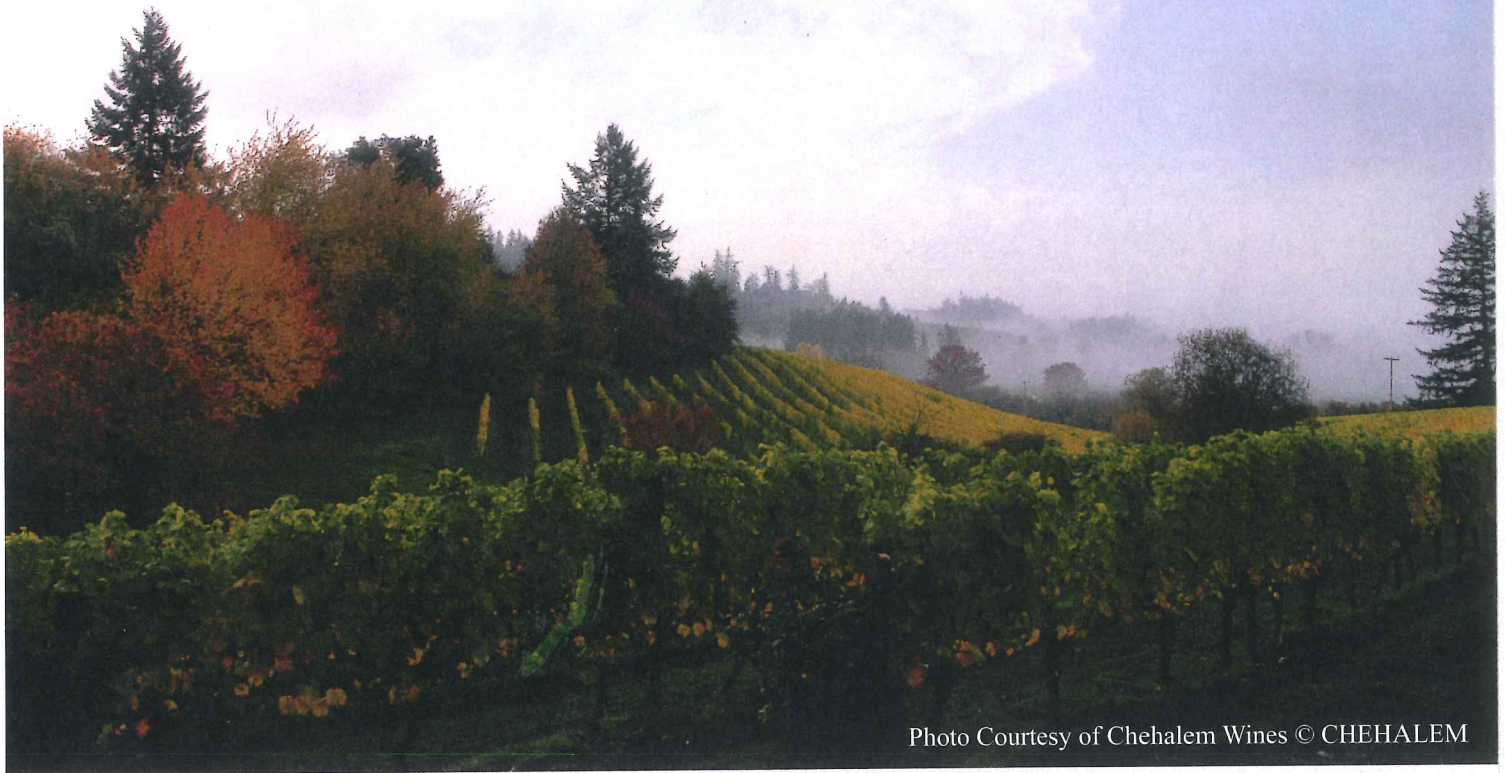


Photo Courtesy of Chehalem Wines © CHEHALEM

Story by Martha Ragland, Oregon State Director

Newberg, Oregon, located about 25 miles southwest of Portland in the northern Willamette Valley, is surrounded by rolling hills and lush valleys. Because the area is ideal for grape growing, Newberg has become the gateway to Yamhill County wine country. Newberg's camellia heritage runs even deeper—the camellia was designated the official flower in 1949, serving as symbol for the city. The idea of staging a spring camellia festival was a dream decades. The Newberg Camellia Festival was launched in 2009, combining the celebration of camellias and the culture of the lands where the flower originates: China, Taiwan, Korea and Japan. The Oregon Camellia Society, founded over 75 years ago, has hosted their annual spring cooperative camellia show in conjunction with the Festival since the inception. More than 4,000 attended the Festival in 2016.

Our presence in Newberg—with its small town friendliness, its rapidly growing supply of fine restaurants, its excellent wine offerings, and beautiful scenery—is only one reason we are pleased to host the American Camellia Society

Annual Convention April 5-8, 2017. More than ten years have passed since the ACS held its annual meeting in the Northwest. From the lovely ornamental plantings in Portland's Chinese and Japanese gardens to heirloom varieties gracing the yards of Newberg's residential neighborhoods, even in early April the area should have an abundance of camellias on display.

Knowing how much ACS members love camellias, we've pondered ways to put our best foot forward when you arrive. Each day, we will offer the chance to enjoy camellias in entirely different settings, hoping your experience will be as rich—and just plain fun—as possible.

Chehalem Valley Tour

Those not attending the Wednesday business meetings will be treated to a sightseeing excursion, starting with a visit to a scenic three-acre hillside garden, planted with a number of camellias belonging to OCS members Kathy and Roger Lintault. We will enjoy lunch in the lively 3rd Street Historic

THE CAMELLIA CHRONICLES

District of downtown McMinnville (abundantly supplied with charming shops and restaurants). In the afternoon, we will travel to the Cecil and Molly Smith Garden, which is renowned for its collection of species and hybrid rhododendrons in a natural woodland setting. The garden also features three or four very large *williamsii hybrid* camellias.

Portland, Oregon, Gardens

A day-long tour takes in Portland's most beautiful public gardens, starting with the Portland Japanese Garden, which has been described as one of the finest of its type in the country. We'll arrive when the garden opens, before the crowds come, and break into smaller groups so our garden guides can focus on the garden's unique horticultural features.

Portland is known for its cuisine and its beer, and northwest Portland offers many restaurants to choose from when it comes to lunching on your own. The afternoon will find us at the Lan Su Chinese Garden, where artisans from Suzhou, China, helped design and construct the walkways, ponds, bridges and pavilions set amid elegant landscapes of fantastic rock groupings, delicate trees, and lattice screens. Before the day is over, we'll stop for tea at Cornell Farm, a commercial nursery that grew from a 1980s roadside stand to one of the most inspiring garden centers in the country.

Chehalem Glenn Golf Course & Wine Country

The general membership meeting and a catered lunch will be held at the golf course, followed by a brief walking tour of the public camellia plantings on site. Afterwards, we'll wind through the rolling hills to taste handcrafted wines at two excellent wineries.

Camellia Show & Newberg Camellia Festival

All day long on Saturday, the Chehalem Cultural Center will host the Newberg Camellia Festival. The Center, which came into being thanks to the generosity of a local patron (who gave in memory of her mother), added a grand forecourt in 2014 and in 2015 connected a fully restored ballroom to an enclosed garden via a stunning glass wall. Events are scheduled all day long on indoor and outdoor stages, including Asian art, performances, and gardening presentations—everything from the Dragon Dancers to Shakuhachi bamboo flutes. The Forecourt Tent features bonsai and origami demonstrations, and hands-on art-activities for kids. Trolley tours will give visitors a look at Newberg's favorite historic sites. Vendors will offer crafts and jewelry connected to Pan-Asian culture.

The festival is also host to the Oregon Camellia Society's camellia show, highlighting the official Newberg flower and its Asian origins. Plant sales will run throughout the festival. Visit the Newberg Camellia Festival website www.newberg-camelliafestival.com.

[camelliafestival.com](http://www.camelliafestival.com).

Early Saturday morning, while some are entering blooms into the spring camellia show, others may want to stretch their legs in a festive 5k/10k Camellia Walk/Run that sets out from the Chehalem Cultural Center at 8 a.m. Festival organizers will waive the entry fee for ACS members, so please indicate your interest on the registration form. Each participant receives a free t-shirt and one-gallon camellia plant at the finish line.

Travel Details and Recommendations

Convention attendees should plan to fly into the Portland International Airport in Portland, Oregon and rent a car or car pool with a friend. Newberg is 34 miles from the airport, approximately 75 minute drive. A tour bus will be provided for some events, but guests will need transportation to various convention sites.

The Best Western Newberg Inn will be the "headquarters" motel for the convention. The hotel offers a free breakfast and has been recently renovated, but it is several decades old and is a bit quirky in that it has no elevator. Guests can ask for help with their luggage at the front desk. The hotel breakfast room will be the "hospitality room." All ACS meetings will be at the Chehalem Cultural Center (Wednesday) and the Chehalem Glenn Golf Course (Friday morning).

Other options include the Newberg Travelodge (Holiday Inn Express in 2017), one block from the Best Western Newberg Inn; the Lions Gate Inn, an excellent B&B across the street from the Chehalem Cultural Center; and the Allison Inn, one mile out of town. Visit www.americancamellias.org/news-events for more information on visiting Newberg.

Accommodations

Best Western Newberg Inn
(503) 537-3000
2211 Portland Road
Newberg, OR 97132-1364



Free breakfast, free Wi-Fi, pet friendly, indoor pool, hot tub, steam room, exercise facility, no elevator

Single King: \$79.99
Double Queen: \$89.99
Mini-Suites: \$109.99

(3 first floor rooms are ADA compliant)

If ACS block is sold out, ask for "Andrea" (Manager)



Alternate Accommodations

Newberg Travelodge/Holiday Inn Express (800) 545-6343
Allison Inn & Spa (877) 294-2525
Lions Gate Inn B & B (sleeps 8) (503) 476-2211

THE CAMELLIA CHRONICLES

2017 American Camellia Society Annual Convention Schedule

Wednesday, April 5, 2017

- 8:00 - 5:00 Registration & ACS Business Meetings (Chehalem Cultural Center)
- 12:00 - 1:00 Lunch On Your Own
- 9:30 - 4:00 Local Sightseeing & Shopping (Optional: \$15 fee)
- 5:00 - 6:30 Hospitality Room, Hotel
- 7:00 Dinner on Your Own

Photo Courtesy Chehalem Community Center



Saturday, April 8, 2017

- 8:00 Camellia Festival 5k/10k Walk/Run
- 8:00 - 11:00 Camellia Show Bloom Entry
- 11:00 - 12:00 Camellia Show Judging
- All Day Newberg Camellia Festival
- OCS & ACS National Camellia Show (Chehalem Cultural Center)
- 11:00 - 2:00 Box Lunch Provided
- 4:00 - 6:00 Hospitality Room, Hotel
- 6:00 Tour Bus Departs for Banquet
- 6:30 Farewell Banquet
- Keynote Speaker: Robert Herald
Camellias: Revival of an Aristocrat
(Inn at Red Hills, Dundee, OR)
- 10:00 Tour Bus Returns to Hotel

Photos Courtesy Newberg Camellia Festival and Charlie Hynman



Thursday, April 6, 2017

- 9:00 Tour Bus Departs from Best Western for Portland Garden Tours
- Portland Japanese Garden Tour
- 11:30 - 1:00 Lunch On Your Own
- Lan Su Chinese Garden Tour
- Tea at Cornell Farm Nursery
- 5:30 - 7:00 President's Reception at Chehalem Chamber of Commerce (Two Blocks from Hotel)
- 7:00 Dinner on Your Own

Photo by David M. Cobb, Courtesy Portland Japanese Garden



2017 Convention Registration Form

Make check or money order payable to the Oregon Camellia Society. Please mail check and application to:

Martha Ragland, OCS Treasurer
4115 SE 33rd Place, Portland, Oregon 97202

Please call or Email Martha Ragland with questions.
(503) 239-6542 mragland@efn.org

Early Registration (Due January 31, 2017) \$275 x _____ = _____
Regular Registration (Due March 17, 2017) \$295 x _____ = _____
Optional Local Tour (April 5, 2017) \$ 15 x _____ = _____
Total Payment Enclosed \$ _____

Name: _____

Additional Attendee Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

I am interested in entering the Camellia Festival 5K/10K Walk/Run (fee waived): Yes No

Dietary Restrictions

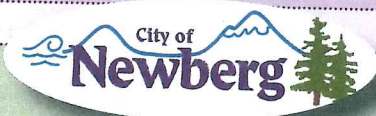
Vegetarian Vegan Diabetic Gluten Free

Friday, April 7, 2017

Drive or Carpool to Chehalem Glenn Golf Course

- 9:00 - 11:00 ACS General Membership Meeting
- 11:00 - 12:00 Presentation and Tour of Chehalem Glenn Golf Course Camellia Garden
- 12:00 - 1:00 Catered Luncheon
- 1:00 Tour Bus Pick Up from Chehalem Glenn Golf Course and Hotel
- 1:00 - 5:00 Wine Country Bus Tour
- 6:00 Tour Bus Pick Up from Hotel
- 6:00 - 9:00 Buffet Dinner
- Olive Mill, Dayton, OR
- Guest Speaker: Lucy Hilburn
The Hardy Plant Society of Oregon
- 9:00 Bus Returns to Hotel

Photo Courtesy of Chehalem Wines © CHEHALEM



THE *Camellia* JOURNAL

SEPTEMBER-NOVEMBER 2009



SPECIAL ISSUE:
Here come the yellows

Camellia chuangtsoensis

All Things Camellia



Oregon's Camellia City Rediscovered — And Technology Speeds It Along

On the 60th anniversary of the adoption of the ordinance naming the camellia as its official flower, Newberg, Oregon, took the occasion to celebrate in true camellia style.

The main event was a non-judged camellia exhibition. On April 4, 2009, Bryan Stewart, who is the head of grounds-keeping for Newberg, and the City of Newberg provided the city council chambers with lots of 'Yuletide' camellias to give out to those in attendance. Bryan dressed up the chambers with posters and photographs.

The camellia plants, combined with the table display of blooms (many thanks to Jim Moon and Collier Brown), made for a spectacular event which was enjoyed by those attending.

HOW IT ALL CAME TO BE

The 1940s were a time of organizing for camellia enthusiasts around the United States. The American Camellia Society and many state and local societies, including the Oregon Camellia Society (OCS), were founded during the decade. The city of Newberg adopted the camellia as its official city flower with the passing of Ordinance 1055 on April 4, 1949. Ever since, the camellia has functioned as a symbol for the city and is included on the city flag.

Newberg, incorporated in 1889, is a city of approximately 22,650 people located about 25 miles southwest of Portland. It is known as a college town, home to George Fox University, which was founded by the Society of

Friends (Quakers) in 1885. It's now also known as the northern edge of the Oregon's acclaimed wine country and has many businesses that serve the nearby vineyards and the tourists who come to visit them.

CAMELLIA DAY

During one of the Oregon Camellia Society's events in 2008, long-time member Grace Bayley made mention of Newberg's relationship with the camellia. This prompted the author to verify the facts. Since the city has a technology-oriented government, the entire city code was found on Newberg's website. On reading through the relatively short Ordinance 1055 and seeing the date of its passage, the idea of a joint commemoration of the

60th anniversary came immediately to mind. I emailed I Andrews, the Mayor of Newberg with the idea. After several weeks, I received a call from Bryan Stewart. My email had worked its way down from City Manager to the Public Works Director, and on to Bryan. Once Bryan became involved, plans began to move forward very quickly. His enthusiasm for this idea was beyond anything I had anticipated.

After an initial planning session with Bryan at a regular meeting, the board members and officers and the City of Newberg set up the celebration of the camellia exhibition. The city council chambers were very festive with the many 'Yuletide' camellias and posters and photographs.



TECHNOLOGY COMES IN HANDY

During the years after the passage of Ordinance 1055, the camellia was somewhat forgotten by the city. It had been given no special emphasis in the landscaping of city properties, and Bryan confirmed that there were only a handful of camellias on city property.

Immediately after the OCS made initial contact with Bryan, he began changing the emphasis on camellias and started planting them all over the city. Now Newberg has plans to add hundreds of additional camellias to the plantings.

In order to keep track of the plantings, Bryan enlisted the help of Jan Wolf, the city's Geographic Information System (GIS) specialist. For those unfamiliar with GIS, it is an electronic mapping system that includes a database system. (Those of you with a GPS navigation sys-

tem in your cars have a type of GIS system.) In addition to the basic map of Newberg, different layers of maps can be added to identify the location of such things as public buildings, fire hydrants, or any other items with a geographic location. To assist in tracking the Bryan planting efforts, Jan created a map layer in Newberg's GIS devoted to tracking the city's camellias. Currently, it is available to the public as a static map (see link below), but there are plans to make it part of the interactive GIS system and to include camellias growing on the grounds of George Fox University and in the yards of local residents.

When the camellia layer is available on the GIS system, it will go beyond just identifying the location of the camellias. It will also supply data on the varieties, year planted, and other attributes of the plants, including photographs. Bryan is eager to get Newberg included in the American Camellia Trail. The static map can be viewed on the city website as part of a Camellia Day promotional brochure at the following URL: <http://ci.newberg.or.us/website/Land%20Information/City%20Maps/City%20of%20Newberg%20Camellia%20Trail%20Map.pdf>

The use of GIS to assist in maintaining a dispersed camellia collection is an approach that other cities may want to use, or it may be useful to the ACS to provide information on the American Camellia Trail.

The OCS is looking forward to a long relationship with Oregon's rediscovered "Camellia City."

-BY DENIS DOOLEY



New book is a camellia tour de force

Camellias, by Y. C. Shen, is a virtual smorgåsbord of our favorite flower, some familiar to those of us in this country and some Chinese cultivars new to us. Of the total 363 pages in this beautiful publication, 334 are filled with pictures of camellias. Their descriptions are in Chinese; but the names are in English also.

Y. C. Shen has lived in San Francisco for several years. He writes, "My great-great grandfather, who lived in Anhui Province during the Qing dynasty, hybridized many camellias as a hobby at his home. He eventually moved the family to Wuxi, and the work of hybridizing {as a hobby} was continued by my great grandfather, my grandfather and my father at our home in Wuxi. Unfortunately, most of the old records were destroyed during the Cultural Revolution, but one record of my father's work is published in my book on page 3." The author's late father, Yuan-Ru Shen was a highly respected authority in the field of horticulture in China.

Y. C. Shen (Yin-Chun Shen) authored many books while in China, and since his arrival in the U.S. has co-authored the very popular *The Chinese Art of Bonsai & Potted Landscapes*.

Camellias is a must-have reference book. The pages not filled with camellia images show camellia gardens across the United States. Other pages depict camellias in bonsai, table decorations, flower arrangements and landscape vistas. The book brings the diverse camellia world together — truly, East meets West.

Immediate ACS Past President Barbara Tuffi writes in the foreword: "This book contains a detailed introduction to the ancient records of Chinese camellia culture and history, an introduction to the history of the development of western camellias, and an introduction to the traditional camellias found in Europe, America, Australia and New Zealand. This book brings not only new knowledge to the horticultural world but also promotes the collaboration of East and West in the form of cultural exchange."

Y. C. Shen would like to see this book published in English. He says, "I am seriously interested in raising the level of my book in the English version to make it the very best book on camellias in the world." Camellia lovers everywhere will anticipate this welcome event. -BY ANN WALTON



Pictured above is one way the city of Newberg is using camellias in its landscape. Around the city, visitors and residents enjoy espaliered camellias in addition to those in plantings and displays.

THE *Camellia*

September - November 2014

JOURNAL



'Ville de Nantes'

Camelliaitis springs eternal

By Martha Ragland

A few days before the Oregon Camellia Society's 73rd annual spring show was held amidst the celebratory swirl of Newberg, Oregon's Camellia Festival last spring, a special "History" section of the *Newberg Graphic* reproduced the newspaper's front page as it appeared 65 years earlier. The lead story (alongside an article decrying neighboring City of Portland's decision to break with surrounding communities by adopting Daylight Savings Time) announced that "a new type of show" would join the ranks of Newberg public events.

Nineteen forty-nine was a good year for camellias in Newberg. In early April of that year, the small city 25 miles south of Portland adopted the Camellia as its official city flower. In addition, more than 400 plants were sold during the newly declared "Camellia Planting Days," and on April 23, the "new type of show"—an official camellia show—took place in the City.

The show's sponsors, the Newberg Men's Garden Club, had at least one member well-known to the American Camellia Society and the Oregon Camellia Society. Russel Gainer, lifetime member of both groups, went on to serve as ACS President for a time. Always genial and enthusiastic, after attending the 1965 convention in Tallahassee, Florida, he published an exuberant article in *The Camellia Bulletin*, in which he declared to all who would hear: "The people who grow camellias, joined at the national level by A.C.S., are the finest people in the world—truly the Great Society."

Many years before, when Gainer moved from Nebraska to Newberg upon finishing high school in 1927, he was hardly a camellia lover. He later wrote, "I had little interest in, or time for, flowers and gardens." He became "infected with camelliaitis" only after his marriage in 1938. His wife liked to garden, and, as he said with his usual sly humor, "The inevitable happened—I had to learn to love flowers and gardens, or else."

Casually spotting a nice red camellia in a neighbor's yard, he decided to plant three of the same in his own. When the plants bloomed a few years later, he got around to learning their name ("Cheerful"). At the same time, he learned that more than one variety of these enchanting plants existed.



Coloring the beautiful camellia.

That discovery rocked his world. "Before we realized what was going on," he said, "the yard was so full of camellia plants there was no room for Mrs. Gainer's sweet peas." Only the purchase of an adjacent lot and the erection of a 28' by 58' greenhouse resolved the predicament. Soon Gainer was growing 190 different types of camellias. The fever had turned into a hobby "that produced new



Discussing camellias at the Newberg Camellia Festival.

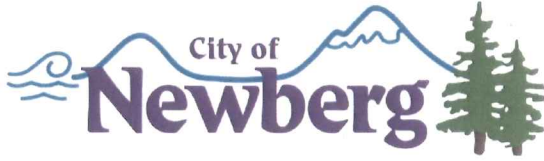
thrills every year."

Fast forward 60 years. As for those early hopes to stage an annual camellia show in Newberg each spring? Somehow, the shows simply didn't happen. During the Eisenhower years and beyond, the Newberg community followed another horticultural path, developing some of the world's finest *Pinot Noir* vineyards. Few remembered the area's camellia heritage; however, in 1997 Mayor Donna Proctor unveiled an official "Camellia Flag" for the city. But not until 2009, 60 years after Russel Gainer and his Men's Club staged that first spring camellia show, did new and grander plans for such begin to take shape. A number of people, including Denis Dooley, then president of the Oregon Camellia Society, and Bryan Stewart, Head Groundskeeper for the City of Newberg, came together to find ways to celebrate Newberg's historic connection to the flower that grows so well along with wine grapes in the mild climate of the northern Willamette Valley.

Stewart, in the same locale but now with the Chehalem Parks and Recreation District, was and is an early believer in promoting the City's camellia heritage. His enthusiasm is shared by many. Since 2009, the Camellia Festival has developed hand-in-glove with town revitalization. The newly built Chehalem Cultural Center hosts the Festival. As the Cultural Center expands, adding a grand forecourt in 2014 and connecting, in 2015, a fully restored ballroom to an enclosed garden via a stunning glass wall, so also does the Festival grow.

Last spring's celebration included a 5k/10k race, with each contestant awarded a healthy camellia plant at the finish line. Asian art and gardening presentations—from Dragon Dancing to Bonsai to Shakuhachi bamboo flutes—abounded, and the Oregon Camellia Society promoted the ever-beautiful camellia flower to more than 3,000 persons viewing the spring show.

The newly tapped energy and enthusiasm for all-things-camellia in Newberg seems almost unstoppable. The Oregon Camellia Society intends to tap into that energy by encouraging local residents to enter show blooms from their yards and join both local and national camellia societies. Camelliaitis hasn't changed much, after all. It's still a lot of fun.



RECEIVED

FEB 28 2017

Initial: JRC

**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page**

Project Title: Newberg Camellia Festival & Run/Walk

Applicant Name: Chehalem Cultural Center

Mailing Address: 415 E Sheridan St Newberg OR 97132
 Street City State Zip

Contact Name: Erin Padilla & Bryan Stewart

Phone: 503-487-6883 ext. #104 Email: erin@chehalemculturalcenter.org

Amount of total Funding Requested: \$8,000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: Erin Padilla

Signature: 

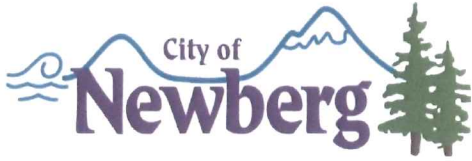
Title: Arts & Public Programming Coordinator

Date: 2/27/17

*****FOR OFFICE USE ONLY*****
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application**

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Letters of support.

Project Title: Newberg Camellia Festival & Run/Walk

Applicant Name: Chehalem Cultural Center

Mailing Address:	<u>415 E Sheridan St</u>	<u>Newberg</u>	<u>OR</u>	<u>97132</u>
	Street	City	State	Zip

Contact Name: Erin Padilla & Bryan Stewart

Phone: 503-487-6883 ext. #104 Email: erin@chehalemculturalcenter.org

Website Address: www.chehalemculturalcenter.org & www.newbergcamelliafestival.com

Secretary of State Business Registry Number: 313206-90

Non-Profit X Government _____ For-Profit _____

Amount of total Funding Requested: \$8,000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

<u> </u> New Project	<u> </u> New Program	<u> </u> New Event
<u> </u> Existing Project	<u> </u> Existing Program	<u> X </u> Existing Event

Has this project, program or event received these grant funds in the past?

-No

If so when and for how much?

-N/A

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of \$10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used): See attached form approved by Doug Rux 2/24/17

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Project/Program/Event Income	

Expenses – Must be explicitly defined.	Amount
Total Project/Program/Event Expense	

	Camellia
Income	
Education Income	
CCC Class/Workshop	
CCC Youth Class/Workshop	
Contractor Youth Class/Workshop	
Contractor Class/Workshop	
Open Studio Time	
Rental Income	
Whole Building	
Lobby/Gallery	
Community Room	
Ballroom	
Classrooms/Studios	
Black Box	
Music Room	
Other Rentals (Sunday Morning)	
Event Income	
Ticket Sales	
Vendor Fees	
Sales Income	
Artist Registration/Entry Fees	
Item Sales	\$ 6,000.00
Music Studio Production Services	
Contributions	
Donations	
Grants (Income Only)	
Sponsorships	\$ 12,000.00
Board	
Membership Fees	
Auction	
Beginning Fund Balance	
(Accuracy Check Line)	
Gross Profit	\$ 18,000.00

Expense	
Salary & Wages	
Employees	\$ 17,995.80
Payroll Expenses	
Payroll Service Fees	
Other Payroll Taxes	\$ 1,979.54
Health Insurance	
Total Medical Benefits	\$ 1,501.25
Contract Labor Expenses	
Legal/Accounting	
Tech Support	
Marketing	
Design	\$ 1,500.00
Artists (Commissions for new works)	
Performers	\$ 4,500.00
General Services Contractor	\$ 1,100.00
Honoraria and Stipends	
Classroom Instructors	
Refunds	
Class Refunds	
Programs Supply Refunds	
Rental Refunds	
Ticket Refunds	
Retail Refunds	
Miscellaneous Refunds	
Cleaning and Janitorial	\$ 1,000.00
Programs	
Program Supplies	\$ 275.00
Food	\$ 180.00
Décor	\$ 400.00
Installation/Repair Supplies	
Art Shipping and Transportation Costs	

Sales Expenses	
Art Work Sales to Artist	
Cost of Goods Sold	\$ 4,700.00
5500 · PayPal Fees	
Volunteer Support	
Volunteer Hospitality	\$ 1,000.00
Volunteer Recognition	
Marketing Expenses	
Printed Collateral	\$ 600.00
Signage	\$ 275.00
Other Advertising	\$ 800.00
Email Marketing Fees	\$ 70.00
Website Fees	\$ 30.00
Operating Expenses	
Equipment Rental	\$ 2,700.00
Office Supplies	\$ 300.00
Mileage Reimbursement	
Office Printing	\$ 400.00
Software	
Post Office Box Rental	
Postage and Shipping	
Equipment Upgrade, Maint., Repair	
Equipment Purchase	
Dues and Subscriptions	\$ 30.00
Liability Insurance	\$ 800.00
Dir. & Off. / Employment / TIF	
Board Expenses	
Meetings	
Licenses and Permits	\$ 50.00
Telephone	
Building Security Systems	
Professional Development	
Merchant Account Fees	\$ 500.00
Fiscal Agent Correction	
(Accuracy Check Line)	
Total Expenses	\$ 42,686.59
Expenses minus Personnel	\$ 21,210.00
Net Ordinary Income	-\$ 24,686.59

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

See attached form approved by Doug Rux 2/24/17

Fiscal Year: _____ to _____

Income Sources	Amount
Total Organization Income	

Expenses	Amount
Total Organization Expense	

Project Narrative:

1. Project description:

The Newberg Camellia Festival and Run/Walk is an annual community event that offers exploration of Asian and Pacific Rim culture through art, food, performances, fitness, and horticulture. It begins with a 5K and 10K run/walk coordinated in collaboration with Chehalem Parks & Recreation, then continues into a full day festival featuring performances on 3 stages, a variety of local and Portland-Metro vendors, art activities, and an Oregon Camellia Society bloom show. Performers are invited to participate each year to offer experiences honoring the heritage and history of the Pacific Rim and Asian cultures. The festival features groups like the Minidoka Swing Band, formed in tribute to and made up of Japanese Americans interned during World War II, and The Lee's Lion & Dragon Dancers who are trained in the ancient art form of dragon dance.

Vendors from around the region sell food, art, and jewelry connected to these cultures, with items such as Manga Comics and Ko Keshi doll necklaces that are specific niche interests to Millennial-aged groups. These vendors help to offer contemporary representations of this diverse culture alongside its historical roots. The festival is also known for hosting the annual Oregon Camellia Society Bloom Show, a competitive adjudicated show of the over 100 different types of Camellia flowers. The 2017 Camellia Festival is unique as it will host the *American Camellia Society's National Convention* with attendees traveling from all over the country to enjoy the festival. Attendance for the festival has grown exponentially since its creation and has averaged between 3,500 and 4,000 visitors per year. With special thanks to local sponsors, it has maintained being a free community event for all ages.

The Camellia Run/Walk has also grown each year with over 550 participants in the 2016 cycle, drawing a number of out of town participants and their families and friends from around the country. Thanks to strong relationships with our local sponsors, the run/walk is inexpensive to participants and offers unique after-run gifts (a potted Camellia plant, run T-shirt, raffle prizes, and a goodie bag with discounts/offers from local businesses). All proceeds from the run/walk are entirely committed to benefiting the Chehalem Parks and Recreation youth sports programs.

The Camellia Festival and Run/Walk is an experience that is free and accessible for all ages centered around celebrating community, art, culture, and Newberg's city flower, the Camellia.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

The Newberg Strategic Tourism Plan outlines bolstering local economy by providing tourist activity during a slower tourism season. The Camellia Festival occurs annually in early April, which has been determined as a slower tourism time for the city. As stated before, the festival brings 3,500–4,000 people to downtown Newberg through the specific placement of the event at Chehalem Cultural Center, and through recent collaboration with the Downtown Merchant Committee to get festival attendees into locally owned businesses. As Newberg is indeed a destination of artisan makers and doers, we aim to not only feature local artist and makers at our festival with vendors like

Purple Cow Vineyards, Chehalem Brewing Co., and Cream Northwest, but also by encouraging attendees to visit our various downtown spaces to experience this important aspect of Newberg themselves. Our new Downtown Newberg Camellia Passport (which will be detailed in the answer to question 4) will help to nourish and grow this events relationship with and benefit to small businesses.

While the Newberg Camellia Festival and Run/Walk are community supported and sustained events, they are unique in highlighting the Yamhill County community while simultaneously drawing a significant crowd outside of the county. The festival has been running for 9 years, with the run/walk joining it for the last 8 years; each year participation in these programs have grown in both size and reach. In 2014, the run/walk had 200 participants, which grew to over 550 by 2016, leading us to have a goal of over 700 participants for 2017. With access to more funding and marketing opportunities, we could capitalize on this average growth and aim for over 1,200 participants in 2020. In past years, runners have traveled to participate from all over Oregon, California, Washington, Idaho, Colorado, Utah, New York, Texas, and Minnesota.

The festival, which began as a simple Camellia Bloom competition coordinated by Bryan Stewart and the Oregon Camellia Society, has exploded into the main festival of the year at the Chehalem Cultural Center and has brought a significant amount of visitors to Newberg since 2013. It has become such a draw that the *American Camellia Society's National Convention for Camellias* is bringing their convention to the Chehalem Cultural Center in collaboration with the festival. This collaboration will draw visitors from California, Georgia, Louisiana, Florida, Mississippi, Virginia, South Carolina, North Carolina, Alabama, Maryland, Arizona, and Oregon, a majority of whom have already booked lodging in Newberg.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

Tourist: With the addition of the *American Camellia Society's National Convention* at the Cultural Center (drawn specifically by the Camellia Festival), the festival will be bringing at least 50 people from around the country who will be staying in Newberg accommodations for at least 1 week around the event. We hope to encourage this collaboration to occur every few years. While we do not have documentation of visiting runners/walkers staying in town, we do have numerous registered runners visiting from outside of a 50-mile radius of Newberg.

Tourism Promotion: The Camellia Festival is a special event designed to attract tourists. Our current promotion includes printing 10,000 rack cards which are distributed to local resources that operate tourism, as well as strategically distributed to areas with researched higher populations in Pacific-Rim and Asian demographics. A listing of our current promotion includes: local businesses, 5 different Burgervilles around the Portland Metro area, to major sponsors (Chehalem Parks & Recreation, Chehalem Valley Chamber of Commerce, The Allison Inn & Spa, A-Dec, Hoover Minthorn House Museum, City of Newberg Offices, Friendsview Retirement Community, Grocery Outlet, Providence Medical Center, and Les Schwab), collaborative partners, performers, vendors, and health and fitness venues around the Portland Metro area, and Uwajimaya in Beaverton. We distribute electronic fliers to the National American Camellia Convention, Chehalem Cultural Center members, the Chehalem Parks and Recreation

community, sports teams, high school clubs. We make and distribute 1,000 bookmarks to local libraries, and have placed ads in the Beaverton newspapers. We also utilize twitter, facebook, and instagram free advertising. While we access communities outside of Newberg through these avenues, there are still many ways to expand in accessing communities further away as will be explained in question 4.

Tourism Facility: The Camellia Festival is housed in the Chehalem Cultural Center, which is a tourism destination and attracts tourists throughout the year by hosting both local and nationally recognized arts exhibitions, coordinating a variety of programming, and hosting a wide range of organizations through our rental spaces. The CCC space is used for conventions, weddings, and fundraisers, which have included but are not limited to: Travel Oregon, The Oregon Humanities, The Oregon Symphony, The Oregon Truffle Festival, The Willamette Valley Wineries Association (WVWA meets monthly and coordinates their annual meeting and vendor showcase at CCC). With each organization or community member that accesses the CCC space, we get the opportunity to promote our events and establish lasting relationships. We are also known for cultural and arts celebrations that bring people to downtown, such as the Camellia Festival, Lavender Festival, and Dia de los Muertos celebration. The CCC space is a tourist draw through free arts exhibitions, annual festivals, educational workshops, and a community resource focused facility.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

Outdoor Recreation Visitor: The 5k and 10k walk/run draws outdoor recreation visitors to the Newberg community. Not only is it affordable, it's unique from other runs/walks through the prizes offered; gaining access to a Jamboree of resources, receiving a free Camellia plant, and getting to participate in the festival after the run.

Experiential Arts: The festival features a wide range of the arts highlighting the significance of heritage and culture, with performances like the tea ceremonies by the Issoon Tea School, Ikebana and Bonsai care demonstrations, Taiko drumming performances, traditional Hula dance, the Lion & Dragon Dancers, and the Minidoka Swing Band. The Minidoka Swing Band for example was formed as a tribute to Japanese Americans interned during World War II and to highlight the popular music in the Internment Camps. This band is made up of several band members who were interned during WWII, and several other members whose parents and grandparents were interned. The Lee's Lion & Dragon Dancers was formed by Terry Lee, who was formally trained in this ancient art form and now teaches it to at-risk youth; exposing these youths to culture and responsibility. The festival not only features a variety of experiential arts, but through the groups we invite to perform, we showcases how the arts can change lives.

Downtown Enhancement: In collaboration with the Downtown Merchant Committee the festival plans to further this initiative by creating Downtown Newberg Camellia Passports. These passports, distributed on the First Friday before the festival and all day at the festival, will contain maps of downtown Newberg with the business locations outlined. Passport participants must visit 6 downtown businesses and receive stamps on their passports to then win a prize. The festival also hopes to sponsor Camellia themed sidewalk stickers to have a visual wayfinding pathway leading to downtown.

The festival and run/walk naturally appeals to a variety of audiences (horticulture enthusiasts, lovers of the performing arts, musicians, foodies, fitness junkies, etc.). The challenge is accessing those communities through target marketing in highly viewed avenues. Our current promotion (detailed in question 3) leaves several opportunities to expand with access to more funds including: producing billboards, getting ads in Sunset Magazine, the Oregonian, the Asian Reporter, Travel Oregon, and Oregon Healthy Living. To target reaching millennials specifically, we would focus on getting featured on Podcasts and OPB, collaborating with other related but different festivals in Portland such as the Lunar New Year Celebration, getting TV ad time or news coverage, and purchasing numerous facebook post boosts.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

While the Camellia Festival does extend vendor space to a local winery (Purple Cow Vineyards), it is not a wine focused event. However, the festival has grown and evolved each year and we expect it to continue evolving to strategically include target markets designated by the Newberg Strategic Tourism Plan. This could culminate into many avenues for further winery partnerships. A potential future project could be a partnership with the Allison Inn & Spa, several wineries, and Black Tie Tours, where visitors could be offered the "Camellia Weekend Package." This package would include stay at the Allison, enjoying the festival and run/walk on Saturday, and then on Sunday a wine tour with Black Tie Tours visiting tasting rooms with camellias. This is one option out of the numerous ways in which the festival could partner with wine centered organizations to encourage specific tourism.

Millennial Explores: Millennials can be known to be fitness junkies, foodies, art and culture seekers, having 'niche' art interests, and being green space enthusiasts. The Run/Walk taps into their passion for fitness while allowing them to connect with other fitness resources (The Circuit Boulder & Yoga Gym, All People Yoga, Boxing For Fitness, etc.) through the Jamboree and combining their love for fitness with horticulture by giving a camellia to every participant. The vendors at the festival are from all around the region selling food, crafts and jewelry connected to Pacific Rim and Asian culture. Having Koi Fusion (a food cart from the Portland Metro area) at the festival taps into the food-cart-foodie millennial with interesting food combinations of Asian and Mexican food. Numerous vendors like Meru Mori and Lunarcat Studios selling items like Manga Comics and Ko Keshi doll necklaces specifically tap into the niche art interests of many millennial-aged groups.

George Fox Community: 3.1% of the George Fox network undergrad population are international students with 90% of that population being from China. The Camellia festival celebrates Chinese culture, which gives these students a place to either share their own cultural knowledge and experiences, or have a day to interact with their culture while away in the states. The festival also provides a free family friendly and educational event for this whole George Fox community. The run/walk aligns with the George Fox athletics department and their commitment to service in their community by giving their athletes an opportunity to serve at the run/walk.

6. How will your project, program or event create or enhance an experience for shoulder (May-November) or off-season (December – April) visitors?

The Camellia Festival & Run/Walk is planned in the beginning of April, which has been established as a slow season for tourism. It has consistently drawn between 3,500 and 4,000 people each year in the last 3 years.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

Yes, this event is a priority for the Chehalem Cultural Center as it is the largest annual Cultural Center committee planned event, and is our longest lasting consistent annual event. It also fulfills our 4 mission based focuses: arts, heritage, education, and community. This event features the arts through hosting a wide range of performing arts and art forms. It focuses on heritage by providing education and experiences surrounding Pacific-Rim and Asian cultures and heritages. It offers educational demonstrations about plants and culture, as well as by providing culture based kids arts activities. This festival serves the community by providing a free event for all ages as well as free vendor spaces for community artisans.

The mission of the Chehalem Cultural Center, *to inspire and enrich lives by connecting community and culture*, is an existing non-tangible asset that the festival builds on by aligning with this mission and its core by being a cultural festival that is free and accessible to the community.

8. Does the project, program or event build on existing assets? (If so how?)

The festival and run/walk builds on the tangible asset of the use of the CCC building, as its space is one of CCC's major assets. The festival utilizes the forecourt area (which was established in phase 2 of the CCC finishing phases) as the start and finish line to the race, the forecourt tent performance space with a stage, the fitness jamboree area, the kids arts activities space, and plant sales. The Festival uses the ballroom as the main performances space utilizing the entire space for the top performers, vendors and plant sales. The screens, tables, chairs, sound system, and aesthetic beauty are all utilized in the festival. The gallery space is utilized for the annual Oregon Camellia Society bloom show, which takes up the entire gallery space to showcase hundreds of different camellia varieties. The festival enhances the beautiful, multi-purposed, and functional space of the Cultural Center.

9. How does your project, program or event leverage funding?

The festival and run/walk is entirely funded through asking for sponsorships from Chehalem Parks & Recreation, the Chehalem Valley Chamber of Commerce, Austin Industries, the Hoover-Minthorn House and Museum, Friendsview Retirement Community, Burgerville, Providence Newberg Medical Center, Grocery Outlet, and Les Schwab. The Chehalem Cultural Center works these sponsorships into each fiscal year budget.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

Based on activities not eligible for funding, and the regulations outlined in the grant application, the ratio of Transient Lodging Tax funds will be based off the budget we have for performances (as they serve as self-targeted marketing for attendees to the festival), as well as the funds directly budgeted for marketing purposes.

With the combination of the festival and run/walk, we have currently budgeted \$4,500 for performances and \$3,675 for marketing to make a total of \$8,175.

As we are asking for \$8,000 total, and with the .5/1 matching ratio for non-profits displayed in the grant application, the Transient Lodging Tax funds would be matched by at least half if not more.

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

When festival attendees experience the Cultural Center as a building being used successfully, creatively, functionally, and in collaboration with local supporters and downtown businesses, they leave with a positive perspective of the center and of downtown Newberg as a whole. This gives visitors an enriched understanding of the variety of ways in which it can be utilized. The festival will continue to grow with the building as the building is completed.

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

Wine Country Adventurers and Luxury Travelers: While the festival and run/walk do not currently align significantly with wine country, there is definite room for collaboration in ways that would access, and become mutually beneficial, for that tourist market.

Millennial Explorers: The festival and run/walk aligns with millennial explorers by motivating their fitness priorities and creating connections to further those priorities. It also makes green living a priority and provides a variety of plants at wholesale price. The festival nourishes a space for arts and culture seekers.

George Fox Network: The GFU community makes up a large portion of the families and community members of Yamhill County. The festival provides a free family friendly event for this community. It is also an educational experience so it directly applies to the education seekers that make up the GFU students and educators.

13. Can your project, program, event be completed in 6 – 12 months?

While the festival and run/walk is a one-day event, it takes 12 months of planning to execute.

14. What is the lasting impact and utility of your proposed project, program or event?

The lasting impact of the Camellia Festival and Run/Walk is that it gives people of all demographics exposure to a variety of art forms and cultures. With a history of evolving through partnerships and creative ideas, the impact potential is boundless, non-limiting and has the ability to grow with the community it serves. The positive experience attendees have during the festival will contribute to an emerging marketing cycle, and to growing tourism in Newberg. The festival and run/walk bring new people to town each year, they experience downtown Newberg's phenomenal artisans and small businesses, grow to love this place, spread the word, and the tourism continues to grow.

15. What is the estimated room nights that would occur from this project, program or event?

Between 1 night for the run/walk participants, and 1 week for out of state visitors and the *American Camellia Society's Nation Convention* members.

Signature and Certification Letter:

I hereby certify that all 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 or Owners, which is attached to this application.

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

"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.



Signature of Authorizing Official

2/27/17
Date

Print Name of Authorizing Official



www.chehalemculturalcenter.org
415 E Sheridan St
Newberg, OR 97132
(503) 487-6883

February 23, 2017

President
Mark Terry

Past President
Ashley Lippard

Vice President
Cathy Redman

Secretary
Pierre Zreik

Treasurer
Mary Martin Miller

At Large
Rick Lee

Directors
Allyn Brown
Deb Clagett
Stan Halle
Karen Halliday
David Harrelson
Kris Horn
Jody Kropf
Dennis Lewis
Barbara Palmer
Mike Ragsdale
Deborah Stevenson

Transient Lodging Tax Board Members,

We, the officers who represent the Board of Directors of the Chehalem Cultural Center approve this application. We certify that all facts, figures and representations made in this application, including all attachments, are true and correct.

Thank you,


Signature MARK TERRY Print 2.27.2017 Date


Signature CATHY REDMAN Print 2/27/2017 Date


Signature ASHLEY LIPPARD Print 2/27/17 Date


Signature Richard B Lee Print 2/27/17 Date

February 23, 2017

To Whom it may Concern:

I am writing this letter in support of the Cultural Center's Grant request for funds to help with Camellia Festival.

I have been a long time business owner in Newberg. I was active in the Chamber of Commerce and in Downtown Revitalization always with an eye for bringing people into our local businesses and also attracting quality family, friendly festivals to our area. Camellia Festival is just such a festival. I have watch it grow from the rather quiet beginnings to the robust multicultural event that we are experiencing now. It just gets better every year, bringing more and more folks to our community. The quality of entertainment is top notch as are the other aspects of the festival

The last two years I have experienced the festival as a vender and the level of organization and the committee's obvious passion for this festival shines through. It is a pleasure participating in this event. The Cultural Center continues to provide an exceptional venue for exceptional events.

Thank you for considering this grant request. I believe that it will allow this wonderful, cultural event to grow and flourish in Newberg.

Yours Very Truly,



Kristen Horn
610 E. Sheridan Street
Newberg, OR 97132

503-537-7190

Date: February 26, 2017

From: Oregon Camellia Society

Subject: Letter of Support for the Camellia Festival

To whom it may concern:

We are writing to voice our support for granting lodging tax funds to the Newberg Camellia Festival.

The Oregon Camellia Society has been in existence for more than seventy years and is one of the oldest camellia societies in the country. We've been part of the Newberg Camellia Festival for the past eight years, when we first staged our annual spring flower show in the Chehalem Cultural Center as part of the general festivities.

It's been a good match for us. Festival organizers have worked tirelessly to accommodate our needs. They provide tables for the show, juggle space so our contestants have an area to prep blooms, and even provide volunteers! We've liked having high school students greet us at the door to help elderly exhibitors transport their bloom boxes and other volunteers to act as "clerks" during the show and be there to speed the clean-up at the end of the day.

It's also exciting to be part of something new and thriving. Each year, more people pour into the Cultural Center to visit the Festival and view the show blooms. They bring questions about camellias—how to prune them, propagate, plant and care for them. We like seeing them escape day-to-day cares as they fall in love with the hundred varieties of camellias they don't commonly see.

We'll continue to support and work with the Festival because of all the reasons listed above. Further, we hope that holding our show in Newberg will eventually bring more enthusiastic gardeners our way. We want local residents to feel encouraged to enter blooms in our show. They don't have to be members of the Oregon Camellia Society to walk away with our trophies. In mid-March of this year, we're holding a workshop in Newberg to teach people to enter blooms. We'd also like to reach out to local children. Kids can be the most enthusiastic learners, and they can have lots of fun pitting bloom-against-bloom in a flower show competition.

We give our full support to the Camellia Festival's request for grant funding.

Martha Ragland
Treasurer, Oregon Camellia Society

February 25, 2017

To whom it may concern:

My name is Nana Bellerud, President of Ikebana International Portland Chapter #47, Portland, OR. I am writing to you in support of the Camellia Festival.

Though some of the members of my ikebana group have been involved with the Camellia Festival in the past, I have been performing ikebana demonstrations for three years now. This year, I brought 2 of my husband's martial arts groups for performance adding variety to the existing martial arts groups. I will be leaving for Okinawa, Japan to attend the Ikebana International World Convention representing my Chapter the day after the Festival. I would have left earlier for more celebration events in Tokyo but it is important to me that I continue to participate in the Camellia Festival. I personally feel that I am an integral part of the Festival.

Since I joined, I have been so impressed with the personnel and volunteers at the Camellia Festival that I would drive nearly an hour one way on Saturday to do my ikebana demonstration year after year. Actually, I'm very impressed with the entire community for having a cultural center and all the arts and cultural activities in Newberg. My understanding is that local businesses and residents as well as the city are all collaborating. Easier said than done! Because what the Camellia Festival offers the community – healthy event of run/walk race to arts and culture introductions and the way it's run, I keep going back. The organizers are very accommodating and easy to work with and volunteers are always pleasant and ready to help. To grow the Festival, I understand that the Festival needs more resources. I strongly support the Camellia Festival and would love to continue offering my demonstration of the traditional Japanese fine art of ikebana.

If you have any questions, please don't hesitate to contact me. My contact information is listed below. I hope you consider supporting the Camellia Festival so that it continues to grow! Thank you for your consideration.

Friendship through Flowers,



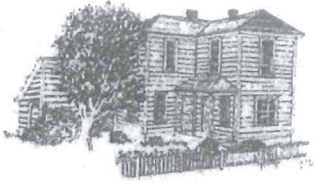
Nana G. Bellerud

President

Ikebana International Portland Chapter #47

E-mail: nanagoto@frontier.com

Cell: 503-750-6273



HOOVER-MINTHORN HOUSE

115 South River Street
Newberg, Oregon 97132
(503) 538-6629

February 24, 2017

Doug Rux, Community Development Director
City of Newberg
Newberg City Hall
414 East First Street
Newberg, OR 97132

Dear Mr. Rux,

The Hoover-Minthorn House Museum supports the Chehalem Cultural Center's application to the Transient Lodging Tax small grant program for expanding marketing of the Newberg Camellia Festival. The Camellia Festival is an outstanding event that features Newberg's horticultural heritage and celebrates ethnic diversity. Additionally, it draws many visitors to Newberg during the tourist off-season.

The Hoover-Minthorn House Museum has been a sponsor of the Camellia Festival for several years and is pleased to provide this letter of support for Chehalem Cultural Center's application for Transient Lodging Tax funds.

Very truly yours,

Sarah B. Munro
Director, Hoover-Minthorn House Museum

BODYDRIVE



Date: 2.22.17
To: Newberg Transit Lodging Tax Committee
From: Kat Ricker, Agent of Bodydrive Fitness LLC
Contact: 971.832.4222
Subject: Support of CPRD Camellia Run/Walk & Fitness Jamboree

To Whom It May Concern:

As a participating vendor of the 2016 Fitness Jamboree segment of the CPRD Camellia Run/Walk, my local business received measurable benefit – one new local customer registered in our **Boxing for Fitness** program as a result, plus at least one out-of-state business relationship was forged with a visitor from Utah. I also valued the numerous conversations and the exposure that resulted from having a presence at this event. Bodydrive is on the schedule as a participating vendor again this year, and I invite you to stop by to chat about this event and of course, Bodydrive Fitness.

To whom it may concern,

I was asked to pen a letter describing why the CPRD Camellia Run is a positive event to have in the community. As a competitive runner that has attended at least 20 races every year for two decades, I have a bit of experience with races of all sizes. After attending this particular one for several consecutive years, it has earned a place on my calendar for several reasons.

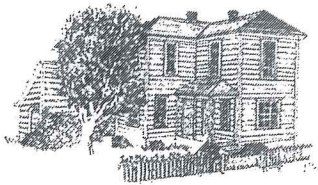
The first is a facet of my competitive streak. Not only is this a fast and well laid out course, it is put on in a professional manner, with local law enforcement and volunteers on the streets keeping us safe and on course. They also provide chip timing, which is a must for any legitimate race.

Secondly is the community. Small town races are irreplaceable. They are basically an early morning block party. Not everyone that attends is a runner, some walk and others spectate and show support for their family or friends. This makes before and after the run a large happy social gathering, regardless of the weather.

Third is the impact of fitness. Everyone knows that we as a society need to do a better job of exercising. Events like these are seemingly geared towards athletes, but also give people a goal or reason to think about their lifestyle. This in turn is good for the community as each healthy citizen makes us stronger.

In summary, well organized and fun events like the Camellia Run strengthen our communities, at an individual level and greater.

Thank you for reading,
Brian Bernier



HOOVER-MINTHORN HOUSE
115 South River Street
Newberg, Oregon 97132
(503) 538-6629

RECEIVED

FEB 28 2017

Initial: DRR

February 28, 2017

Doug Rux, Community Development Director
City of Newberg
Newberg City Hall
414 East First Street
Newberg, OR 97132

Re: Transient Lodging Tax Small Grant Application

Dear Mr. Rux,

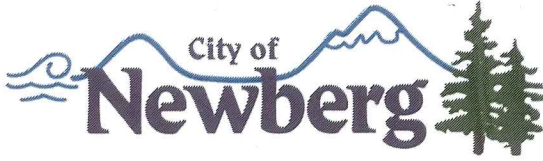
Enclosed is an application from the Hoover-Minthorn House Museum to the Transient Lodging Tax small grant program for installing signs at the gates of the museum. The application includes the following:

1. Application cover sheet (p. 5)
2. Application (p. 6-7)
3. Budget Summary for Project (p. 8)
4. Organization Budget for 2016-2017 (p. 9)
5. Project Narrative (p. 10-12)
6. Design of Sign (p. 13)
7. iZone quote for producing signs and mounts (p. 14-15)
8. Hoover-Minthorn House Museum 2015-2016 Revenue & Expenses (p. 16-17)
9. Letter signed by officers of NSCDA-OR authorizing application (p. 18)
10. NSCDA-OR 2016 Annual Report filed with Secretary of State (p. 19)
11. Letter of support from Chehalem Park and Recreation District (p. 20)
12. Letter of support from Chehalem Garden Club (p. 21)
13. Letter of support from George Fox University (p. 22)

Please let me know if I can provide any additional information. Thank you so much for your consideration.

Very truly yours,

Sarah B. Munro
Director, Hoover-Minthorn House Museum



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page**

Project Title: Informational Signs at Gates to Hoover-Minthorn House Museum

Applicant Name: Hoover-Minthorn House Museum, owned and operated by The National Society of The Colonial Dames of America in the state of Oregon

Mailing Address: PO Box 1212, 115 South River Street, Newberg, OR 97132
Street City State Zip

Contact Name: Sarah B. Munro

Phone: 503-806-7286 Email: sarahmunro@comcast.

Amount of total Funding Requested: \$1,400

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: SARAH B. MUNRO Signature: Sarah B Munro

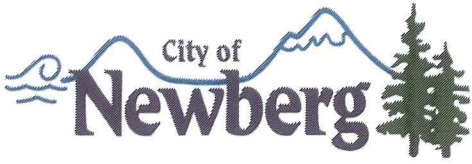
Title: Director of the Hoover-Minthorn House Museum Date: February 20, 2017

*****FOR OFFICE USE ONLY*****

APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application**

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Letters of support.

Project Title: Informational Signs at Gates to Hoover-Minthorn House Museum

Applicant Name: : Hoover-Minthorn House Museum, owned and operated by The National Society of The Colonial Dames of America in the state of Oregon

Mailing Address: PO Box 1212, 115 South River Street, Newberg, OR 97132
Street City State Zip

Contact Name: Sarah B. Munro

Phone: 503-806-7286 Email: sarahmunro@comcast.net

Website Address: www.hooverminthorn.org

Secretary of State Business Registry Number: 025883-17

Non Profit Government For-Profit

Amount of total Funding Requested: \$1,400

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

New Project New Program New Event

_____ Existing Project _____ Existing Program _____ Existing Event
Has this project, program or event received these grant funds in the past?

No

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of \$10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2016 to 2017

Income Sources	Amount
NSCDA-OR (\$300 design, \$160.73 permit application; permit \$202.40, \$50 estimated cost of cement)	\$713.13
City of Newberg (production of signs)	\$1,394.82
George Fox University (in kind labor to install signs, estimated at \$200)	\$200.00
Total Project/Program/Event Income	\$2,307.95

Expenses – Must be explicitly defined.	Amount
Design of signs	\$300.00
City of Newberg Permit Application	\$160.73
City of Newberg Permit (\$202.40)	\$202.40
iZone production of signs	\$1,394.82
Installation of signs by George Fox (in kind)	\$200.00
Cement for installation of signs	\$50.00
Total Project/Program/Event Expense	\$2,307.95

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2016 to 2017

Income Sources	Amount
NSCDA-OR Endowment	\$2,400
NSCDA-OR Project Fund (includes \$713.13 for design of signs, permit application, permit, and concrete)	\$42,000
HMHM Operating Fund	\$10,000
Contributions	\$6,000
Interest	\$15
Signs City of Newberg Transient Lodging Tax small grant for production	\$1,394.82
Installation of signs (in kind)	\$200
Total Organization Income	\$62,009.82

Expenses	
Utilities – Water/sewer	\$2,000
Utilities = Electricity (two houses)	\$4,200
Website maintenance	\$90
Telephone and internet	\$925
Maintenance	\$5,065
Personnel	\$40,600
Community Outreach	\$1,920
Marketing	\$1,285
Miscellaneous (archives, postage, curatorial research and education), household supplies	\$2,066.88
Signs (iZone = \$1,394.82, design = \$300; cement about \$50; permit application = \$160.73; permit = \$202.40; installation = \$200 (in kind).	\$2,307.95
Total Organization Expense	\$60,459.83

In 2016, the HMHM received a \$40,000 grant from the Oregon Cultural Trust for foundation stabilization, matched by a \$10,000 grant from the Newberg Rotary, and \$30,000 contribution from the NSCDA-OR. The foundation stabilization project is not reflected in this budget page.

Project Narrative:

1. Project description:

The project is to produce and install two informational signs at the gates to the Hoover-Minthorn House Museum (HMHM). The text and photos on the signs identify Jesse Edwards, Herbert Hoover, and Dr. Henry John Minthorn; describe the Friends Pacific Academy and Quaker foundations of Newberg; and provide information about the hours the HMHM is open to the public.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

The signs will enhance visitors' experience in Newberg by providing information about Newberg's cultural heritage. As visitors become more aware of community history, they are likely to visit other local establishments – galleries, restaurants, coffee shops – many of which feature historical photographs of Newberg. Enhanced tourist awareness and local resident appreciation of the significant local history that the HMHM represents may lead to increased tourist dollars being spent in the community.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

The signs align with Transient Lodging Tax regulations because they assist in raising visitor awareness of Newberg's cultural heritage. As the home of one of Newberg's founding fathers as well as the boyhood home of a U.S. President, the HMHM is one of Newberg's most significant historical resources. As a museum that is open to the public, the HMHM is a tourist-related facility. The signs will promote tourism at the HMHM and should encourage visitors to explore Newberg beyond the HMHM.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

The signs will be accessible to walkers and those who use the Herbert Hoover Park Disc Golf Course across the street from the HMHM. The HMHM is a key stop on heritage walking tours of the Newberg community and the focus of the Herbert Hoover Trail, one of the Central Newberg trails. Since the HMHM is conveniently located in Newberg, the informative signs will enrich the experiences of outdoor recreation visitors and downtown walkers.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country adventurers, Millennial Explorers, George Fox Network, and Luxury Wine Travelers)

The Newberg Strategic Tourism Plan identifies Wine Country adventurers and Luxury Wine Travelers as culturally creative and Millennial Explorers as "historically hip." Visitors who are interested in culture and history will respond to the HMHM and be likely to read informational signs at the exterior gates. The HMHM already has close ties with George Fox which annually plans group visits to the HMHM, provides interns for museum training, and supports the HMHM plans.

6. How will your project, program or event create or enhance an experience for shoulder (May-November) or off-season (December – April) visitors?

The purpose of the signs is to provide information to visitors who may come by the HMHM during hours that it is closed as well as when it is open. The HMHM is open during the shoulder season of May and November, Wednesday through Sunday from 1 to 4 pm and the off-season months of December and February on Saturday and Sunday. The HMHM is always open to visitors by pre-scheduled appointment. The regularly scheduled open hours during the shoulder season and most of the off-season and flexibility for scheduled tours at any time also enhances access to the HMHM, Newberg's only historical museum.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

The exterior signs are a priority for the HMHM in the museum's goal of increasing numbers of visitors. Many times tourists will come by the HMHM during hours that it is closed to the public and may leave wondering why the home is significant. Local residents also are curious about the HMHM. The exterior signs will provide basic information about the museum, such as why it is important and when it is open to the public so that visitors can return for a tour when the HMHM is open. The signs will also provide helpful information to those visitors who are not able to tour the museum.

8. Does the project, program or event build on existing assets? (If so how?)

The existing sign on the property states that the HMHM is listed in the National Register and that it is open to the public. An audio guide at Herbert Hoover Park across River Street from the HMHM also provides information about the HMHM. The proposed exterior signs will augment the information provided on the existing signs and provide it in a different format from the audio guide.

9. How does your project, program or event leverage funding?

A goal of the exterior signage project is to attract more visitors to the HMHM. Visitors pay a fee for tours of the museum. The more visitors, the more tour income will be earned. By increasing the number of visitors to the HMHM, the signage project will leverage funding for the museum. Increased visibility should also attract more fund-raising opportunities for HMHM.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

The total cost of the project is \$2,307.95. The NSCDA-OR has committed \$713.13 and George Fox is contributing in kind installation of the pedestals (estimated at \$200). The application requests \$1,394.82 from Transient Lodging Tax funds for the production of the sign. The ratio of the match will be .65:1, greater than the .5 required in an application from a non-profit.

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

Signage at the HMHM will provide information that will connect visitors to the HMHM (an existing asset) and should connect them to the rich cultural history of Newberg that is found in its historic homes and neighborhoods, churches, and George Fox University (connecting assets).

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

The target market for the HMHM overlaps with the George Fox network because the entities share a mutual history. Jesse Edwards, who built the HMHM, gave the land for the Friends Pacific Academy; Dr. Henry John Minthorn was the first superintendent of the Friends Pacific Academy; the Friends Pacific Academy became the college ultimately named George Fox University. The HMHM also aligns with the target market of Wine Country Adventures, Millennial Explorers, and Luxury Wine Travelers in its proximity to local wineries in downtown Newberg and by offering tours about Newberg's rich cultural heritage.

13. Can your project, program, event be completed in 6 – 12 months?

Yes, iZone estimates that it will complete production of the signs in eight weeks; installation of the signs may take one to two more weeks. The entire project should be completed in two to three months.

14. What is the lasting impact and utility of your proposed project, program or event?

The signs are permanent additions to the HMHM yard and will have a lasting impact.

15. What is the estimated room nights that would occur from this project, program or event?

Many visitors to the HMHM are day visitors; for others the HMHM is a destination, but they may stay in another location. It is difficult to estimate room nights that would result from the increased visibility that the signs would give to the HMHM. Some visitors to the HMHM specifically come to visit the HMHM because it is a presidential house, the only presidential property in the northwest.

Signature and Certification Letter:

I hereby certify that all 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 or Owners, which is attached to this application.

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

"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."

I agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

Aulita M. Barbey
Signature of Authorizing Official

2/16/17
Date

AULITA M. BARBEY
Print Name of Authorizing Official



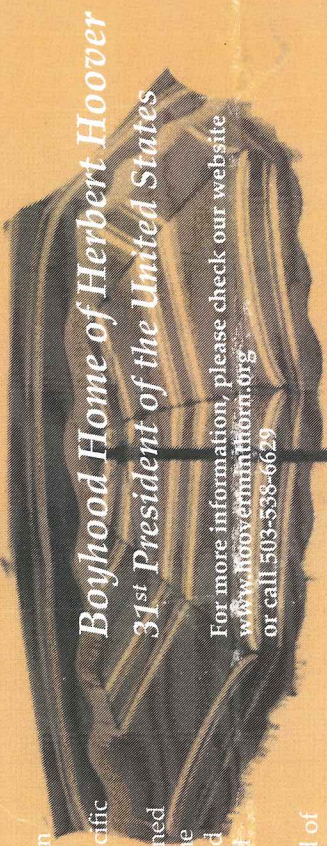
HOOVER-MINTHORN HOUSE MUSEUM

This house was built by Jesse Edwards, Father of Newberg, in 1881. In 1885, Dr. Henry John Minthorn and his family moved here upon Dr. Minthorn's appointment as the first superintendent of the Friends Pacific Academy.

Herbert Hoover was born in West Branch Iowa in 1874 and orphaned in 1884 at the age of nine. He moved to Oregon in 1885 to live with the Minthorns and to go to school at the academy. In 1888, Hoover moved to Salem with the Minthorns. He left Salem in 1891 to attend Stanford University as a member of its inaugural class.

This house was restored by Burt Brown Barker, a childhood friend of Hoover's, and dedicated by Hoover on August 10, 1955, Hoover's 81st birthday. It contains furnishings typical of a rural doctor's home in the 1880s and has some original Minthorn furniture, including the bedroom set that Hoover used while he lived here.

The house is owned and operated by The National Society of The Colonial Dames of America in the state of Oregon and is open to the public.



Photos from left to right:
Jesse Edwards

Dr. John Minthorn

The Friends Pacific Academy

Herbert Hoover in 1888

Dedication of the Hoover-Minthorn House Museum on August 10, 1955 (Photo courtesy of The Oregonian.)

Quote No. IZONE 23076-02

Page 1 of 6



February 16, 2017

Customer Hoover-Minthorn House Museum

Reference Hoover Minthorn

Bill to
 Hoover-Minthorn House Museum
 Sarah Munro
 115 South River Street
 Newberg, OR 97132
 US
 T: (503) 538-6629
 Email: sarahmunro@comcast.net

Ship to
 Hoover-Minthorn House Museum
 Sarah Munro
 115 South River Street
 Newberg, OR 97132
 US
 T: (503) 538-6629
 Email: sarahmunro@comcast.net

Valid Until 04/01/2017	Revision Date 02/16/2017	Lead Time 3 - 4 Weeks	SR Michael Dean
F.O.B. N/A	Revision No 2	Ship Method UPS	PM Michaela Mejia
Terms No Deposit Required			
Project Name Hoover Minthorn			

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	CHPL panels:1/2" XT	19.5 H X 29 W : 1/2" Exterior Panel Single Sided (3.927 SQ FT) FINISHING OPTIONS: Matte Finish - Exterior	2	Each	251.57	503.14
		Qty (4) 1/4" Threaded Holes per panel , price includes 1/2" long 1/4"-20 Button Socket Cap Black Oxide Screws				
2.	CFI	SINGLE PEDESTAL,12X12 MOUNT PLATE, 45 DEGREE ANGLE, DELUXE SURFACE MOUNT INSTALLATION, 3X3X40" ALUMINUM POST, ONE PART CONSTRUCTION, BLACK TEXTURE POWDERCOAT	2	Each	226.31	452.62
3.	PDF Proofs	PDF Proofs for content	2	Each	0.00	0.00
4.	Lab Sample	LAB (8" x 10" crop of full size panel in laminate) for color and resolution	1	Each	25.00	25.00
5.	Set-up Fee	Set up Fee	1	Each	150.00	150.00
6.	Wrapping & Crating	Wrapping & Crating	1	Each	45.00	45.00
7.	Shipping and Handling	*Estimated 4 day transit to 97034	1	Each	219.06	219.06
		*Estimate does NOT include any special services such as a Lift Gate or delivery to a residential address. Additional charges may apply.				

continued on next page

Quote No. IZONE 23076-02

Page 2 of 6



February 16, 2017

Customer Hoover-Minthorn House Museum

Reference Hoover Minthorn

Subtotal	1,394.82
Sales Tax (0 %)	0.00
Total	1,394.82

Quote Valid Until: April 1, 2017

HOOVER-MINTHORN HOUSE MUSEUM
2015-2016 REVENUE EXPENSES

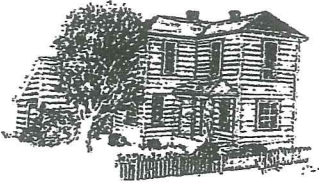
2/24/2017

Revenue	Amount
Tour Income	\$2,526.66
HMHM Endowment Contribution	\$42,000.00
NSCDA-OR Project Fund	\$10,000.00
Safety-Valve Operating Fund	\$6,000.00
Contributions in savings account	\$2,600.00
Contributions to Wish List	\$100.00
Contributions to Operating Fund	\$2,499.04
Capital Improvement Fund	\$26,180.16
Interest	\$0.54
First Lady Lou	\$450.00
Austin Grant 2014 (amount remaining in grant on 4-1-15))	\$114.00
Austin Grant 2015	\$5,650.00
NHN Grant	\$231.00
Kinsman Foundation Grant	\$4,900.00
Reimbursement for damage to fence	\$1,298.07
Reimbursement for overcharge from Liberty	\$361.00
City contribution for Cultural Pass for visitors	\$50.00
Total Revenue	\$104,960.47
Expenses	
Utilities	
Water/Sewer	\$1,708.63
Electricity-Museum	\$2,495.54
Electricity-Little House	\$676.30
Website Maintenance	\$347.76
Frontier Telephone, Internet	\$921.63
General Maintenance	
Landscape	\$333.15
Fence Repair	\$0.00
Garbage	\$151.05
Quadrant Security	\$240.00
Exterminator	\$136.00
Window and Museum Cleaning	\$750.00
Handyman Services (Quadrant)	\$189.00
Insurance	\$2,126.00
Business License	\$50.00
H&R Block	\$55.00
Personnel	
Intern Program	\$4,877.50
Director	\$36,999.85
Community Outreach	
Programs & Events	\$2,586.39

**HOOVER-MINTHORN HOUSE MUSEUM
2015-2016 REVENUE EXPENSES**

2/24/2017

	Am. Assoc State & Local History	\$200.00
	OR Museum Assoc	\$120.00
	OR Travel Council	\$574.00
	Marketing	
	Advertising (Chamber of Commerce)	\$510.00
	Printed Material (print cartridges; rights to use Oregonian	\$414.99
	General (postage, supplies, educational items)	\$192.11
	Miscellaneous	
	Archives (includes PastPerfect printout)	\$790.63
	General (Sept. includes mustard spoon \$15 and lunch for	\$513.41
	Research/Curatorial/Education	\$130.94
	Household Supplies	\$157.88
	Amount taken from Safety Valve at 2014 year end	\$0.00
	First Lady Lou 2015	\$88.92
	Royalty (for 2016 performance at GFU in June)	\$75.00
	Panels - foam core, mounting cost, & printing photos	\$275.64
	Austin Grant 2014	\$114.00
	Austin Grant 2015 (webpage re-design)	\$2,492.50
	NHN Grant (printing educational brochure)	\$0.00
	Kinsman Foundation (structural engineer, architect to draw plans, sign)	\$3,480.00
	Total Expenses	\$64,773.82



HOOVER-MINTHORN HOUSE MUSEUM
115 South River Street
P.O. Box 1212
Newberg, OR 97132

February 27, 2017

Doug Rux, Community Development Director
City of Newberg
Newberg City Hall
414 East First Street
Newberg, OR 97132

Dear Mr. Rux:

On behalf of The National Society of The Colonial Dames of America in the State of Oregon (NSCDA-OR), the below-listed officers of the NSCDA-OR authorize the Hoover-Minthorn House Museum (HMHM) to file an application to the City of Newberg Transient Lodging Tax small grant program for funding of exterior signs at the gates of the HMHM. The NSCDA-OR financially supported the design and the city permit application for the signs.

The NSCDA-OR is looking forward to the opportunity to increase the outreach of the Museum through installation of these informational signs.

Sincerely,

Marjorie Wilson, President

Carolyn McKinney, First Vice President

Patty Thompson, Second Vice President

Elizabeth Rocchia, Recording Secretary

Greata Betty, Treasurer



Secretary of State
Corporation Division
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

Phone: (503) 986-2200
www.filinginoregon.com

2016 ANNUAL REPORT

Registry Number: 025883-17

Date of Incorporation: 04/20/1923

Fee: \$50.00

Due Date: 04/20/2016

Type: DOMESTIC NONPROFIT CORPORATION

0268
THE NATIONAL SOCIETY OF THE COLONIAL ...
PO BOX 28071
PORTLAND OR 97228

FILED

APR 14 2016

OREGON
SECRETARY OF STATE

Name of Domestic Nonprofit Corporation

THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA IN THE STATE OF OREGON

Jurisdiction: OREGON

Nonprofit Type: Public Benefit With Members

The following information is required by statute. Please complete the entire form. If any of the information is incorrect, you can make changes on this form. Failure to submit this Annual Report and fee by the due date may result in inactivation on our records.

Registered Agent

GRÉATA T BEATTY
1308 SW WYNDHAM LANE
PORTLAND OR 97221-5860

If the Registered Agent has changed, the new Agent has consented to the appointment. Oregon street address required.

1) Type of Business

2) Principal Place of Business (Str. address,city,state,zip)

~~74890 SHORELINE DR N SALEM OR 97303-6306~~ *3684 N.W. 124th Place Portland, OR. 97229*

3) Mailing Address (Address,city,state,zip)

PO BOX 28071
PORTLAND OR 97228

4) President Name and Address

~~NANCY PEDERSEN 4890 SHORELINE DR N SALEM OR 97303-6306~~ *MAKSORIE WILSON 3684 N.W. 124th PL Portland, OR 97229*

5) Secretary Name and Address

~~ELIZABETH ROGGIA 957 WILAMETTE FALLS RD WEST LINN OR 97068-9101~~ *SALLY BROUGHTON 38 Greenridge Court Lake Oswego, OR 97035*

6) Signature

Gréata T. Beatty

7) Printed Name

GRÉATA BEATTY

8) Date

4/1/2016

9) Daytime Phone Number

503 223-5860

Make check payable to "Corporation Division" and mail Corporation Division, 255 Capitol ST NE Suite 151, Salem, OR 97310-1327. Note: You can also fax to (503) 378-4381. Filing fees may vary and expiration date on a separate page for your protection.

THE NATIONAL SOCIETY OF THE COL



2588317-16944018

RENANA



503-537-2909
fax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

Doug Rux, Community Development Director
City of Newberg
Newberg City Hall
414 East First Street
Newberg, OR 97132

February 22, 2017

Dear Doug Rux:

CPRD supports the Hoover-Minthorn House Museum and considers it to be important to local tourism. The numerous tourists that this museum draws could benefit from two informational signs placed at gates for visitors who may go to the museum when it is closed. Therefore, this agency supports their application to the Newberg Transient Lodging Tax small grants program for these signs.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Clements". The signature is fluid and cursive, with a prominent flourish at the end.

Don Clements, Superintendent, 503.537.4165

February 17, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
Transient Lodging Tax-- Small Grant Program
Newberg City Hall
414 East First St.
Newberg, OR 97132

Dear Mr. Rux,

On behalf of the 25 members of the Chehalem Garden Club, which has been based in Newberg since 1993, I am writing to express our support for proposed new signage for the Hoover-Minthorn House Museum.

Our club maintains the herb garden at the Museum. When our members are out planting or weeding in the Museum garden, we are often approached by out-of-town visitors with questions about Herbert Hoover and his life and times in Newberg. This new signage will help visitors know they have successfully located the Museum, and will help them have a better understanding of the history and importance of this unique landmark in our community.

We urge you to approve the requested grant for this signage. Thank you.

Suzanne Miller
President,
Chehalem Garden Club



Doug Rux
Community Development Director
City of Newberg
Transient Lodging Tax – Small Grant Program
Newberg City Hall
414 E First Street
Newberg, OR 97132

February 24, 2017

Dear Mr. Rux,

I am writing in support of the Hoover Minthorn House Museum's application for the Transient Lodging Tax Small Grant Program. Newberg has a unique history that sets it apart from other Oregon towns. As the site of a presidential home, the homestead of early Oregon settler Ewing Young, and a large Quaker settlement; Newberg is one of the most historic towns in Oregon. The proposed signage at the Hoover Minthorn House Museum is an excellent way to make this history known. Newberg should be proud to have a presidential home, not many towns can claim such a privilege. Herbert Hoover attended Pacific Academy, the precursor to Pacific College (now George Fox University). His uncle, Henry John Minthorn was the first superintendent of the academy, Hoover's aunt Laura Minthorn was the first principal of the academy grammar school. As such, these individuals, and this home, are essential to telling the story of the university, which in turn is essential to the history of Newberg. The proposed signs will help residents, students and visitors celebrate this significant period in our two histories. George Fox University wholeheartedly supports this proposal for funding.

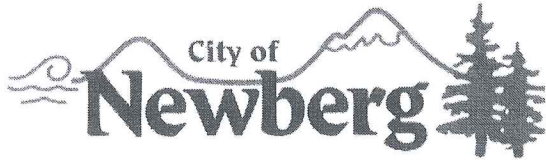
Sincerely,

Rachel Thomas
Archivist
George Fox University
414 N. Meridian
Newberg, Oregon 97132

RECEIVED

MAR 1 2017

Initial: _____



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page**

Project Title: _____ NOFF 2017 Grand Fireworks Celebration _____

Applicant Name: _____ Newberg Old Fashioned Festival _____

Mailing Address: _____ P.O. Box 712 Newberg OR 97132 _____
Street City State Zip

Contact Name: _____ Kimberly Zoutendijk Chairman _____

Phone: _____ (503)780-5920 _____ Email: _____ kimzout1@hotmail.com _____

Amount of total Funding Requested: \$ _____ \$5000 _____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: Kimberly Zoutendijk

Signature: [Handwritten Signature]

Title: Chairman

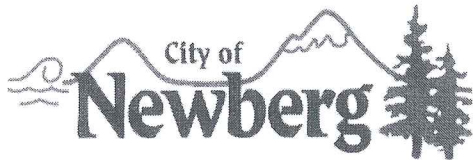
Date: 3-1-2017

*****FOR OFFICE USE ONLY*****

APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application**

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Letters of support.

Project Title: NOFF 2017 Grand Fireworks Celebration

Applicant Name: Newberg Old Fashioned Festival

Mailing Address: P.O. Box 721, Newberg OR 97132
Street City State Zip

Contact Name: Kimberly Zoutendijk

Phone: (503)780-5920 Email: kimzout1@hotmail.com

Website Address: www.newbergoldfashionedfestival.com

Secretary of State Business Registry Number: 501c4-1077587

Non-Profit XX Government _____ For-Profit _____

Amount of total Funding Requested: \$ 5000.00

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

 New Project New Program New Event

 Existing Project Existing Program XX Existing Event

Has this project, program or event received these grant funds in the past?

No the funds from the City came from an unrelated line item.

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of \$10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: ___2015___ to ___2016___

Income Sources	Amount
City of Newberg	\$4000.00
Glow Stick Vendor	\$200.00
Boyes Janitorial Sponsorship	\$100.00
General Sponsorship covers the balance	
Total Project/Program/Event Income	

Expenses – Must be explicitly defined.	Amount
Western Fireworks	\$15,000
Total Project/Program/Event Expense	\$15,000

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2015 to 2016

Income Sources	Amount
Brews & BBQ	\$3,178.55
Carnival Inc	\$8,807.41
Cruise-In	\$8,431.50
Rotary Pancake Breakfast	\$1,654.95
Memorial Park Vendors	\$2,842.59
Business Sponsorship	\$45,942.62
Total Organization Income	\$62,426.12

Expenses	
Advertising/printing/Stamps	\$6,531.88 (\$759. Paid out for 2017)
Carnival	\$375.00
Festival Court	\$2,824.29
Cruise-In	\$4,980.23
Disc Golf	\$1,840.54
Fireworks	\$15,000.00
General Festival	\$5,837.26
Geocaching	\$1,855.26
Festival Insurance	\$4,646.00 (\$3508.00 Paid out for 2017)
International Stage	\$4,700.00
Main Stage Entertainers, stage lights, sound	\$23,531.00
Pancake Breakfast	\$350.00
Parades	\$2,115.00
Sponsors Luncheon	\$1,750.00
Total Organization Expense	\$76,381.46
Start of 2016	\$20,225.32
End of 2016	\$12,359.54

Project Narrative:

1. Project description:

The Newberg Old Fashioned Festival Grand Fireworks Celebrations is our festival premiere event, which draws the largest crowd. It is presented right in the middle of town where the spectators have a unique and up close view.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

Newberg Old Fashioned Festival has been our community main festival for the past 37 years and continues to grow every year. With the number of guests, who have attended the festival and especially the fireworks show it gives our community the opportunity to show just how welcoming our citizens are and supportive our local businesses are to tourist. Maintaining the high quality of the festival and fireworks helps promote our community as it has for the past 30 plus years.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

We have guests that travel from out of Newberg to attend this festival, as vendors, car cruise in participants, Geocachers, disc golf competitors, antique fire apparatus participants and parade participants. (These are registered events)

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

Our main festival corridor runs through the heart of our downtown area. Our outdoor stages with live music throughout the weekend. Our Disc Golf Tournament promotes one of the fastest growing recreational sports, Our Sidewalk Chalk Art events helps introduce and promote the arts with our partnership with the Cultural Center. Our Geocaching event requires participants to locate Caches throughout our community and has driven visitors to interact and conduct business with our local merchants.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)?

Newberg Old Fashioned Festival appeals to the designated audience by offering a wide verity of events with wide demographic appeal. We give them the classic small town family friendly festival.

6. How will your project, program or event create or enhance an experience for shoulder (May-November) or off-season (December – April) visitors?

Newberg Old Fashioned Festival ensure a presence in the community throughout the year with festival court appearances at over 20 events throughout the year and the county. We also participate in the Camellia Festival Event in April.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

Yes, with our fireworks show being presented on Saturday evening many of our guests start early by attending our Rotary Breakfast staying for the Disc Golf and Geocaching events and then remaining for the Grand Fireworks.

8. Does the project, program or event build on existing assets? (If so how?)

Newberg Old Fashioned Festival has a committed base of support we have a committed committee who oversees the festival operations and planning. We have developed partnership with the City of Newberg, Newberg Dundee School District, George Fox University, Newberg Rotary, Chehalem Parks & Rec and Chehalem Chamber of Commerce. We have a storage trailer which houses our electrical panels, cords, banners, information and Kiosks. We have a starting bank balance for the 2017 years of \$12,359.54 (+/-).

9. How does your program, program or event leverage funding?

All the funding for the entire festival including the fireworks is through fundraising and Sponsorship from local businesses.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

The matching funds ration will be 2:1, matching the funds 200%

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

Newberg Old Fashioned Festival strength of connection is in the partnership with the Major community entities, City of Newberg, Chehalem Parks and Rec, Newberg School District, George Fox University (main parade sponsor), Newberg Rotary, Newberg Dundee Police and TVR&R

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

Our fireworks in an event with wide demographic appeal and is a great end to a wonderful day of wine tasting or exploring the Champoeg State Park. We are very proud of the fact that George Fox University is our main parade sponsor.

13. Can your project, program, event be completed in 6 – 12 months?

Yes our event is Saturday July 29th.

14. What is the lasting impact and utility of your proposed project, program or event?

Continued home town pride, showcasing the appeal of our community as a safe place to raise children. Continued productive partnerships which build on the stability of our community.

15. What is the estimated room nights that would occur from this project, program or event?

3 three nights, Thursday Friday Saturday.

Signature and Certification Letter:

I hereby certify that all 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 or Owners, which is attached to this application.

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

"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

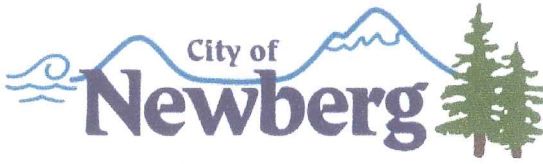


Signature of Authorizing Official

3-1-2017
Date



Print Name of Authorizing Official



RECEIVED

MAR 1 2017

Initial: _____

**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page**

Project Title: 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan

Applicant Name: Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley

Mailing Address: P. O. Box 302 Newberg OR 97132

Contact Name: Shannon Buckmaster, Co-Chair of Tunes on Tuesday

Phone: (503) 758-5585

Email: shannon@tunesontuesday.com
wishingheart33@gmail.com (alternate)

Amount of total Funding Requested: \$10,000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: Shannon Buckmaster

Signature: 

Title: Co-Chair of Tunes on Tuesday

Date: 3/1/17

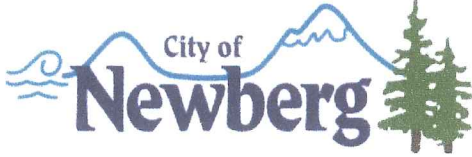
*****FOR OFFICE USE ONLY*****

APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____

Final Report received: _____

Funds returned, received on: _____



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application**

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Letters of support.

Project Title: 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan

Applicant Name: Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley

Mailing Address: P. O. Box 302 Newberg OR 97132

Contact Name: Shannon Buckmaster, Co-Chair of Tunes on Tuesday

Phone: (503) 758-5585 **Email:** shannon@tunesontuesday.com
wishingheart33@gmail.com (alternate)

Website Address: www.tunesontuesday.com

Secretary of State Business Registry Number: 117332296

Non Profit 501(c)-(3) **Government** **For-Profit**

Amount of total Funding Requested: \$10,000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: check all that apply

X New Project New Program New Event

Existing Project Existing Program X Existing Event

Has this project, program or event received these grant funds in the past?
Tunes on Tuesday has never received these grant funds in the past.

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of \$10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2017 to 2018 (estimates from Fiscal Year 2016-2017 Budget)

Income Sources	Amount
Net Income from 2016 Season	\$1,521.38
TLT Small Grant	\$10,000
Additional Vendor/Sponsor Fundraising	\$3,500
Total Project/Program/Event Income	\$15,021.38

Expenses – Must be explicitly defined.	Amount
Light Weight Fencing Panels @ 71 panels	\$8,925.41
10x15 Storage Unit @ \$128/month	\$1,536/year – rental rates sustainable for 3 years with grant/matching income
Total Project/Program/Event Expense	\$10,461.41

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2017 to 2018

Income Sources	Amount
Sponsorships	\$21,000
Donations	\$800
Vendor Booths	\$11,000
Misc. Sales	\$120
TLT Small Grant	\$10,000
Total Organization Income	\$42,920

Expenses	
Band Tent	\$1,500
Sound	\$4,750
Fencing	\$11,521.38
Weekly Setup	\$1,200
Bands	\$13,500
Insurance	\$2,307
Supplies	\$700
Banners & Signs	\$1,100
Printing	\$2,200
TSL License	\$400
Committee Debrief & Gifts	\$1,000
Admin: B&O Insurance	\$100
Admin: PO Box	\$70
Admin: Professional Fees	\$800
Admin: Office Supplies	\$50
Total Organization Expense	\$41,198.38

Project Narrative:

1. Project description:

Tunes on Tuesday is a free outdoor summer concert series held in the Cultural District Plaza from 6:30-8:30pm. Tunes on Tuesday is an interactive experience for the people of Newberg and surrounding towns and is an affiliated project with the Young Professionals of Yamhill Valley. Each concert, we hear from individuals who have travelled from Central and Coastal Oregon, Portland and SW Washington to experience the music and cultural celebration. While many of our musicians are local, including from Newberg, many more are traveling to Newberg to perform and report coming back to other concerts because the experience was fun and engaging.

The 2017 season will begin on Tuesday, July 11th and continue for eight consecutive Tuesday nights, ending on Tuesday, August 29th.

The objectives of the concert series are:

1. To provide free family entertainment open to Newberg residents and the surrounding communities.
2. To build on the great "sense of community" that Newberg is known for.
3. To celebrate the arts through the appreciation of a wide variety of music.
4. To create a social asset that causes businesses and individuals to celebrate what a great place Newberg is to live, play and work.
5. To expand the cultural offerings within the community.

Beginning with the 2016 season, we expanded a safety zone that combines our desire to showcase regional caterers, wineries and breweries in a family-friendly environment while strictly adhering to OLCC guidelines. To ensure our alcohol compliance, a temporary fence is required for the entire perimeter of the event within the Cultural Center District, with 3 gate openings for concert patrons to use.

While we maintained compliance with our license without significant incident, our budget couldn't accommodate the appropriate fencing for high traffic, uneven surfaces, odd gaps between buildings and easy set-up/tear-down and storage with respect to our volunteers. Fencing was one of the largest hurdles and biggest distractions for our 2016 season.

For our 2017 and future Tunes on Tuesday seasons, we would use this grant money to invest in professional, durable and more appropriate fencing, so that we can continue to safely and effectively showcase our regional talent and attract tourism. We would also like to use part of the funding for storage of our fencing and additional Tunes on Tuesday facilities props.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

The concert series is facilitated by a volunteer committee, the Tunes Crew, comprised of young professionals who work and live in the surrounding valley. The Tunes Crew begins meeting weekly in January each year and works together through the end of the series in early September. Committee members include: Co-chairs, Band, Vendor, Sponsor, Facilities, Intermission, Marketing and Community Partners Coordinators. These

volunteers dedicate countless hours throughout the planning months and summer months to bring this event to Newberg.

While the event is fun and already has a tremendous regional draw across the Pacific Northwest, we have a strong need to increase the professionalism and sustainability of our most successful event plan with more substantial fencing. As the quality of our event increases, we will keep our existing tourism draw and continue to increase our attendance. Our concert attendees patronize our event vendors and downtown businesses, which increases their familiarity with local businesses and increases the likelihood that they will return for their favorite experiences, including restaurants, wine tours and additional cultural events.

We also plan to make our higher quality event fencing available to other events in Newberg, which increases the effectiveness of those experiences and reinforces healthier local partnerships.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

Tunes on Tuesday is designed to highlight the arts and cultural of Newberg and surrounding areas in a way that invites travel to our region and investment in our local economy. Some of our musicians travel far enough or enjoy our community to the extent that they stay overnight. Our event integrates many different experiences with music, food, vineyards and breweries, vendors and businesses with the philosophy of our city that we celebrate family, community, heritage and culture. Our marketing includes attention to all of these components. As we enter our 12th season, we are firmly established as a local tradition.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

Tunes on Tuesday concerts are outdoor concert experiences, two blocks north of Downtown Newberg, in the Cultural District. The Chehalem Cultural Center building is open during the concerts and many attendees walk through the art gallery. The proximity of the event to Downtown Newberg encourages pedestrian traffic, even incidentally as they walk past local businesses on the way to and from designated parking areas.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

Tunes on Tuesday is open to all ages and demographics. The Tunes Crew selects music that targets a broad and diverse audience. Many of our bands have high publicity profiles. People travel to Newberg initially to hear a favorite band, but are then exposed to our local culture. There are family activities at Tunes, which provide a positive atmosphere for families to enjoy a variety of musical genres in a safe environment. During the 2016 season, attendance numbers reached over 2,000. It was the largest attended season thus far in the 11 years of Tunes on Tuesday.

6. How will your project, program or event create or enhance an experience for shoulder (May-November) or off-season (December – April) visitors?

Because our active season is during July and August, we provide a consistent venue for enjoyment and celebration of our regional culture during the prime travel season. Our Tunes Crew is busy preparing for the upcoming season during shoulder and off-season times, with meetings occurring several times each month and individual work accomplished in between planning meetings.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

In partnering with the Newberg Tourism Plan, we add publicity and awareness to the goals of the plan. Our agencies have similar goals in developing our local culture and economy and this is an opportunity to expand the outreach purposes to more individuals and businesses in our region. Tunes on Tuesday is a long-standing tradition and has a reputation for safe, family- and community-centered enjoyment.

8. Does the project, program or event build on existing assets? (If so how?)

We have a rich history of eleven years, originally through the Chamber of Commerce, and for the last several years, under the guidance of the Young Professionals of Yamhill Valley. Each year the Tunes Crew works hard to ensure that Tunes on Tuesday is the best it can be and that the attendees, sponsors, vendors and community partners are proud to be a part of the event. The Tunes Crew consists of several members who have been involved in the planning and implementation of the series for several years. They bring a wealth of experience and expertise to this community event and truly love serving the community in this way.

9. How does your program, program or event leverage funding?

In order to continue to keep Tunes on Tuesday a free event, the Tunes Crew works to ensure that every dollar raised is being multiplied and spent with purpose. Beginning last year, the Young Professionals of Yamhill Valley, and therefore Tunes on Tuesday, operates as a non-profit. Our event is financed by soliciting sponsorships, from vendor contracts and, minimally, retail sales of Tunes on Tuesday merchandise or chair rentals during concerts. We use that income primarily to hire bands that are in alignment with our mission, but also to cover operating costs, facilities, licensing, fees, insurance and smaller incidentals. For our set up and tear down crew, we've hired the Newberg High School Theater Department Students at the rate of \$150/week, as another way to support the arts and culture of our community.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

Because Young Professionals of Yamhill Valley and Tunes on Tuesday are a non-profit, the Transient Lodging Tax Funds will be matched at .5:1.

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

Each week, different local business are highlighted as sponsors and either on 4-week or 8-week contracts, local vendors are available to our concert attendees. Our sponsors are able to sponsor at several different investment levels, which creates an

opportunity for small businesses or single entrepreneurs, as well as large businesses, to be involved and to receive promotional benefits during our series.

Our vendors are diverse, especially in our artisanal selections of food, beer and wines. One program improvement we can make this year is to include in our vendor exit interview a request for individual profits for the season.

The Tunes Crew cannot create and implement a successful season without the partnership of many organizations such as the Yamhill County Coalition and the Chehalem Cultural Center, Chehalem Parks and Recreation, Newberg/Dundee Police, City of Newberg, Newberg Public Library, the Downtown Newberg Coalition, the Young Professionals of Yamhill Valley and many downtown local businesses which provide parking and promotion of the event.

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

The diversity of our musical acts and vendors appeals to a wide variety of interests and encourages intergenerational and socially diverse interaction at our concerts. Any given week during our active concert series, you'll see a full lawn of dancers from every age and background, which is a testament to the appeal of Tunes on Tuesday to several target markets. Because we offer alcohol for purchase from regional wineries and breweries, we're introducing potential customers with those interests to a variety of providers. Because we're a free concert series, low- or limited-income participants are more easily able to participate as an inexpensive, weekly summer adventure.

The positive values of our program reflect Newberg's community values and create a comfortable environment for families, students, wine country enthusiasts, patrons of the arts and individuals who want to participate in and contribute to the strength of our community.

13. Can your project, program, event be completed in 6 – 12 months?

Although our event repeats annually, the public portion of the event is limited to the eight-week concert series in July and August.

14. What is the lasting impact and utility of your proposed project, program or event?

The impact of Tunes on Tuesday is measured by the attendance numbers at each concert, the waitlist of bands looking to perform, local media coverage, participation of vendors and sponsors, and feedback from the community. The Tunes Crew conducts a survey at the end of each season to gather feedback and information from the season's sponsors and vendors. Tunes on Tuesday also has a very active Facebook page where attendees can share their comments.

The mindset of our volunteers is one of service to community. We have all chosen to preserve and promote our regional culture because we're proud of it and we want to contribute positively to our collective legacy. We serve because we find value in what has already been created and we want to contribute, instead of passively enjoy. All of our volunteers are local businesspeople and we're invested in the economic success of our region. With Tunes on Tuesday, it's one large event that we can promote and improve each year in celebration of what's good in our community. We focus on partnerships,

communication and friendship along the way so that our relationships have integrity and we improve our "team morale."

15. What is the estimated room nights that would occur from this project, program or event?

In previous years, we haven't tracked our draw for overnight stays, but we could begin with our incoming musicians and include that feedback in our end-of-season community poll.

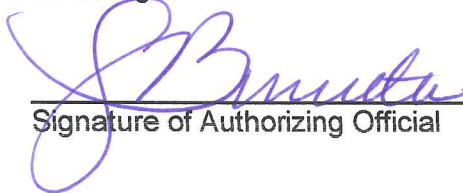
Signature and Certification Letter:

I hereby certify that all 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 or Owners, which is attached to this application.

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

"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."

I agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.



Signature of Authorizing Official

3/1/17

Date

Shannon Buckmaster

Print Name of Authorizing Official

YOUNG PROFESSIONALS OF YAMHILL VALLEY
Unaudited (Board use only) - Cash Basis
12/31/2016

Bank Accounts

	YP First Federal	*CCC Funds	Misc (Tunes banking)	Total
RECEIPTS:				
<i>Events - Tunes</i>				
Sponsorships	19,500.00	250.00		19,750.00
Donations	921.00			921.00
Vendor Booths	10,605.00			10,605.00
Misc. Sales	112.25			112.25
Total Events	31,138.25	250.00	-	31,388.25
<i>General</i>				
Donations	6.00			6.00
Grants				-
Member Fees				-
Misc.				-
Total General	6.00	-	-	6.00
TOTAL RECEIPTS	31,144.25	250.00	-	31,394.25
DISBURSEMENTS:				
<i>Events - Tunes</i>				
<i>Facilities</i>				
Band Tent		1,499.40		1,499.40
Committee Tent	404.32			404.32
Sound	4,750.00			4,750.00
Lights				-
Fencing		517.15		517.15
Weekly Setup	800.00			800.00
Facilities Total	5,954.32	2,016.55	-	7,970.87
Bands	13,050.00			13,050.00
Insurance		2,307.00		2,307.00
Supplies	646.43	71.45		717.88
Banners & Signs	1,280.00			1,280.00
Clothing				-
Printing	331.38	1,826.26		2,157.64
Water & Ice				-
TSL License		400.00		400.00
Meal Vouchers Bands				-
Committee Debrief & Gifts	989.93			989.93
Meal Vouchers Committee				-
Total Events - Tunes	22,252.06	6,621.26	-	28,873.32
<i>Admin</i>				
B&O Insurance	100.00			100.00
PO Box		70.00		70.00
Professional Fees	800.00			800.00
Office Supplies	29.55			29.55
Banking Fees				-
Fees & Licenses				-
Misc				-
Total Admin Expenses	929.55	70.00	-	999.55
TRANSFERS:				
Grant to YP from CCC	206.27		(206.27)	-
NET INCOME (LOSS):	8,168.91	(6,441.26)	(206.27)	1,521.38

YOUNG PROS

of Yamhill County

February 28th, 2017

To Whom It May Concern,

I am writing this letter of permission for the Tunes On Tuesday Committee Co-Chair, Shannon Buckmaster. She has my permission to apply for the Transient Lodging Tax Grant on behalf of the Young Professionals of Yamhill Valley Tunes on Tuesday Committee.

For any other question, please feel free to reach out,

Kristen Stoller, President
Young Professionals of Yamhill Valley

AMENDED ANNUAL REPORT



Corporation Division
www.filinginoregon.com

E-FILED
Jan 17, 2017
OREGON SECRETARY OF STATE

REGISTRY NUMBER

117332296

REGISTRATION DATE

12/30/2015

BUSINESS NAME

YOUNG PROFESSIONALS OF YAMHILL VALLEY

BUSINESS ACTIVITY

NOT FOR PROFIT CHARITABLE CORPORATION

MAILING ADDRESS

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

TYPE

DOMESTIC NONPROFIT CORPORATION

PRIMARY PLACE OF BUSINESS

201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

JURISDICTION

OREGON

REGISTERED AGENT

RYAN T HOWARD

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

PRESIDENT

KRISTEN STOLLER

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

SECRETARY

CHELSEA STUDE



Corporation Division
www.filinginoregon.com

OREGON SECRETARY OF STATE

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

ELECTRONIC SIGNATURE

NAME

RYAN T HOWARD

TITLE

AUTHORIZED AGENT

DATE SIGNED

01-17-2017

YOUNG PROS

of Yamhill County

February 28th, 2017

To Whom It May Concern,

I am writing this letter in support of the Tunes On Tuesday Committee. Tunes on Tuesday has been a community staple for over 10 seasons. It has showed continued growth season to season, and is run by volunteers. The current committee is made up of Young Professionals of Yamhill Valley, the parent non-profit. They work hard to provide 8 weeks of love concert, food, drink, and dancing! This event is a HUGE draw to Newberg, bringing in between 1,000 and 1,500 people on a TUESDAY NIGHT! There is NO event that comes anywhere near to that in the valley that occurs a: regularly, on a WEEKNIGHT, and draws many from out of town.

As a former committee member when the event was owned/ran by the Chehalem Valley Chamber of Commerce, I can tell you that this event is run by a dedicated committee. Many events take all year to plan and happen in 1 night. This event is 8 weeks - with 8 different bands and differing vendors and sponsors.

There isn't a better cause, a free community, weeknight, tourist / local serving event, that this TLT tax grant could support.

Thank you for your consideration and for any other questions, please feel free to reach out,

Kristen Stoller, President
Young Professionals of Yamhill Valley
Former Tunes on Tuesday Committee Member
Current Tunes on Tuesday Sponsor

February 28, 2017

Dear Tourism Grant Selection Committee:

This letter is to recommend that the Young Professionals of Yamhill County receive a grant to fund Tunes on Tuesday in Newberg. As a leader in this community, I can say that Tunes on Tuesday is one of our premier events in the city that draws visitors to our beautiful Cultural Center District, boosting our economy.

Tunes on Tuesday attendance has grown, benefiting our local economy. The grant request of \$10,000 would greatly improve the current perimeter fencing to enhance and improve the crowd management at the event. This fencing would benefit other Newberg events, including the Chamber's Brews and BBQ, Lavender Festival, and Camellia Festival, saving all organizations hundreds of dollars in rental fees each year.

I strongly recommend that Tunes is awarded this grant because it is a significant benefit to our regional tourism and local economy.

Sincerely,



Joel Stude
Chehalem Valley Chamber of Commerce Board
Young Professional of Yamhill County
Phone: 503-756-9096
115 Hazelnut Drive
Newberg, OR 97132



First Federal

MEMBER FDIC

March 1, 2017

City of Newberg
Transient Lodging Tax Small Grant Program
414 East First Street
Newberg, OR. 97132

Re: Tunes on Tuesday/Young Professionals of Yamhill County, TLT Small Grant Program Request

To Whom It May Concern,

I am writing this letter of endorsement on behalf of the Tunes on Tuesday Committee. The group has submitted a Small Grant Program request to assist with funding for an upgraded fencing system for the annual Tunes on Tuesday event held each year at the Chehalem Cultural Center. As this event has grown in visibility and overall attendance it has become necessary to enhance various elements for security and safety. If funded, the TLT Small Grant Program would contribute significantly to these efforts.

As the Tunes on Tuesday concert series has expanded over the years there has been an increasing demand to enhance safety and security for the program. The proposed fencing improvements also encourage the expanded vendor support as the event is fostering growth in regional catering services, wineries, breweries, and entertainment. Due to these dynamics there is a desire on the part of the organizers (Tunes on Tuesday/Young Pros of Yamhill County) to ensure strict OLCC guidelines are met/exceeded and the entire Tunes on Tuesday event/Chehalem Cultural Center perimeter is fully secured.

I am speaking on behalf of a number of engaged community members when I say this has easily become our signature event/concert series that draws thousands from the region. From this standpoint it is creating substantial awareness for the immediate market in terms of tourism, lodging, and dining. People are experiencing all Newberg and the surrounding area has to offer and since it takes place over the course of the summer season it brings people back.

I believe this is an event and request worthy of full consideration as it directly speaks to the mission and purpose of the TLT Small Grant Program funding objectives. This also represents a capital improvements project that will not require continued support. If approved, this will be money well spent to ensure the safety and soundness of the summer concert series for years to come. Thank you for your consideration of this grant request.

Sincerely,

Ron Wolfe
VP, Commercial Manager
First Federal – Newberg Office

McMinnville
118 NE Third St.
PO Box 239
McMinnville, OR 97128
(503) 472-6171

McMinnville
Baker Creek
350 NE Baker Creek Rd.
McMinnville, OR 97128
(503) 474-0731

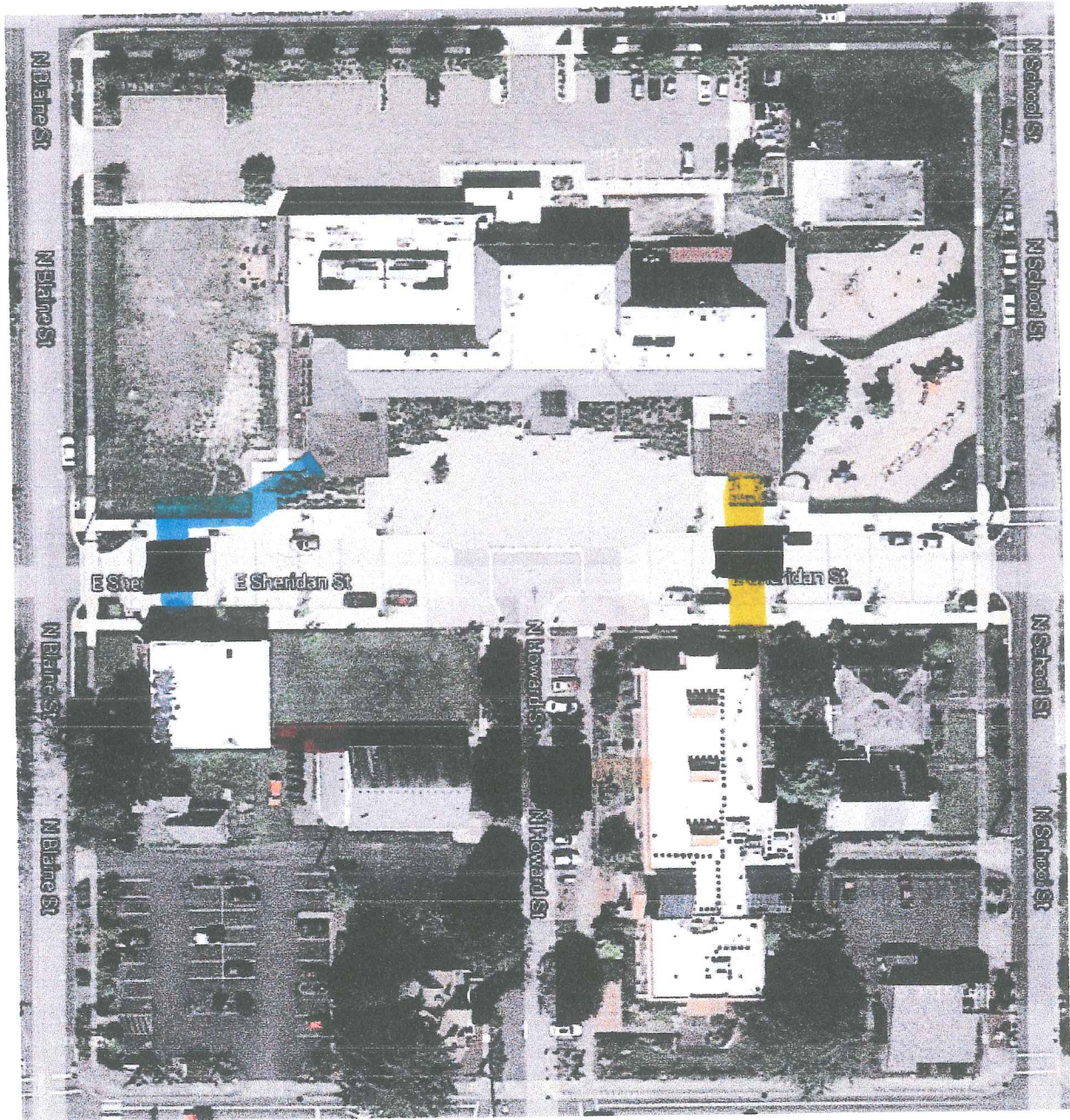
Amity
110 Maddox St.
PO Box 125
Amity, OR 97101
(503) 835-1033

Carlton
335 W Madison St.
PO Box 38
Carlton, OR 97111
(503) 852-7051

Newberg
121 N Edwards St.
PO Box 688
Newberg, OR 97132
(503) 538-9449

Sheridan
246 S Bridge St.
PO Box 156
Sheridan, OR 97378
(503) 843-3811





ENTRANCE TENT

LABEL KEY

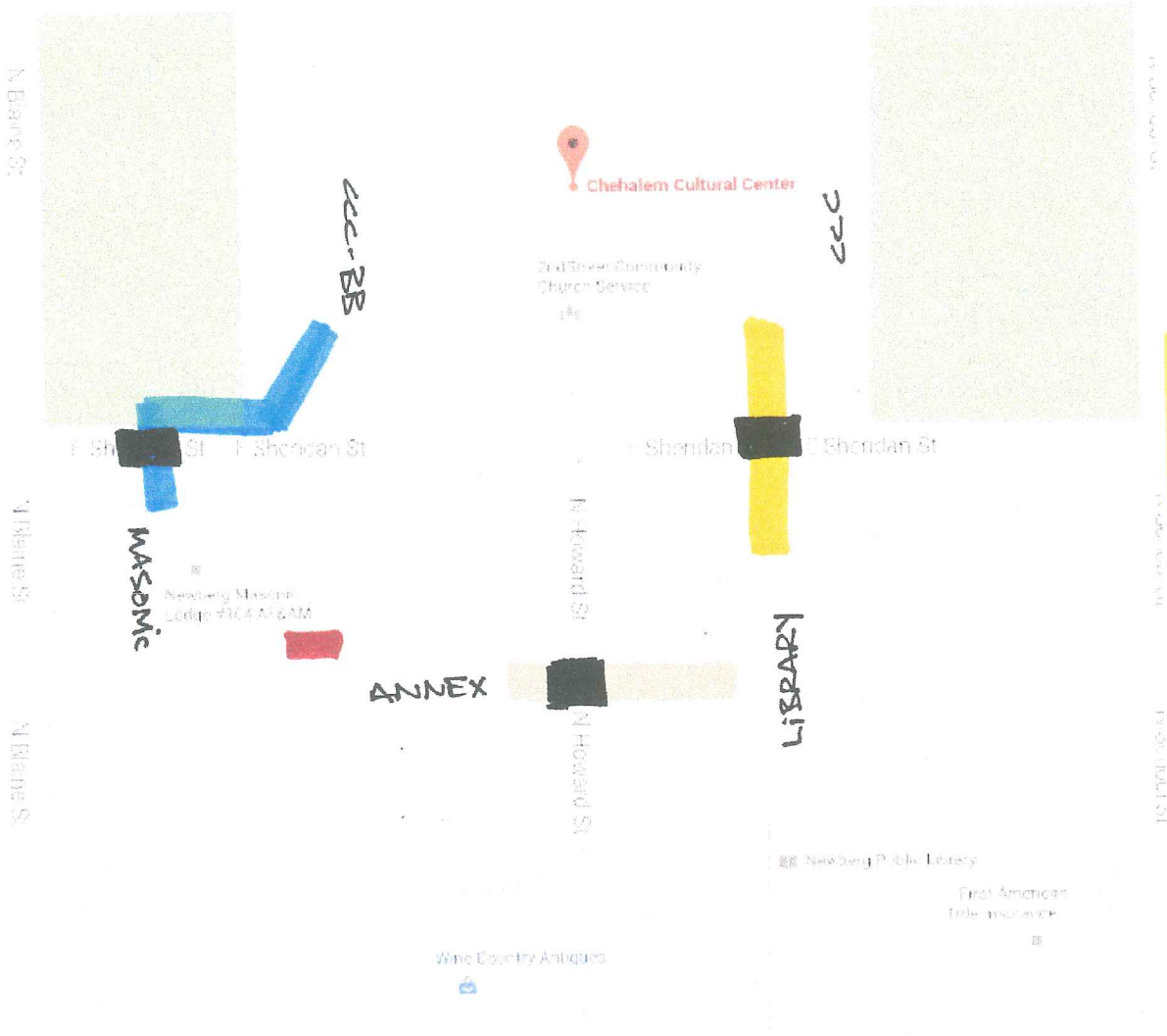
- CCC = CHEHALEM CULTURAL CENTER
- CCC-BB = CHEHALEM CULTURAL CENTER - BLACK BOX

MASONIC TO ANNEX

ANNEX TO LIBRARY OFF HANCOCK LABEL

LIBRARY TO CCC OFF SCHOOL LABEL

MASONIC TO CCC-BB OFF BLAINE LABEL



BLAINE

CC-BB

MASONIC

ANNEX

LIBRARY

SCHOOL

HANCOCK

0840

Event Panel Fencing average costs \$105-\$150 per panel w/ panel specs @ 6' or 10' in length.

My personal preference for Tunes and other events would be the silver light-weight interlocking crowd control barrier; I suggest this due to aesthetics of events, and Tunes volunteers having to load, set-up and unload the barrier. *C*

Concerns are as follows; storage location and cost, and something to consider with location would be transportation and driver to and from each event.

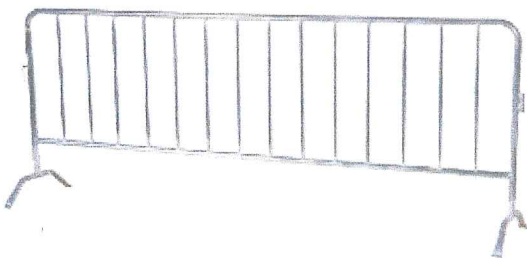
The silver light-weight interlocking crowd control barrier at 125.71 per panel (as indicated in attached document via amazon).

Expected cost for 600' needs (71 panels as they are 8.5' in length) would be \$8,925.41

Expected cost for 300' (35 panels as they are 8.5' in length) needs would be \$4,399.85

If Brews & BBQ is still interested in fencing, *their needs are @ 52 10' panels*

www.amazon.com
IRON RESULTS FOR CROWD CONTROL



Roll over image to zoom in

by Vestil

Vestil PRAIL-102-G Bright Zinc Plated Light-Weight Crowd Control Interlocking Barrier with Curved Foot, Steel, 102" Length, 40" Height, 5/8" Rail Diameter

★☆☆☆☆ 1 customer review

Was: ~~\$131.27~~

Price: **\$125.71** FREE Shipping (3 days) for Prime members [Details](#) *

+ \$0.00 estimated tax

You Save: **\$5.56 (4%)**

Only 2 left in stock.

Want it Monday, May 9? Order within **20 hrs 57 mins** and choose **Standard Shipping** at checkout. [Details](#)

Ships from and sold by Amazon.com.

Specifications for this item

Brand Name	Vestil	Overall Height	39.3125 inches
Part Number	PRAIL-102-G	Overall Length	20.125 inches
Material Type	Steel	Overall Width	100.8125 inches
Item Weight	36 pounds	UNSPSC Code	24100000
Number of Items	1		

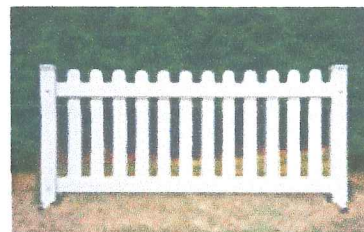
www.crowdcontrolwarehouse.com

Event Fence Low-Height Panel - Picket Style

Model No. SP05

- Set up in minutes, no tools needed
 - Panels connect in three directions with hidden shock chords
 - Decorative caps attached to prevent loss
 - Base legs swivel for angled connections and uneven terrain
 - Pre-drilled holes in base legs allow for permanent installations
 - Durable white PVC vinyl with UV inhibitors
- PLEASE NOTE: There is a 10 pc. minimum order for Event Fence Panels

Length	6 ft.
Height	32 in.
Weight	24 lbs.



Product Options

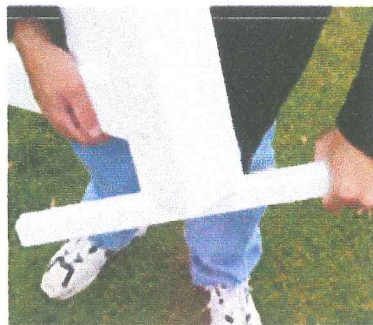
Your Price: \$104.00

Quantity: [+ Add to Cart](#)

- Further discounts may apply on large orders. Please contact us for a quote!
- Questions? Please contact us toll-free at 877-885-1600 or Sales@CrowdControlWarehouse.com for assistance!



Panel connect with hidden shock cords



Base legs swivel without need for tools

Product Features

- Attractive and functional design is ideal for directing personnel
- Each railing includes connectors to attach multiple units end-to-end
- Feet are removable so railing will lay flat for shipping and storage
- Rugged welded steel construction long lasting use

Product Details

Item Weight: 36 pounds

Shipping Weight: 36 pounds ([View shipping rates and policies](#))

Domestic Shipping: Item can be shipped within U.S.

International Shipping: This item is not eligible for international shipping. [Learn More](#)

ASIN: B0027Y36XA

Item model number: PRAIL-102-G

Average Customer Review: ★☆☆☆☆ (1 customer review)

Amazon Best Sellers Rank: #124,992 in Industrial & Scientific ([See Top 100 in Industrial & Scientific](#))
#9535 in [Industrial & Scientific](#) > [Material Handling Products](#)

Manufacturer's warranty can be requested from customer service. [Click here](#) to make a request to customer service.

Product Description

Vestil crowd control interlocking barriers with both curved foot. Lightweight one-piece handrail is attractive and functional. Interlocking portable railing has many commercial industrial applications. Easy to move to meet changing needs. Upright bars are vertically spaced at 5-1/4-inches intervals. Includes connectors to attach multiple units together form long runs. All welded steel construction. Bright zinc finish. 1-1/4-inches rail diameter. Measures 102-inches length by 40-inches height.

<http://sportfenceinternational.com/>

Portable fencing system



Inventory available for immediate shipment

Sport Fence International's portable fencing system is a Nationally Recognized, Nationally Respected Product with Thousands of Satisfied Customers and millions of dollars in sales over the last 13 years!. Our fencing system employs a patented cutting edge technology with a proven track record.

Lightweight

Durable

Attractive

Easy to Install

Profitable

Stores Compactly

Use Indoors or Out

Truly Safe

- Free standing
- Break-away mechanism activates upon impact
- Eliminates fear of injury
- All plastic construction for safety and durability
- No Sharp protruding edges

Totally Portable and Compact

- Lightweight
- Sets up quickly
- No stakes or posts
- Easy to transport
- Stores compactly

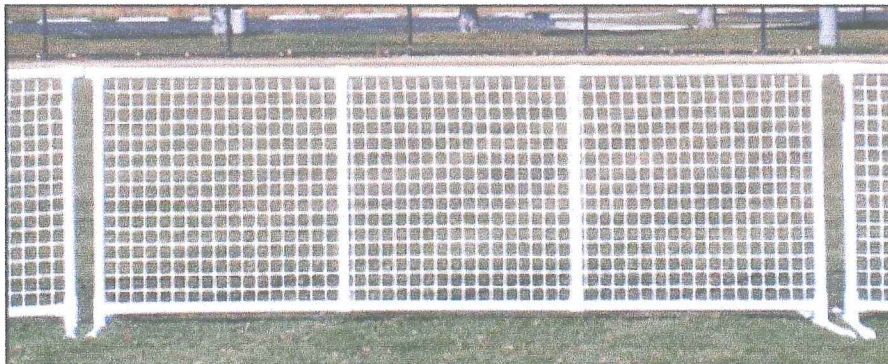


Multi-purpose for sports or special events

- Multiple athletic and recreational uses
- Crowd Control
- Indoor/Outdoor versatility
- All Weather
- 2 Fences in 1

Your Fence is a Revenue Source

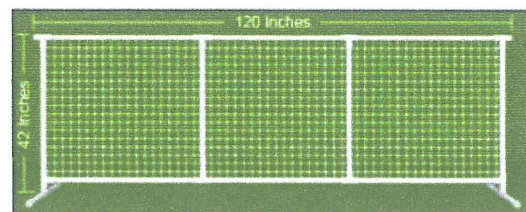
- Space for panel-attachable advertising banners can be sold to local merchant and supporters season by season
- Funds acquired can be used to offset the cost of a Sport Fence International system or to lease payments
- Revenues from the annual renewal of panel advertising can provide an excellent on-going source of income.

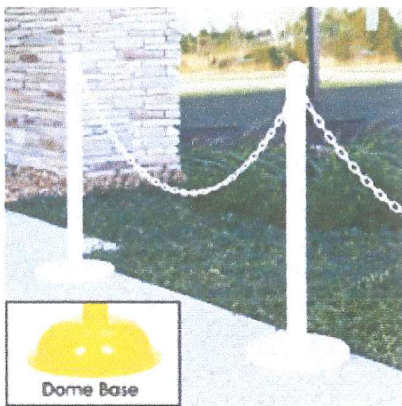


Exciting

- Puts “over-the-fence” home runs back in the game
- Turns “deep-gappers” into exciting plays at the base
- Creates dramatic come from behind victories

Item	Size	Panel Weight	Part #
Fence with white mesh Calculate Panels	42" X 120" X 2"	22 LBS.	SPI1000

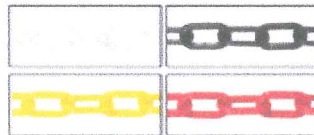




PLASTIC CROWD CONTROL

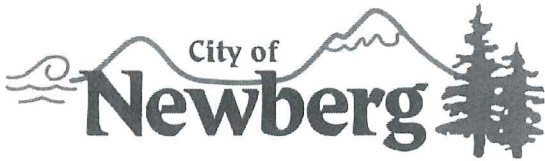
Economical, lightweight and portable. Direct folks at indoor or outdoor events.

- Weatherproof, durable and UV resistant.
- Fill bases with sand or gravel for added stability.
- Flat Base - Standard-duty stanchion. Fill weight: 6.4 lbs.
- Dome Base - Heavy-duty stanchion. Fill weight: 12 lbs.
- Plastic Chain - Easily cut to size.
- S-Hooks - Connect chains together.



White, Black, Yellow or Red

MODEL NO.	DESCRIPTION	HEIGHT	POST DIAM.	BASE DIAM.	WT. (LBS.)	PRICE EACH		ADD TO CART
						1-2	5+	
H-3361	Post with Flat Base	39"	2 1/2"	14"	3	\$35	\$32	Specify Color
H-3362	Post with Dome Base	41"	3"	16"	4	40	37	Specify Color
H-3363	8' Bag of Chain - 2" Links (min. 2 bags)				1	10	8	Specify Color
H-3364	100' Box of Chain - 2" Links				7	80	75	Specify Color
H-5108	500' Box of Chain - 2" Links				33	375	350	Specify Color
S-17974	S-Hooks 12/pk. (min. 2 pks.)				1	6	5	Specify Color



RECEIVED

MAR 1 2017

City of Newberg 2016 - 2017 Initial: _____
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: LIGHT THE FIRE- A YCAP BENEFIT

Applicant Name: Yamhill Community Action Partnership (YCAP)

Mailing Address: _PO Box 621_ McMinnville Oregon 97128
Street City State Zip

Contact Name: Julie Miller, Community Relations Director

Phone: 503-687-1488 Email: Juliem@yamhillcap.org

Amount of total Funding Requested: \$ 7500.00

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: _Julie Miller_

Signature:

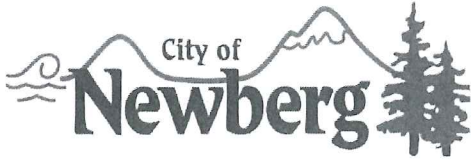
Title: _Community Relations Director_

Date: _2/23/2017_

*****FOR OFFICE USE ONLY*****
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application**

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Letters of support.

Project Title: **LIGHT THE FIRE-A YCAP BENEFIT**

Applicant Name: Yamhill Community Action Partnership (YCAP)

Mailing Address: PO Box 621 McMinnville Oregon 97128
Street City State Zip

Contact Name: Julie Miller

Phone: 503-687-1488 Email: JulieM@yamhillcap.org

Website Address: www.yamhillcap.org

Secretary of State Business Registry Number: **192181-97**

Non Profit Government For-Profit

Amount of total Funding Requested: \$ 7500.00

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

New Project New Program New Event

Existing Project Existing Program Existing Event

Has this project, program or event received these grant funds in the past? No

If so when and for how much? N/A

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of \$10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: FY Department 2016-2017 (From 7/1/2016 -6/30/2017)

Income Sources	Amount
Dinner ticket sales	\$7,000
Street Party ticket sales	\$2000
Sponsorships	\$4500
Raffle/ wine wall/ activity revenue	\$3000
Donations (day of)	\$2000
Graphic design (in-kind)	\$1000
Event space rental expense (in-kind)	\$4,500
Chef Time (in-kind)	\$6000
Event Planning (in-Kind)	\$6000
Raffle experience package raffle items (in-kind)	\$2500
Wine Bottles for wine wall raffle (in-Kind)	\$2000
Wine for pairing with dinner (in-kind)	\$1400
Hopp Insurance Parking lot (in-kind)	\$1,500
Total Project/Program/Event Income	\$43,400

Expenses – Must be explicitly defined.	Amount
Entertainment-Band	\$2500
Entertainment-Fire Dancer	\$500
Entertainment- Fire Performer, 'UNIPIPER'	\$750
Food-collaborative chef dinner, street party	\$2600
Tent rental	\$1532
Portable toilets	\$275
Printing costs	\$740
Table rental	\$100
Linen rental	\$382
Wine Glass rental	\$102
Event Light rental	\$361
After-hour rental pickup	\$100
Gift certificates for adventure/wellness related activities to encourage overnight lodging	\$1,000
Advertising in Travel Oregon	\$1,250
Advertising in Portland Monthly	\$1,140
Advertising in 1859	\$1,100
Advertising in Oregon Wine Press	\$660
Advertising in Seattle Monthly	\$2,075

Advertising in social media	\$600
Total Project/Program/Event Expense	\$17,767

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: FY Department 2016-2017 (From 7/1/2016 -6/30/2017)

Income Sources	Amount
Grants Received	\$3,304,192
Donations	\$434,443
Program Generated Revenue	\$295,424
Program Revenue Food Purchases	\$87,827
In-kind Revenue	\$2,087,556
Fundraising Revenue- Light the Fire	\$20,000
Fundraising Revenue-Raise the Barn	\$40,000
Interest Earned	\$24
Other Revenue	\$67,187
Total Organization Income	\$6,336,653

Expenses	
Personnel	\$1,659,287
Contracted Services	\$189,557
Weatherization Installation	\$509,889
Client Assistance	\$1,067,484
In-kind client assistance	\$2,087,556
In-kind Food Inventory Adjustment	(\$20,000)
Vehicle Costs	\$46,469
Travel Costs	\$21,984
Space & Interest	\$174,127
Telephone	\$34,695
Supplies & Publications	\$224,488
Equipment repairs & Rent	\$34,421
Printing & Photocopy	\$14,801
Insurance	\$21,841
Training & Recruitment	\$49,946
Miscellaneous	\$7,496
Fundraising	\$57,700
Total Organization Expense	\$6,181,741

Project Narrative:

1. Project description:

The Yamhill Community Action Partnership (YCAP) LIGHT THE FIRE event is an annual fundraiser that benefits the county-wide Regional Food Bank and Youth Outreach program based in Newberg, Oregon. This event draws tourists from outside the area who desire a unique culinary and entertainment event in scenic wine country. Scheduled for early October 2017, there's opportunity to curate unique itineraries that complement and enhance the tourist experience including adventure, art, and custom wine experiences. The name, LIGHT THE FIRE, is derived from the unique experiential elements woven into the planning of this event: the hearth, warmth, harvest, connection, comfort, light, hope, action. Imagine slow cooked braised meats, thoughtfully-prepared courses, the crackling of fire pits, sparklers, upbeat live music, spectacle entertainment, and inspiring video vignettes produced by local youth yearning to find a connection. In our 3rd year, all these elements have delighted and motivated guests to learn more about our community and quality of life indicators.

This event highlights several Newberg businesses and the thriving food and drink scene in the region. This unique fundraiser begins with a reception at Valley Wine Merchants, continues with a four-course dinner and curated wine pairing at Ruddick/Wood, and concludes with a street party just outside the dinner venue. The street party features live music, regional fire-related performers, adventure raffle packages, and artistic fire installations. During the event, raffle tickets will be sold for a follow up 'Chopped' style culinary event between local celebrity chefs. This two-tiered event offers multiple ticket prices that attract a wide variety of guests. Our past attendees represent all four target audiences outlined in the Newberg Tourism Plan.

As a travel motivator, this culinary event is a night of amazing food, drink, and live music celebrating the harvest and community. Millennial Explorers, Wine Country Adventurers, The George Fox Network, and Luxury Wine Travelers like to attend events that are part of a social cause. There's significant satisfaction attending an event that contributes to an organization that promotes the economic vitality of a region and alleviates the conditions of poverty. They are community-oriented, event/chef-driven consumers, culinary explorers, and cultural creatives wishing to support emerging, undiscovered finds that are authentic and support bigger missions. LIGHT THE FIRE aligns with the Newberg Tourism Plan by promoting a 'very curated Newberg itinerary of specific experiences' through partnering with artisan producers, artists, entertainers, shop owners, chefs, vintners, distillers, and brewers.



This will be the 3rd year that proprietors of Ruddick/Wood, Paul Losch and Kyle Lattimer, have hosted LIGHT THE FIRE.



Above: Kyle Lattimer pours wine in preparation for the crowd's arrival at LIGHT THE FIRE, 2016

Left: Chef's put the final touches on salads featured at LIGHT THE FIRE, 2016

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

Our event furthers the Newberg Strategic Tourism Plan goals in measurable ways. This event is collaborative, highlighting the talents of the artisan makers and doers in Newberg by creating a unique and enjoyable visitor experience. We expect 200+ people to be drawn to the city of Newberg for this event, a goal which will be achieved by strategic promotion through social media, print and online advertising along with marketing collaboration with event partners, businesses, and lodging destinations in the Newberg area. This event brings tourists to the area and boosts the local economy by enhancing the wine country experience. This enhanced tourist experience in turn will compel visitors to make this event and other enticing offerings a long weekend resulting in overnight accommodation. Promotion efforts will target communities at least 50 miles from Newberg including Seattle/Tacoma, Medford/Klamath Falls, Bend, Eugene, and the Coast. We will also advertise in the Portland/Vancouver area.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

This event aligns with Transient Lodging Tax regulations in several ways. A large part of our promotional efforts will target tourists residing in communities at least 50 miles outside Newberg. We will work with Ashley Lippard, talented Newberg-based Graphic Designer and Jennifer Sitter, co-owner of Pulp & Circumstance, both LIGHT THE FIRE event team members, to help craft an effective strategy to target outlying areas and engage our defined target audiences.

Additionally, we will promote LIGHT THE FIRE in conjunction with other area events like the Art Harvest Studio Tour scheduled for that same weekend, existing winery harvest/crush/blending opportunities, and other customized experiences. These unique opportunities will encourage visitors to stay overnight and enjoy the multitude of amenities that Newberg has to offer. YCAP has a strong relationship with the Willamette Valley Winery Association and its 70+ wineries who support the Willamette Cares Food/Fund Drive during the holiday months. We will reach out to these partners and their Wine Clubs to promote the event and encourage members from further distances to experience a unique event during shoulder season when they can experience less crowds and the spirit of the harvest season.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

The LIGHT THE FIRE event will create memorable experiences for Outdoor Recreation Visitors, Experiential Art seekers, Wayfinding, and Downtown Enhancement in several ways.

Outdoor Recreation: In conjunction with our event, we plan to offer experience raffle packages for guests to bid on such as equestrian tours, wine harvest/crush activities, and bike tours where they will be able to make a return visit to Newberg.

Experiential Arts: Our street party will feature upbeat music and dancing to a regional band, fire performers, and fire-related artistic installations that are experiential in nature. The famous Unipiper and his fire breathing bagpipes from PDX will lead a procession to our host restaurant.

Wayfinding: We can include curated, sample itineraries on our website when tourists are purchasing tickets as well in other advertising copy.

Downtown Enhancement: This event takes place in the downtown Newberg corridor, bringing attention to the artisan doers and makers in the area.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventurers, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

Our LIGHT THE FIRE event appeals to designated audiences in the Newberg Strategic Tourism Plan in the following ways:

1. Wine Country Adventurers – Most of our advertising is focused on social media for these tech savvy users. This is an event that offers high quality food, wine, beer and spirits, and celebrates strong partnerships with local farmers, producers and chefs. The collaborative chef dinner menu features ingredients sourced close to home. These guests will have an opportunity to bid on custom harvest experiences which appeal to Wine Country Adventurers. Equestrian tours, hot air balloon rides, and regional bike tours will be offered as experience raffle packages. The YCAP event website will feature links to the Chehalem Parks and Recreation Website so that guests can learn about recreation in our area prior to the event along with other adventure businesses so that we are helping curate an itinerary for out of town guests. We would also ask our partners to provide a link to LIGHT THE FIRE on their websites.
2. Millennial Explorers– Since this target audience enjoys supporting up and coming restaurants/breweries, this event has always been supported by this group, who like less discovered and emerging, established talent. Ruddick Wood is a home grown favorite and a cornerstone in the community. Paul Losch and Kyle Lattimer, co-owners of Ruddick/ Wood, have been long time supporters of Youth Outreach and the Regional Food Bank, choosing YCAP as a beneficiary at both LIGHT THE FIRE and their Memorial Day Block Party. This host restaurant and their referral system of networked businesses is currently a main influencer for LIGHT THE FIRE supporters who are also event driven. The event team will create custom, experiential raffle packages and entertainment activities during the street party in lieu of more traditional silent auction offerings.
3. George Fox Network – YCAP has a strong relationship with George Fox University. We've hosted numerous internships for students over the years in our Client Services department. The university being service-driven has successfully promoted this event in the past and we will work them to reach out to the alumni network and their parent communication channels to let them know about this social service oriented event that is reflective of the university's culture and values. Many of our event volunteers are students in Marketing, Photography, and Interior Design and they would be great champions with word of mouth to parents. There is a home football game the weekend of LIGHT THE FIRE so we will also tap into that complementary activity.



George Fox Interior Design student helping set up and decorate for LIGHT THE FIRE, 2016

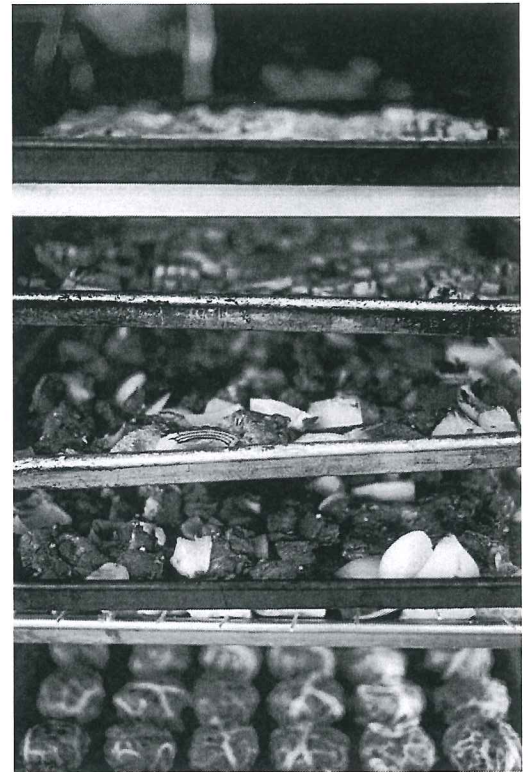
4. Luxury Wine Travelers- This event is a natural for this target audience with the collaborative chef and curated wine pairing component. Andrew Turner, owner of Valley Wine Merchants, will begin the event with a welcome reception at his shop. He will once again be in charge of curating wine pairings at dinner and procuring select bottles for our Wine Wall. After the reception, there will be a 'fire-related' entertainment procession with guests to Ruddick/Wood. This audience is chef-driven so the stellar line up of local celebrity chefs does not disappoint. Paul Losch, chef at Ruddick/Wood, will serve as culinary lead and recruit fellow chefs that exemplify the culinary talent in the region. The event will also feature a Cocktail Lounge featuring LIGHT THE FIRE themed cocktails and spirits with fire-related favors.



Jeff Sergeant, YCAP Executive Director, toasts attendees at LIGHT THE FIRE, 2016

6. How will your project, program or event create or enhance an experience for shoulder (May-November) or off-season (December – April) visitors?

Our event takes place on October 1st, 2017 which falls in the shoulder tourist season in Yamhill County. During this time frame, harvest is in full swing in wine country along with other art focused events which we can tap into as we promote to target audiences living at least 50 miles outside of Newberg.



Various images showcasing the street party and formal four course dinner at Ruddick/Wood, LIGHT THE FIRE, 2016

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

Yes. The LIGHT THE FIRE event is one piece of our Resource Development activities and budget planning to raise unrestricted funds for our essential programs and services. These funds are critical for covering costs that grants don't cover under state and federal guidelines. The beneficiaries of LIGHT THE FIRE include the county-wide Youth Outreach and Regional Food Bank programs. Youth Outreach houses the youth drop-in center for youth ages 11-21 @ 1st & Edwards directly across from Ruddick/Wood in downtown Newberg. Some of the youth have been employed by the restaurant. Services include street outreach, skills and leadership training, career readiness, emergency shelter, and transitional living. Our Regional Food Bank supplies Newberg

FISH, Deskin Commons apartments, Dundee's Promise Pantry, St Peter's Catholic Church, Newberg Community Kitchen, and various mobile pantry sites at vineyards, nurseries, and the Virginia Garcia Clinic. The Friday Family Food Program at Edwards Elementary provides weekend meals for kids and their families. This event is a high priority for our organization as proceeds enable us to empower and improve the lives of young people.

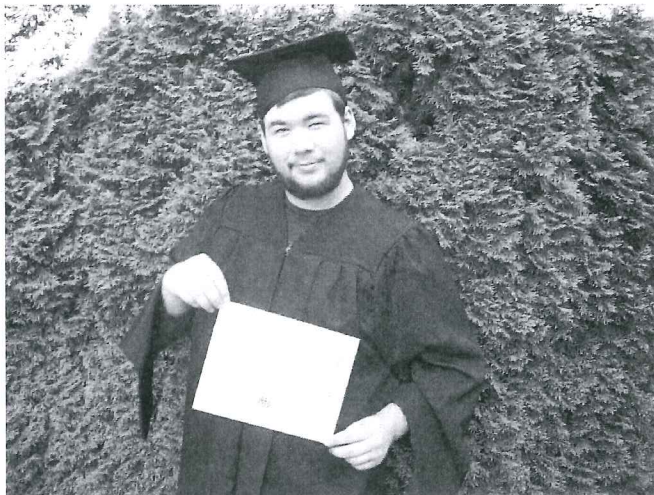


YCAP employee Joann Crow delivering a bag of produce through our Book Buddies/Mobile Pantry program.

Sidebar: For 17 years, Youth Outreach (YO) has been an active member of the downtown Newberg community. The Drop-In Center on First Street, is a good neighbor and local partner. It's a safe place, where staff work with at-risk teens helping them develop meaningful connections with our community. Services include: emergency shelter, transitional housing, street outreach, job readiness, educational support, afterschool and evening programs, peer groups, all with an emphasis on prevention. Teens at YO engage with our community in a variety ways such as chalk art on sidewalks during summer downtown events, conducting volunteer clean-up projects throughout the downtown corridor, selling blueberries through the summer months, and maintaining a beautiful urban flower garden on the side of their building each year. In 10 years, the young people YO works with, are the people working next to us. It's imperative that we help foster their development.



YCAP's Youth Outreach Drop-In Center located in downtown Newberg



Above: Chris from Youth Outreach feeling proud about his recent diploma
Below: Youth Outreach participant shows off job postings at the Drop-In Center in Newberg



8. Does the project, program or event build on existing assets? (If so how?)

The LIGHT THE FIRE event builds on existing assets by leveraging funding with business partnerships through sponsorship commitments, in-kind donations, and YCAP event seed funding. We have established event goals in place which include specific monetary goals along with the idea of creating and engaging supporters in our mission. That said, we're a lot about feeding and housing those in need and providing hope and direction to those who need us most, be it a local, homeless youth or a woman appearing at our back door while writing this application who needs shelter for that rainy, cold night. Unrestricted funds provided her with a survival kit and warm coat.

9. How does your program, program or event leverage funding?

The LIGHT THE FIRE event leverages funding in a variety of ways. First, as the event has grown, more businesses have reached out to sponsor, last year we secured \$3800 with a goal of \$4500 this year. Sponsorship packets for LIGHT THE FIRE 2017 will be distributed in March. In-kind donations, as outlined in our budget, have been so crucial in executing this event with the outcome of fundraising in mind. The experience raffle packages are strategically planned to increase overnight stays in a paid accommodation in Newberg, Oregon.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

According to the ratio outlined in the grant application, we will be matching funds with in-kind donations valued at \$24,900 to help offset event expenses. In-kind donation match estimates are based off previous year documentation. We also are projecting exceeding our sponsorship commitments. The ratio at which Transient Lodging Tax funds will be matched is 3 (YCAP): 1 (City of Newberg).

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

The LIGHT THE FIRE event connects visitors to existing assets in a variety of ways. We will reach out to community partners, lodging destinations, and area businesses with mutually beneficial and collaborative marketing efforts. As we are showcasing several local businesses in the downtown corridor, we will leverage referral connections on our respective websites.

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

As mentioned on page 15 of this report, the LIGHT THE FIRE event aligns with target markets as outlined below from our promotional efforts to the planning and execution of the event:

Wine Country Adventurers-As a food forward audience, this event is a great fit as it features the culinary talent of local chefs earning national recognition. Also featured are artisan breweries such as Wolves & People and Long Brewing as well as a lively food cart scene at the Street Party. The Red Hills Market's 1940's wood fired food truck frames the street party scene and the 'Big Green' gets guests in the mood with its funky tunes. In the past, we've featured the musical sounds of Boy and Bean jazz trio, The Jackelope Saints, and Latin funk band, Sabroso. This year, we will again book a live band with regional appeal and an upbeat sound, very suitable for dancing. Our experience raffle packages will focus on fun classes and unique experiences rather than traditional silent auction items. We will partner with FEAST Portland with a raffle experience as both YCAP and FEAST are involved in ending child hunger through Partners for Hunger-Free Oregon initiatives. On our website where tickets are purchased, we will include wayfinding information, and 'make a weekend/day of it' copy to include trails/recreation/art activities. We will focus our promotional efforts on Social Media and a variety of influential print publications.

Millennial Explorers-This audience loves philanthropy and fun, and this event offers both quality local food and an authentic experience. The Ruddick Wood tavern serves as the backdrop for the street party. Millennial explorers enjoy the discovery of new events and happenings and if they are paired with a good cause, even better. We will promote heavily through social media leveraging the network of artisan businesses involved with the event and share/tag Facebook and Instagram posts. Print/online advertising will specifically target this demographic. Promotion will also include food coops (New Season has been a strong supporter of this event), area Farmer's Markets, and CSAs. We have media contacts that are actively following our participating chefs and want to support and create buzz about events/happenings in wine country. Themed, fire-related, craft cocktails featuring local spirits and the talents of mixologists at the Ruddick/ Wood tavern are a hit and also attract the Millennial Explorer.

George Fox Network- YCAP has a strong relationship with George Fox University. We've hosted numerous internships for students over the years in our Client Services department. The university being service-driven has successfully promoted this event in the past and we will work them to reach out to the alumni network and their parent communication channels to let them know about this social service oriented event that is reflective of the university's culture and values. Many of our event volunteers are students in Marketing, Photography, and Interior Design and they would be great champions with word of mouth to parents. There is a home football game the weekend of LIGHT THE FIRE so we will also tap into that complementary activity.

Luxury Wine Travelers- Our multi-course dinner with curated wine pairings by the Valley Wine Merchant in the ambient Ruddick /Wood restaurant is appealing to this target audience. In past years, guests fitting this demographic are in awe of the collaborative chef component where they are able to see chefs from Ruddick Wood, The Painted Lady, and Red Hills Market all working collaboratively in the kitchen. Also, noteworthy is the partnerships with local farmers and producers. With the freshest of ingredients, chefs prepare flavorful, ingredient-driven offerings. How about these mouth-watering courses from previous events:

***Grilled Cauliflower, crispy shallot brown butter with parsley, Paul Losch-
Ruddick/Wood*

***Lamb Crepinette Fire roasted fall bounty salad, Jody Kropf, Red Hills Market*

***Pork Two Ways. Tenderloin and braised cheeks. Squash Puree, Vegetable Ash, Sage Gel and Mustard Greens, Allen Roult, The Painted Lady*

***Fall Gateaux, sunflower seed cake, cream cheese mousse, apple cremeux, oat crumble , balsamic plumped raising, apple caramel, Chef Bethany Hildebeitel, The Painted Lady*



Chefs preparing food during LIGHT THE FIRE, 2016

Again, this audience is very tech savvy so a lot of promotion will be done on social media. Wineries are strong partners of YCAP, supporting the Willamette Cares Food Share during the holidays so we reach out to them to call out the LIGHT THE FIRE event in their Wine Club communications. This event is food-forward and chef driven, it is also very focused on the Experiential Arts as this audience seeks creative experiences outside of their home town. The Chehalem Cultural Center and The Allison have supported LIGHT THE FIRE in the past and we will continue to leverage those relationships. Raffle experience packages will highlight custom winery experiences such as blending, private tours, and the art of food and wine pairings.

13. Can your project, program, event be completed in 6 – 12 months?

Yes, both our LIGHT THE FIRE event and the subsequent 'CHOPPED'-style culinary tournament (name to be determined) will be completed by October 31, 2017.

14. What is the lasting impact and utility of your proposed project, program or event?

The LIGHT THE FIRE event will attract 1st time and repeat visitors to Newberg because of its artistic and culinary uniqueness situated in this gateway to wine country community. Surrounding destination attractions will also be mentioned in our event messaging, encouraging tourists to make it a long weekend getaway. We also believe that 'word of mouth' buzz is powerful, as our event has grown into its 3rd year. We believe that because of their unique tourism experience, they will be compelled to visit again and build long term relationships and become allies of our community. Many tourists attend special fundraising events in wine country which they put on their calendars for the following year because they are event driven and want to support a good cause at the same time. Think Feast Portland, Bounty for the County, etc. LIGHT THE FIRE is attracting this same type of loyalty.

We would like to highlight that this event is in its 3rd year and we have seen the lasting impact and utility of LIGHT THE FIRE in a variety of ways. For example, some of our past attendees have become part of our event team. One of our event volunteers is now leading a nutrition program for at-risk youth at Youth Outreach. Andrew Turner, owner of the Valley Wine Merchants, will have a larger role this year offering the idea of a progressive experience for dinner guests by hosting a sparkling reception in his lovely shop in the downtown corridor. We then plan to have the nationally acclaimed UNIPIPER and his fire-breathing bagpipes lead a processional down Main Street to the Ruddick/Wood restaurant.

At LIGHT THE FIRE, we plan on promoting other unique events coming up in Newberg during the holiday season such as boutique shopping during First Friday, the Holiday Homes Tour, the Wine Country Shop Hop, Thanksgiving weekend events in wine country, and others highlighted in the Chamber event calendar.

This is a fundraiser that enables us to continue improving the lives of at risk youth through our Newberg based drop-in center and helping to feed the hungry throughout Yamhill County. The lasting impact for the city of Newberg is continued promotion of the bounty of the area through photos on social media and discussion of the success of the event after it is complete.

15. What is the estimated room nights that would occur from this project, program or event?

We are estimating that the number of room nights that would occur from the LIGHT THE FIRE event would be a minimum of 30 guests based on the following projections. We would generate and/or encourage overnight stays in Newberg by offering lodging recommendations on our website where we are selling tickets and in our promotional newsletter. By offering an extremely creative art and culinary experience, this will entice tourists to make it a long weekend, staying overnight Saturday or Sunday evening during shoulder season. We are planning for 200+ attendees. Out of this target number, we believe that our advertising efforts will attract a minimum of 75 tourists who will come from the following origins of marketable trips: Portland/Vancouver, Seattle/Tacoma, Medford/Klamath Falls, Eugene, and the Coast. We also are planning on using our network connections with other statewide food banks and Community Action agencies who enjoy supporting other agency's special events.

Of this 38% of attendees (75/200), we anticipate 40% will stay overnight, equating to a minimum of 30 tourists. The best way we can track this is to ask ticket buyers if they will be in need of lodging recommendations. Also, we can offer a discounted ticket price to tourists requiring overnight accommodations.

Signature and Certification Letter:

I hereby certify that all 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 or Owners, which is attached to this application.

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

"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."

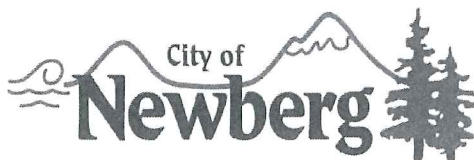
I agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.



Signature of Authorizing Official

2.23.17
Date

Julie Miller, Community Relations Director
Print Name of Authorizing Official



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Reports**

To be completed and returned: Progress Report by _____.

OCT
1ST 2017

**RUDDICK
/WOOD
& FRIENDS**

DINNER
5:00-7:00

STREET
PARTY
6:30-8:30

FOOD
DRINK
ENTERTAINMENT

TICKETS
& MORE INFO
YAMHILLCAP.ORG

ALL PROFITS
DONATED TO

YAMHILL
COMMUNITY
ACTION
PARTNERSHIP



**LIGHT
THE
FIRE**

YAMHILL COMMUNITY ACTION PARTNERSHIP

Budget
From 7/1/2016 - 06/30/2017

Department 07 - Fundraising

		FY 17 PROPOSED BUDGET	FY 16 BUDGET	FY 16 PROJECTIONS	Notes
Revenue and Other Support					
Donations	3200	147,556	123,140	227,639	
In-Kind Revenue	3990	-	-	1,996	
Fund Raising Revenue	3250	60,000	16,000	38,887	McMinnville and Light the Fire Events
Interest Earned	3400	-	14	-	
Total Revenue and Other Support		207,556	139,154	268,521	
Expenses					
Personnel					
Sal & Wages -OT	5009	-	-	11	
Salaries & Wages	5010	44,911	47,011	62,176	
Payroll Taxes - WBF	5011	37	-	49	
Insurance Benefits	5012	1,745	-	7,294	
Retirement Benefits	5013	955	-	1,547	
Workers' Comp	5014	118	-	180	
Accrued leave	5015	-	-	3,515	Included in Sal & Wages in Budget
Unemployment Self-Insurance	5016	663	-	1,375	
FICA-Social Sec & Medicare	5017	3,435	-	5,078	
Total Personnel		51,864	47,011	81,224	
Contracted services					
Consultants/Contractual	5110	50,750	6,962	3,444	Grant writing, contract MD campaign, mini campaign, planned giving campaign
Legal Fees	5120	-	6,105	-	
Total Contracted services		50,750	13,067	3,444	
In-kind client assistance					
Donated Misc-Business	8997	-	-	1,996	
Total In-kind client assistance		-	-	1,996	
Travel costs					
Local Travel	5150	-	397	490	
Travel Expenses	6610	-	34	-	
Total Travel costs		-	431	490	
Space and interest					
Indirect Int & Finance Fees	8920	-	423	811	
Total Space and interest		-	423	811	
Telephone					
Telephone/Voice Mail	5470	-	256	564	
Total Telephone		-	256	564	
Supplies and publications					
Consumable Supplies	5310	480	284	800	
Total Supplies and publications		480	284	800	
Equipment repairs and rent					
Minor Equipment Purchase	5345	3,000	201	-	Workstation and Laptop
Total Equipment repairs and rent		3,000	201	-	
Printing and photocopying					
Printing	5450	-	174	-	
Total Printing and photocopying		-	174	-	
Training and recruitment					
Health Screening	5190	-	86	52	
Recruitment	5340	-	99	-	
Training Expenses	6600	-	230	104	
Program Delivery Training	5021	-	-	-	
Dues, Memberships & Fees	7010	-	1,867	-	
Total Training and recruitment		-	2,282	156	
Miscellaneous					
Postage Expense	5460	-	53	77	
Bad Debt Expense	8935	-	12,222	-	
Total Miscellaneous		-	12,275	77	
Fundraising					
Fundraising Expenses	8900	57,700	17,199	51,167	Video Production, 237 Marketing
Total Fundraising		57,700	17,199	51,167	
Total Expenses		163,794	93,603	140,729	
Depreciation					
Grant funded					
Depreciation - Agency Funded	5176	-	1,497	1,498	Will get moved from 99 before imported
Total Depreciation		-	1,497	1,498	
General and administrative expense					
Meeting Expenses	5330	500	500	-	
Hospitality/Community Relation	5331	-	108	1,291	
Board Expenses	5335	-	-	-	
Indirect Admin	9000	21,345	8,440	10,351	
Space Transfers	9002	1,100	1,160	1,085	
Program Copies TFRS	9012	200	-	-	
Total General and administrative expense		23,145	10,208	12,727	
Total Expenses		186,939	105,308	154,954	
Net Revenue (Loss)		20,617	33,846	113,568	

YAMHILL COMMUNITY ACTION PARTNERSHIP

Proposed Budget Summary

7/1/2016 through 6/30/2017

Account Description	FY 17	FY 16 BUDGET	FY 16	Variance	%
	PROPOSED BUDGET		PROJECTIONS		
Revenue and Other Support					
Grants Received	3,304,192	2,336,223	2,782,897	521,295	
Donations	434,443	425,703	415,000	19,443	
Program Generated Revenue	295,424	58,174	271,204	24,220	
Prgm Revenue Food Purchase	87,827	91,092	65,524	22,303	
In-Kind Revenue	2,087,556	1,617,322	1,822,922	264,634	
In-kind - capital assets	-	-	2,591	(2,591)	
Fund Raising Revenue	60,000	16,050	40,000	20,000	
Interest Earned	24	14	24	-	
Other Revenue	67,187	63,443	82,194	(15,007)	
Total Revenue and Other Support	6,336,653	4,608,022	5,482,355	854,298	16%
Expenses					
Personnel	1,659,287	1,267,010	1,502,183	157,104	10%
Contracted services	189,557	114,707	186,783	2,774	
Weatherization installation	509,889	215,449	166,281	343,608	207%
Client assistance	1,067,484	895,410	1,116,140	(48,656)	
In-kind client assistance	2,087,556	1,590,540	1,804,830	282,726	
In-kind food inventory adjustment	(20,000)	(56,597)	(19,778)	(222)	
Vehicle costs	46,469	30,441	32,685	13,784	42%
Travel costs	21,984	26,291	19,934	2,050	
Space and interest	174,127	107,482	172,097	2,030	
Telephone	34,695	30,483	35,925	(1,230)	
Supplies and publications	224,488	148,188	159,371	65,117	41%
Equipment repairs and rent	34,421	27,519	33,622	799	
Printing and photocopying	14,801	10,459	15,763	(962)	
Insurance	21,841	20,109	21,723	118	
Training and recruitment	49,946	36,104	55,620	(5,674)	
Miscellaneous	7,496	18,673	6,910	586	
Fundraising	57,700	17,472	54,900	2,800	
Total Expenses	6,181,741	4,499,739	5,364,990	816,752	15%
Total Depreciation	144,485	102,585	153,391	(8,906)	
Total General and administrative expense	10,427	5,698	1,475	8,952	607%
Total Expenses	6,336,653	4,608,022	5,519,856	816,797	15%
Net Revenue (Loss)	(0)	(0)	(37,501)	37,501	

**YAMHILL COMMUNITY ACTION
PARTNERSHIP**

FINANCIAL STATEMENTS

**WITH INDEPENDENT AUDITORS' REPORT
AND
FEDERAL PROGRAM REPORTS**

**YEAR ENDED JUNE 30, 2016
With Comparative Totals for 2015**

**YAMHILL COMMUNITY ACTION
PARTNERSHIP**

FINANCIAL STATEMENTS

**WITH INDEPENDENT AUDITORS' REPORT
AND
FEDERAL PROGRAM REPORTS**

**YEAR ENDED JUNE 30, 2016
With Comparative Totals for 2015**

YAMHILL COMMUNITY ACTION PARTNERSHIP

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INDEPENDENT AUDITORS' REPORT

October 18, 2016

Board of Directors
Yamhill Community Action Partnership
McMinnville, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of Yamhill Community Action Partnership, which comprise the statements of financial position as of June 30, 2016 and the related statements of activities and changes in net assets, functional revenues and expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

October 18, 2016
Yamhill Community Action Partnership
Board of Directors

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Yamhill Community Action Partnership as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Yamhill Community Action Partnership's 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 17, 2015. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters


Report on Schedule of Expenditures of Federal Awards

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

October 18, 2016
Yamhill Community Action Partnership
Board of Directors

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2016 on our consideration of Yamhill Community Action Partnership's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Yamhill Community Action Partnership's internal control over financial reporting and compliance.



Markusen & Schwing

YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF FINANCIAL POSITION
June 30, 2016 with Comparative Totals as of June 30, 2015

ASSETS

	<u>2016</u>	<u>2015</u>
Current Assets:		
Cash	\$ 452,102	\$ 444,761
Cash - restricted for unemployment coverage	37,734	24,040
Grants and contracts receivable	236,391	220,279
Accounts receivable	28,042	35,629
Pledges receivable - capital campaign	940	5,640
Prepaid expenses	19,165	18,449
Inventory - Food	195,332	186,614
Total current assets	<u>969,706</u>	<u>935,412</u>
Property, Facilities and Equipment, net of accumulated depreciation	<u>3,499,434</u>	<u>3,585,432</u>
Restricted Deposits and Funded Reserves	<u>95,269</u>	<u>92,109</u>
Other Assets:		
Pledges receivable - capital campaign	-	13,200
Financing costs, net of accumulated amortization	5,007	5,504
Total other assets	<u>5,007</u>	<u>18,704</u>
Total Assets	<u><u>\$ 4,569,416</u></u>	<u><u>\$ 4,631,657</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities:		
Current portion of long-term debt	\$ 29,669	\$ 156,836
Accounts payable	86,835	85,767
Payroll and payroll taxes payable	77,925	44,004
Accrued vacation pay	47,075	31,120
Accrued interest payable	1,679	1,801
Other current liabilities	1,077	-
Deferred revenue	42,109	11,915
Total current liabilities	<u>286,369</u>	<u>331,443</u>
Deposit Liabilities - Tenant security deposits	<u>12,970</u>	<u>13,850</u>
Long-Term Debt, less current portion	<u>357,457</u>	<u>387,126</u>
Total Liabilities	<u>656,796</u>	<u>732,419</u>
Commitments and Contingencies	-	-
Net Assets		
Unrestricted	3,698,963	3,741,049
Temporarily restricted	213,657	158,189
Total net assets	<u>3,912,620</u>	<u>3,899,238</u>
Total Liabilities and Net Assets	<u><u>\$ 4,569,416</u></u>	<u><u>\$ 4,631,657</u></u>

The accompanying notes are an integral part of the financial statements.

YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
Year ended June 30, 2016 with Comparative Totals for the year ended June 30, 2015

	2016		Totals	2015 Totals
	Unrestricted	Temporarily Restricted		
Revenues and Other Support				
Grants and contracts	\$ 2,771,807	\$ 33,311	\$ 2,805,118	\$ 2,341,990
Contributions	302,327	114,160	416,487	597,778
Program revenue	331,782	2,254	334,036	345,145
In-kind donations	1,875,533	-	1,875,533	1,577,830
Fundraising revenue	35,478	1,100	36,578	16,050
Other revenue	98,568	6,683	105,251	85,178
Total Revenues and Other Support	5,415,495	157,508	5,573,003	4,963,971
Net Assets Release from Restriction	102,040	(102,040)	-	-
Total Revenues and Other Support	5,517,535	55,468	5,573,003	4,963,971
Expenses				
Program Services				
Community development	14,441	-	14,441	41,743
Energy assistance and weatherization	1,425,106	-	1,425,106	1,337,459
Food	2,117,850	-	2,117,850	1,778,379
Client services and shelters	670,380	-	670,380	556,877
Camellia Court housing project	220,131	-	220,131	207,048
Youth	475,088	-	475,088	458,773
Total Program Services	4,922,996	-	4,922,996	4,380,279
Supporting Services				
Fund development and fundraising	149,797	-	149,797	130,254
General and administrative	486,828	-	486,828	439,113
Total Supporting Services	636,625	-	636,625	569,367
Total Expenses	5,559,621	-	5,559,621	4,949,646
Change in Net Assets	(42,086)	55,468	13,382	14,325
Net Assets, Beginning of Year	3,741,049	158,189	3,899,238	3,884,913
Net Assets, End of Year	\$ 3,698,963	\$ 213,657	\$ 3,912,620	\$ 3,899,238

YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF FUNCTIONAL REVENUES AND EXPENSES
Year Ended June 30, 2016 with Comparative Totals for the year ended June 30, 2015

	<u>Community Development</u>	<u>Energy and Weatherization</u>	<u>Food</u>	<u>Client Services and Shelters</u>
Revenue and Other Support				
Grants and contracts	\$ 14,910	\$ 1,403,741	\$ 144,093	\$ 711,320
Contributions	-	2,700	179,406	27,348
Program revenue	-	-	124,004	5,795
In-kind donations	-	85,575	1,711,206	47,726
Fundraising revenue	-	-	-	800
Other revenue	-	82,884	9,538	1,149
Total Revenue and Other Support	14,910	1,574,900	2,168,247	794,138
Expenses				
Personnel	13,824	365,717	208,988	270,520
Contracted services	-	1,918	2,873	10,858
Weatherization installation	-	180,769	-	-
Client assistance	-	723,301	14,079	272,871
In-kind	-	85,575	1,710,563	30,701
In-kind food inventory adjustment	-	-	(8,162)	-
Vehicle costs	-	3,408	23,079	3,109
Travel costs	63	5,413	3,200	843
Space and interest	200	180	810	18,627
Telephone	-	1,705	2,274	4,318
Supplies and publications	-	7,353	111,033	9,637
Equipment repairs and rent	-	2,680	7,266	12,782
Printing and photocopying	-	3,974	788	1,729
Insurance	-	2,556	-	2,873
Training and recruitment	295	17,448	2,968	5,177
Miscellaneous	59	4,292	2,300	646
Fundraising	-	-	-	-
Sub-total expenses	14,441	1,406,289	2,082,059	644,691
Depreciation				
Grant-funded	-	-	2,807	-
Agency-funded	-	18,817	32,984	25,689
Total Depreciation	-	18,817	35,791	25,689
Total Functional Expenses	14,441	1,425,106	2,117,850	670,380
General and administrative expense	1,704	178,454	73,077	88,810
Total Expenses	16,145	1,603,560	2,190,927	759,190
Change in Net Assets by Function	\$ (1,235)	\$ (28,660)	\$ (22,680)	\$ 34,948

The accompanying notes are an integral part of the financial statements.

Camellia Court Housing Project	Youth	Fund Development and Fundraising	General and Administrative	Totals 2016	Totals 2015
\$ -	\$ 530,930	\$ -	\$ 124	\$ 2,805,118	\$ 2,341,990
-	2,569	204,464	-	416,487	597,778
203,487	750	-	-	334,036	345,145
-	13,500	16,941	585	1,875,533	1,577,830
-	300	35,478	-	36,578	16,050
6,324	1,200	2,994	1,162	105,251	85,178
209,811	549,249	259,877	1,871	5,573,003	4,963,971
-	301,305	74,513	263,830	1,498,697	1,291,789
81,064	17,530	4,540	74,307	193,090	147,868
-	-	-	-	180,769	205,133
-	27,354	-	-	1,037,605	932,022
-	13,500	16,941	585	1,857,865	1,571,216
-	-	-	-	(8,162)	33,260
-	11,930	-	2,041	43,567	32,847
-	9,527	408	2,096	21,550	17,829
66,053	52,738	717	30,029	169,354	175,810
3,057	14,223	568	11,119	37,264	31,874
4,227	7,629	2,194	16,650	158,723	153,493
-	8,722	-	6,178	37,628	35,521
-	727	-	7,667	14,885	13,901
4,714	1,668	-	12,530	24,341	24,931
-	5,467	1,916	18,306	51,577	40,933
5,516	-	219	25,145	38,177	60,768
-	-	46,284	1	46,285	26,898
164,631	472,320	148,300	470,484	5,403,215	4,796,093
-	68	-	-	2,875	3,696
55,500	2,700	1,497	16,344	153,531	149,857
55,500	2,768	1,497	16,344	156,406	153,553
220,131	475,088	149,797	486,828	5,559,621	4,949,646
-	60,082	17,317	(419,444)	-	-
220,131	535,170	167,114	67,384	5,559,621	4,949,646
\$ (10,320)	\$ 14,079	\$ 92,763	\$ (65,513)	\$ 13,382	\$ 14,325

**YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF CASH FLOWS**

Year Ended June 30, 2016 with Comparative Totals for the year ended June 30, 2015

	2016	2015
Cash flows from operating activities:		
Change in net assets	\$ 13,382	\$ 14,325
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	156,406	153,553
In-kind donations capitalized	(14,434)	(6,614)
Net change in operating assets and liabilities:		
Grants and contracts receivable	(16,112)	62,634
Accounts receivable	7,587	(22,288)
Pledges receivable	17,900	7,275
Prepaid expenses	(716)	(6,429)
Inventory	(8,718)	33,261
Accounts payable	1,068	29,667
Payroll and payroll taxes payable	33,921	(6,533)
Accrued vacation pay	15,955	(3,036)
Accrued interest payable	(122)	(7,589)
Other current liabilities	1,077	-
Deferred revenue	30,194	1,188
Net cash provided (used) by operating activities	237,388	249,414
Cash flows from investing activities:		
(Increase) in cash - restricted	(13,694)	(1,335)
(Increase) in restricted deposits	(4,040)	(4,038)
Purchases of property, plant and equipment	(55,477)	(31,055)
Decrease in cash restricted by donors	-	51,633
Net cash provided (used) by investing activities	(73,211)	15,205
Cash flows from financing activities:		
Principal payments on long-term debt	(156,836)	(162,074)
Net cash provided (used) by financing activities	(156,836)	(162,074)
Net increase in cash	7,341	102,545
Cash, beginning of year	444,761	342,216
Cash, end of year	\$ 452,102	\$ 444,761
Supplemental disclosure of cash flows information:		
Cash paid during year for income taxes	\$ -	\$ -
Cash paid during year for interest charged to expense	\$ 25,007	\$ 37,803

The accompanying notes are an integral part of the financial statements.

**NOTES TO
FINANCIAL STATEMENTS**

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

1. The Organization

The Yamhill Community Action Partnership (YCAP) was founded in 1980 as part of a nationwide network of social service agencies designed to help improve the lives of low-income people and strengthen communities. YCAP assists the residents of Yamhill County, diligently focusing on four primary service categories: Client Services and Housing, Energy Services, the regional Food Bank, and Youth Services.

Client Services and Housing assists hundreds of individuals and families annually with transitional shelter, stable housing search, rental assistance, emergency financial support, case management and resource referral, among other services. This includes a specialized homeless veterans program. Last year YCAP's Energy Services provided approximately 1,500 clients with emergency utility bill support, and weatherized over 30 homes to help improve efficiency and lower energy costs. YCAP's Food Bank collected and distributed approximately 1.4 million pounds of food to over 35 partner pantries, community meal sites, public housing complexes, a senior center and four elementary schools throughout the county. Youth Services programs support young people ages 11-21 with a safe place to hang out or stay overnight, longer term housing, youth leadership and life skills training, job placement, and more.

YCAP's primary sources of revenue include federal and state grants, contracts with local, state and federal governments, fees for service, and donations from foundations, corporations, and generous individuals. A volunteer Board of Directors oversees YCAP through professional management.

YCAP's mission is to advocate for and assist persons toward self-sufficiency. YCAP's dedicated and caring staff is inspired every day by the stories of those who want a better life for themselves and their families, and we are honored to support our neighbors in need.

2. Summary of Significant Accounting Policies

Basis of Presentation

The financial statements are presented in accordance with Statement of Financial Accounting Standards Board in its Statement of Financial Accounting Standards Codification (FASB ASC). Under FASB ASC, financial statements are presented on the basis of unrestricted, temporarily restricted and permanently restricted net assets predicated on the existence of donor-imposed restrictions.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

2. Summary of Significant Accounting Policies – Continued

Basis of Presentation – Continued

Unrestricted net assets consist of all resources of YCAP which have not been specifically restricted by a donor. Temporarily restricted net assets consist of cash and other assets received with donor stipulations that limit their use. Donor restrictions are stipulated by either a time restriction or a purpose restriction. Upon expiration of a time restriction or completion of a purpose restriction, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Permanently restricted net assets consist of assets whose use has been restricted for investment in perpetuity. YCAP has no permanently restricted net assets.

Revenue Recognition

Rental income, principally short-term leases on apartment units and commercial space, is recognized as the rentals become due.

Grant, Contracts and Contributions: YCAP receives grants from government sources and private foundations. Government grants, which generally reflect cost reimbursement agreements, are recognized when earned. Unconditional promises to give are recorded as revenue at estimated net realizable value. Conditional promises to give are not included as revenue until the conditions are substantially met. Grants and contributions whose restrictions, if any, are met in the same reporting period are reported as unrestricted revenue in the period of receipt. Grants and contract monies received in advance are recorded as deferred revenue, and are recognized as revenue as earned.

Donated goods and services are provided in a number of ways by volunteers and other friends of the Organization. Valuation of donated goods is based on an estimate of fair value of the goods. No amounts have been reflected in the financial statements for donated services by the Board members involved in Board activities or from unpaid volunteers because the criteria for recognition has not been met.

Cash

Cash and cash equivalents include all cash accounts, which are not subject to withdrawal restriction or penalties, and all highly liquid debt instruments purchased with a maturity of three months or less.

Receivables

Past due receivables are charged directly to expense when the amount is determined to be uncollectible. This method is not significantly different from the allowance method required by generally accepted accounting principles. In the opinion of management, receivables at June 30, 2016 and 2015 are fully collectible.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

2. Summary of Significant Accounting Policies – Continued

Inventory

Inventory consists of donated and purchased food. A substantial portion of the donated food inventory is stated generally at \$1.25 per pound as of June 30, 2016 and 2015, as calculated by Feeding America and The Oregon Food Bank as a fixed price per pound rate. In addition, certain food commodity inventory is stated at a value assigned by the U.S. Department of Agriculture. Purchased food inventory is stated at cost. Inventory also consists of weatherization supplies, including utility heaters, smoke detectors, and CO monitors.

Facilities, Equipment and Depreciation

Facilities and equipment utilized by YCAP are stated at cost. Donated assets are recorded at their estimated fair value. The cost of significant betterments are capitalized and depreciated over the useful life of the asset. YCAP generally capitalizes expenditures in excess of \$5,000. Depreciation is provided on the straight-line method over estimated useful lives of thirty to forty years for buildings and five to ten years for furniture, equipment and vehicles. Normal repairs and maintenance are charged to expense when incurred.

Buildings and capital expenditures related to the Camellia Court Project are depreciated over their estimated useful lives of twenty-seven years under the straight-line method. Land improvements are depreciated over useful lives of fifteen years under the 150% double declining balance method. Furniture and equipment including software is depreciated over five to seven years under the 200% declining balance method. Declining balance methods are appropriate for the type of property being depreciated.

When facilities and equipment are retired or sold, cost and the related accumulated depreciation or amortization is removed from YCAP's accounts and the resulting gain or loss is recognized.

Impairment

Management reviews its investment in real estate for possible impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If there is an indication of impairment, management prepares an estimate of future cash flows (undiscounted and without interest charges) expected to result from the use of the asset and its eventual disposition. If these cash flows are less than the carrying amount of the asset, an impairment loss is recognized to write down the asset to its estimated fair value. Preparation of estimated expected future cash flows is inherently subjective and is based on management's best estimate of assumptions concerning expected future conditions. Management believes there were no impairments of assets at June 30, 2016 and 2015.

Amortization

Loan fees are amortized on a straight-line basis over the life of the loans.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

2. Summary of Significant Accounting Policies – Continued

Fair Value of Financial Instruments

Generally accepted accounting principles require disclosure of fair value information about financial instruments when it is practicable to estimate that value. The operations generated by the investment in real estate are subject to various government rules, regulations, and restrictions which make it impracticable to estimate the fair value of the notes payable, and related accrued interest. The carrying amount of other assets and liabilities reported on the statement of financial position that requires such disclosure approximates fair value.

FASB ASC establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under are described below:

Level 1 – Valuation is based upon quoted prices (unadjusted) for identical assets or liabilities in active markets.

Level 2 – Valuation is based upon quoted prices for similar assets and liabilities in active markets, or other inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level 3 – Valuation is based upon other unobservable inputs that are significant to the fair value measurement.

The carrying amounts for cash, receivables, prepaid expenses, restricted cash, accounts payable and other accrued liabilities approximate their fair value due to their short maturities. It is impractical to estimate the fair value of financing fees, tax credit fees, and mortgages and notes payable because there are no quoted market prices for transactions that are similar in nature.

Except for donated food disclosed above, all of YCAP's assets are Level 1. There were no Level 2 or Level 3 assets during the years ended June 30, 2016 and 2015.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

2. Summary of Significant Accounting Policies – Continued

Federal and State Taxes

YCAP is a tax-exempt corporation within the provisions of Internal Revenue Code Section 501(c)(3) and is not classified as a private foundation. It is management's opinion that none of YCAP's present activities are subject to unrelated business income taxes; therefore, no provisions for income taxes have been made in the accompanying financial statements.

YCAP files returns in the U.S. federal jurisdiction as well as the state of Oregon jurisdiction. Generally, tax filings are subject to federal and state examination for three years after they are filed. The returns filed for periods prior to June 30, 2013 are considered closed and management believes those returns are no longer subject to income tax examination. In the event penalties and interest are assessed by income taxing authorities, it is the YCAP's policy to include these in operating expenses. No penalties and interest were assessed for the years ended June 30, 2016 and 2015.

Accounting principles generally accepted in the United States of America require organization's management to evaluate tax positions taken by the organization and recognize a tax liability (or asset) if the plan has taken an uncertain position that, more likely than not, would not be sustained upon examination by the Internal Revenue Service. YCAP has analyzed the tax positions taken and has concluded that as of June 30, 2016 and June 30, 2015, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements.

Concentration of Credit Risk

YCAP maintains cash balances with banks and other financial institutions, which may exceed depository insurance limits. YCAP has not experienced any losses from these accounts and does not believe that they are exposed to significant credit risk. At June 30, 2016 and 2015, cash exceeded federally insured limits by \$181,103 and \$147,427, respectively.

Compensated Absences

Sick pay is earned at a rate of .0463 hours for every hour paid for all employees, but because it is not payable at termination, it is not accrued. Vacation pay is recorded as an expense when earned by the employee.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

2. Summary of Significant Accounting Policies – Continued

Concentration of Economic Risk

YCAP receives a substantial portion of its support from governmental agencies. If these funds were not available, YCAP may not be able to continue operations. In the opinion of management, YCAP will continue to receive sufficient funding to assure its existence.

Donated Goods

Individuals and organizations, from time to time, donate goods to YCAP to benefit clients. YCAP values these based on management's judgment, at fair value at the date of donation, and records the receipt and subsequent disbursement of these goods as in-kind revenues and expenses, respectively.

Donated Services

Certain individuals, including Board of Directors members, donate substantial time to the operations of YCAP. Financial Accounting Standards significantly limit the amount of donated services that may be recorded in the financial statements. Generally accepted accounting principles require that only donated services that create non-financial assets and which would need to have been purchased if not donated are reflected in the financial statements. When such amounts are recorded, they are valued at the equivalent market rate at which the service could have been purchased.

Functional Allocation of Expenses

The costs of providing YCAP's various programs are summarized in the Statement of Functional Revenues and Expenses. Accordingly, certain costs, including indirect and administrative costs, have been allocated among the programs benefited based primarily on a cost allocation plan designed by management. In addition, YCAP has entered into an indirect cost agreement with the U.S. Department of Health and Human Services that limits the percentage of indirect cost to program costs that can be allocated to its programs. The rate was 11.0% for the year ended June 30, 2015. During the year ended June, 30, 2016, the rate was 11.0% from July 1, 2015 until January 31, 2016 and was 13.4% from February 1, 2016 to June 30, 2016.

Summary of Financial Information for 2015

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2015, from which the summarized information was derived.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

3. Grants and Contracts Receivable

Grants and contracts receivable consist of the following:

	<u>2016</u>	<u>2015</u>
Oregon Department of Housing and Community Services		
LIHEAP Energy Programs	\$ 17,156	\$ 23,187
LIHEAP Weatherization and Education Programs	4,446	23,621
DOE Weatherization and Education Programs	2,064	1,776
ECHO Weatherization and Education Programs	43,645	15,396
BPA Weatherization Programs	5,613	2,526
OEA Weatherization Programs	12,595	20,373
Home TBA	12,093	9,469
EHA	7,247	-
HSP	1,971	2,784
SHAP	1,539	5,922
ESGP	4,250	11,221
LIRHF	3,193	3,592
OLGA	358	904
Community Services Block Grant	11,553	20,531
U.S. Department of Health and Human Services		
RHY – SOP Youth	9,385	7,877
Basic Center Grants – Youth	9,962	11,319
Transitional Living Program – Youth	15,978	19,176
U.S. Department of Housing and Urban Development		
Continuum of Care	8,091	-
United Community Action Network		
Continuum of Care	18,356	4,377
Oregon Department of Human Services		
Supplemental Nutrition Assistance Program	3,238	4,198
Youth Job Development	-	12,500
Oregon Food Bank		
TEFAP	2,343	7,920
OHRF	2,930	-
United Way	-	1,843
Community Action Partnership of Oregon		
VA Supportive Services for Veteran Families Program	34,921	8,163
Others	<u>3,464</u>	<u>1,604</u>
	<u>\$ 236,391</u>	<u>\$ 220,279</u>

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

4. Pledges Receivable – Capital Campaign

YCAP has waged a capital campaign to obtain funds for construction of a facility to house its Food Bank and administrative offices. Capital Campaign pledges receivable at June 30, 2016 and 2015 represent unconditional promises to give as follows:

	<u>2016</u>	<u>2015</u>
Unconditional promises to give	\$ 1,000	\$ 26,700
Less allowance for doubtful accounts	-	(5,700)
Less unamortized discount	(60)	(2,160)
Net capital campaign pledges receivable	<u>\$ 940</u>	<u>\$ 18,840</u>
The pledges receivable are due as follows:		
Less than one year	\$ 940	\$ 5,640
One to five years	-	13,200
More than five years	-	-
	<u>\$ 940</u>	<u>\$ 18,840</u>

Pledges receivable with due dates extending beyond one year are discounted at 3%.

5. Property, Facilities and Equipment

Property, facilities and equipment as of June 2016 and 2015 consist of the following:

	<u>2016</u>	<u>2015</u>
Land	\$ 465,902	\$ 465,902
Buildings and improvements	4,271,726	4,170,760
Site improvements	433,281	433,281
Vehicles	178,875	178,875
Furniture and equipment	177,675	177,675
Construction – in-progress	-	31,055
	<u>5,527,459</u>	<u>5,457,548</u>
Less accumulated depreciation	<u>2,028,025</u>	<u>1,872,116</u>
	<u>\$3,499,434</u>	<u>\$3,585,432</u>

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

6. Restricted Deposits and Funded Reserves

Restricted cash balances related to the Camellia Court Project as of June 2016 and 2015 are comprised of the following:

	<u>2016</u>	<u>2015</u>
Tenant security deposits	\$ 12,970	\$ 13,850
Operating reserve	45,322	45,299
Replacement reserve	<u>36,977</u>	<u>32,960</u>
	<u>\$ 95,269</u>	<u>\$ 92,109</u>

Tenant security deposits are held in a separate bank account for refundable tenant security deposits. As of June 30, 2016 and 2015, the tenant security deposit account was funded as required.

The operating reserve fund shall be used to pay the operating costs and expenses to the extent collected gross receipts are insufficient for such purposes. As of June 30, 2016 and 2015, the reserve was funded as required.

The replacement reserve account shall be funded from the greater of \$3,946 or three percent of the annual gross income from the Project on or before December 31, 1996. For each year after 1996, the Project shall deposit the greater of the amount contributed to such reserve in the previous year increased by four percent, or three percent of the annual gross income from the Project. The funds in the replacement reserve account shall be used solely for substantial repairs and/or replacement of the capital assets of the Project. As of June 30, 2016 and 2015, the reserve was funded as required.

7. Deferred Revenue

Deferred revenue at June 30, 2016 and 2015 consists of funds received in advance for the following programs and grants:

	<u>2016</u>	<u>2015</u>
Oregon Department of Housing and Community Services		
ECHO	\$ -	\$ 229
U.S. Department of Health and Human Services		
RHY – SOP Youth	2,905	2,875
New Basic Center Grant	4,821	2,875
Transitional Living Program	3,862	2,874
NW Natural Gas – Utility Client Assistance	13,245	-
Yamhill Community Care Organization – Mobile Food Pantries	9,574	-
Others	<u>7,702</u>	<u>3,062</u>
	<u>\$ 42,109</u>	<u>\$ 11,915</u>

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

8. Employee Benefit Plan

YCAP has a tax-deferred defined contribution retirement plan under Internal Revenue Code Section 401(k) for the years ended June 30, 2016 and June 30, 2015 for its employees. Regular, full- and part-time employees are eligible to receive employer contributions on the first of the month following 60 days of employment. Employees may make voluntary contributions. YCAP is required to match employees' contributions up to 3% of compensation. Employer contributions are 100% vested after four years of employment. Plan assets are not assets of YCAP, and, accordingly, are not recorded in the financial statements of YCAP. Contributions are invested in any of several investment vehicles as directed by participating employees. Employer contributions to the plan for the years ended June 30, 2016 and 2015 were \$14,716 and \$16,649, respectively.

9. Long-Term Debt

Long-term debt at June 30, 2016 and 2015 consists of the following:

	<u>2016</u>	<u>2015</u>
5.205% mortgage payable to Bank of America, due in monthly installments of \$4,093, including interest, matures August 1, 2026. The loan is secured by a first trust deed on the Camellia Court Project.	\$ 387,126	\$ 415,293
4% note payable, matures June 30, 2016. The note is secured by a trust deed on YCAP's property.	-	128,669
	387,126	543,962
Less current portion	29,669	156,836
	<u>\$ 357,457</u>	<u>\$ 387,126</u>

Aggregate maturities of long-term debt as of June 30, 2016 for the next five years are as follows:

2017	\$ 29,669
2018	31,251
2019	32,917
2020	34,672
2021	36,520
Thereafter	222,097
Total	<u>\$ 387,126</u>

10. Line of Credit

YCAP has an unused \$50,000 unsecured line of credit with a variable interest rate. The effective rate at June 30, 2016 was 5.5%. The line matures March 15, 2017.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

11. Commitment and Contingencies

YCAP rents and leases facilities and equipment under month-to-month rental agreements and non-cancelable operating leases that expire in September, 2020. Monthly facility rent will be adjusted annually to reflect the most recent twelve-month increase in the Portland CPI all urban index.

Minimum rental commitments under non-cancelable operating leases at June 30, 2016 are as follows:

Year ended June 30,	
2017	\$ 13,914
2018	4,464
2019	4,464
2020	4,464
2021	<u>1,116</u>
Total	<u>\$ 28,422</u>

Total rent expense for the years ended June 30, 2016 and 2015 was approximately \$47,000 and \$45,000, respectively.

YCAP contracted with a general contractor to construct its new facility that was completed in the autumn of 2011. In September 2013, the building experienced a major water intrusion event. YCAP's legal counsel notified the liability insurance carrier that provided coverage to the contractors involved of the imminent claim for property damages and deficient workmanship. In July 2016, YCAP received a settlement in the amount of \$175,000, which in the opinion of management should cover the cost of necessary repairs to the building as well as its out-of-pocket legal fees.

12. Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2016 and 2015 consist of the following:

	<u>2016</u>	<u>2015</u>
Capital campaign donations	\$ -	\$ 4,497
Youth program grants and donations	28,119	27,936
Food program grants and donations	95,044	61,403
Other donor grants and donations	<u>90,494</u>	<u>64,353</u>
	<u>\$ 213,657</u>	<u>\$ 158,189</u>

13. Related Party Transaction

During the year ended June 30, 2016, YCAP provided food in the amount of \$1,429 for a church soup kitchen, of which a YCAP board member is the church's Pastor.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Financial Statements
June 30, 2016 and 2015

14. Unemployment Coverage

As a 501(c)(3) organization, YCAP has elected not to participate in the State Unemployment Tax system. However, YCAP does participate in the 501(c) Services Unemployment Compensation Trust program. Under the Trust program, YCAP makes contributions to a reserve account based primarily upon prior year's experience. Unemployment claims are paid to the State by the Trust from YCAP's reserve account. YCAP can be required to make additional contributions to the Trust in case of unusually large claims; however, stop-loss insurance protects the Trust and its participating agencies in the event of catastrophic losses.

15. McMinnville Area Community Foundation

On April 28, 2015, YCAP'S Board of Directors voted to invest \$50,000 to McMinnville Area Community Foundation (MACF) to establish an endowment fund for the benefit of the Organization and to encourage future growth of the endowment by other donors. The endowment fund was created on May 7, 2015 and is known as the YCAP Fund. The Organization irrevocably transferred the cash to the endowment fund in the form of a contribution. The contribution is included in miscellaneous expense in the accompanying Statement of Functional Revenues and Expenses for the year ended June 30, 2015. The Organization has no control over the investment or reinvestment of Fund assets. MACF has exclusive control over the YCAP Fund and MACF charges the fund an annual service fee which shall not exceed 1% of the Fund's net assets. The Organization is entitled to distributions from the YCAP Fund. The distributable amount of the Fund shall be calculated according to MACF's Spending Policy and Oregon's Uniform Prudent Management of Institutional Funds Act (UPMIFA), at a rate to be determined by MACF's Board of Directors.

16. Subsequent Events

YCAP has evaluated events and transactions occurring after June 30, 2016 through October 18, 2016, the date the financial statements were available for issuance, for potential recognition or disclosure in the financial statements and have concluded no other subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

FEDERAL PROGRAM REPORTS

YAMHILL COMMUNITY ACTION PARTNERSHIP
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2016

<u>Pass-through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>
<u>MAJOR PROGRAMS</u>		
<u>U.S. Department of Health and Human Services</u>		
Passed through Oregon Department of Housing and Community Services		
Low-Income Home Energy Assistance Program		
Energy Assistance and Administration	93.568	\$ 552,074
Energy Assistance and Administration - TTA	93.568	1,938
Energy Assistance and Administration - Education	93.568	18,083
Weatherization	93.568	51,383
Weatherization - TTA	93.568	600
Weatherization - Education	93.568	6,120
TOTAL MAJOR FEDERAL AWARDS		<u>630,198</u>
 <u>NONMAJOR PROGRAMS</u>		
<u>U.S Department of Agriculture</u>		
Passed through Oregon Food Bank		
Emergency Food Assistance Program Admin	10.568	12,043
Emergency Food Assistance Program Commodities (In-Kind)	10.569	<u>219,168</u>
Total U.S. Department of Agriculture		<u>231,211</u>
 <u>U.S. Department of Housing and Urban Development</u>		
Direct Funding		
Continuum of Care	14.235	45,638
Passed through United Community Action Network		
Continuum of Care	14.235	<u>86,532</u>
Sub-Total		<u>132,170</u>
Passed through Oregon Department of Housing and Community Services		
Emergency Shelter Grant Program	14.231	52,413
Home TBA	14.239	78,080
Sub-Total		<u>130,493</u>
Total U.S. Department of Housing and Urban Development		<u>262,663</u>

YAMHILL COMMUNITY ACTION PARTNERSHIP
Schedule of Expenditures of Federal Awards - Continued
For the Year Ended June 30, 2016

<u>Federal Grantor/ Pass-through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>
<u>NONMAJOR PROGRAMS - Continued</u>		
<u>U.S. Department of Veterans Affairs</u>		
Passed through Community Action Partnership of Oregon VA Supportive Services for Veteran Families Program	64.033	<u>139,361</u>
<u>U.S. Department of Energy</u>		
Passed through Oregon Department of Housing and Community Services		
DOE Weatherization	81.042	47,202
DOE TTA	81.042	<u>7,472</u>
Sub-Total		54,674
BPA Weatherization and TTA	81.xxx	<u>19,930</u>
Total U.S. Department of Energy		<u>74,604</u>
<u>U.S. Department of Health and Human Services</u>		
Direct Funding		
Transitional Living for Homeless Youth	93.550	187,562
Education & Prevention to Reduce Sexual Abuse of Runaway Homeless and Street Youth	93.557	110,751
Basic Center Grants	93.623	<u>137,331</u>
Total Direct Funding		435,644
Passed through Oregon Department of Housing and Community Services		
Temporary Assistance for Needy Families - HSP	93.558	6,915
Community Services Block Grant		
CSBG Discretionary	93.569	<u>123,599</u>
Total U.S. Department of Health and Human Services		<u>566,158</u>
<u>U.S. Department of Homeland Security</u>		
Passed through Federal Emergency Management Agency		
Emergency Food and Shelter National Program	97.024	<u>30,918</u>
TOTAL NONMAJOR FEDERAL AWARDS		<u>1,304,915</u>
TOTAL FEDERAL AWARDS		<u>\$ 1,935,113</u>
Percentage of major awards to total awards		<u>32.6%</u>

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2016

(1) Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Yamhill Community Action Partnership (YCAP) under programs of the federal government for the year ended June 30, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of YCAP, it is not intended to and does not present the financial position, changes in net assets, or cash flows of YCAP.

(2) Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(3) Expenditures to Subrecipients

There were no federal expenditures to subrecipients during the year ended June 30, 2016.

(4) Loans Outstanding

There were no outstanding loans or loan guarantees that were related to federal programs during the year ended June 30, 2016.

(5) Insurance Coverage

The total liability insurance coverage in effect for the year was \$3,000,000.

(6) Indirect Cost Rate

YCAP has elected not to use the 10% de minimis indirect cost rate allowed under Uniform Guidance.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2016

1. Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
• Material weakness identified?	<u>No</u>
• Significant deficiencies identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

Federal Awards

Internal control over major program:	
• Material weakness identified?	<u>No</u>
• Significant deficiencies identified?	<u>None reported</u>

Type of auditor's report issued on compliance for major programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	<u>No</u>

Programs tested as major programs:	
<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
93.568	Low-Income Home Energy Assistance Program

Dollar threshold used to distinguish between type A and B programs:	<u>\$750,000</u>
---	-------------------------

Auditee qualified as low-risk auditee?	<u>Yes</u>
--	-------------------

2. Findings relating to the general purpose financial statements reported in accordance with Government Auditing Standards: **None noted**

3. Findings and questioned costs relating to federal awards: **None noted**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

October 18, 2016

Board of Directors
Yamhill Community Action Partnership
McMinnville, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Yamhill Community Action Partnership (a non-profit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 18, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Yamhill Community Action Partnership's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Yamhill Community Action Partnership's internal control. Accordingly, we do not express an opinion on the effectiveness of Yamhill Community Action Partnership's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Yamhill Community Action Partnership's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Markusen & Schwing

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
THE UNIFORM GUIDANCE**

October 18, 2016

Board of Directors
Yamhill Community Action Partnership
McMinnville, Oregon

Report on Compliance for Each Major Federal Program

We have audited Yamhill Community Action Partnership's compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of Yamhill Community Action Partnership's major federal programs for the year ended June 30, 2016. Yamhill Community Action Partnership's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Yamhill Community Action Partnership's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Yamhill Community Action Partnership's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Yamhill Community Action Partnership's compliance.

Opinion on Each Major Federal Program

In our opinion, Yamhill Community Action Partnership complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Other Matters

Report on Internal Control Over Compliance

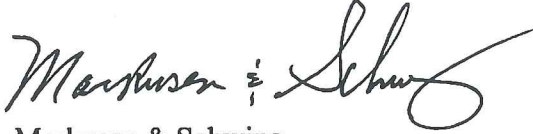
Management of Yamhill Community Action Partnership is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Yamhill Community Action Partnership's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Yamhill Community Action Partnership's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

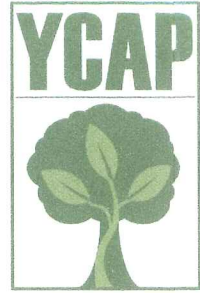
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of the Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script, appearing to read "Markusen & Schwing". The signature is written in black ink and is positioned above the printed name.

Markusen & Schwing



February 28, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

RE: 2016-17 Transient Lodging Tax Small Grant Program

Dear Mr. Rux,

We are writing in support of the Yamhill Community Action Partnership's application for your 2016-17 Transient Lodging Tax Small Grant Program.

These grant funds would be ideal to support YCAP's third annual "Light the Fire" fundraiser, scheduled for Sunday, October 1, 2017 on the corner of E First Street and Edwards. This lively event has continued to grow in popularity. Plans this year include another outstanding meal hosted at Ruddick/Wood by Paul Losch, Kyle Lattimer, and several local well-known chefs, and an eclectic street party in the Hopp Insurance parking lot featuring outstanding music and entertainment, including performances from high-profile Portland entertainers.

Promotion during the first two years was targeted toward the Newberg/Dundee and McMinnville communities, but the YCAP Event Planning Team believes it is now time to reach out more to the Portland Metro Area as well.

We hope you will choose to support their efforts to help develop another unique entertainment and culinary event that will continue to build Newberg's reputation as an exciting tourist destination.

Thank you for your consideration.

Sincerely,

Ryan Conner, Vice-Chair
YCAP Board of Directors

John Larsen, Treasurer
YCAP Board of Directors

Jon George, Secretary
YCAP Board of Directors

Board Chair Gwen Jernstedt is recovering from a medical procedure and was unavailable.

AMENDED ANNUAL REPORT



Corporation Division
www.filinginoregon.com

E-FILED
Feb 06, 2017
OREGON SECRETARY OF STATE

REGISTRY NUMBER

14214613

REGISTRATION DATE

01/22/1980

BUSINESS NAME

YAMHILL COMMUNITY ACTION PARTNERSHIP

BUSINESS ACTIVITY

HELPING LOW INCOME, SENIORS, VETERANS, AND PHYSICALLY/MENTALLY CHALLENGED INDIVIDUALS
AND FAMILIES GAIN SELF SUFFICIENCY

MAILING ADDRESS

1317 NE DUSTIN CT
MCMINNVILLE OR 97128 USA

TYPE

DOMESTIC NONPROFIT CORPORATION

PRIMARY PLACE OF BUSINESS

1317 NE DUSTIN CT
MCMINNVILLE OR 97128 USA

JURISDICTION

OREGON

REGISTERED AGENT

JEFFREY SARGENT

1317 NE DUSTIN CT
MCMINNVILLE OR 97128 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

PRESIDENT

GWEN JERNSTEDT

PO BOX 681
CARLTON OR 97111 USA

SECRETARY

ANN SCOTT

16780 SW MUDDY VALLEY RD
MCMINNVILLE OR 97128 USA



By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

ELECTRONIC SIGNATURE

NAME

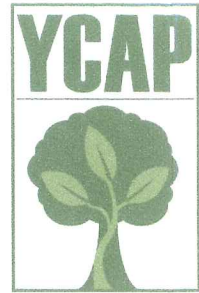
JEFFREY SARGENT

TITLE

DIRECTOR

DATE SIGNED

02-06-2017



February 28, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

RE: 2016-17 Transient Lodging Tax Small Grant Program

Dear Doug,

I am writing in support of the Yamhill Community Action Partnership's application for your 2016-17 Transient Lodging Tax Small Grant Program.

These grant funds would be ideal to support their third annual "Light the Fire" fundraiser, scheduled for Sunday, October 1, 2017 on the corner of E First Street and Edwards. This lively event has continued to grow in popularity. Plans this year include another outstanding meal hosted at Ruddick/Wood by Paul Losch, Kyle Lattimer, and several local well-known chefs, and an eclectic street party in the Hopp Insurance parking lot featuring outstanding music and entertainment, including performances from high-profile Portland entertainers. I've attended and it is a wonderful Newberg attraction.

Promotion during the first two years was targeted toward the Newberg/Dundee and McMinnville communities, but the YCAP Event Planning Team believes it is now time to reach out more to the Portland Metro Area as well. I encourage you to support their efforts to help develop another unique entertainment and culinary event that will continue to build Newberg's reputation as an exciting tourist destination.

Thank you for your consideration.

Sincerely,

Mary Starrett
Yamhill County Commissioner
YCAP Board Member

February 27, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

RE: 2016-17 Transient Lodging Tax Small Grant Program

Dear Mr. Rux,

I am writing to express my support for the Yamhill Community Action Partnership's application for the 2016-17 Transient Lodging Tax Small Grant Program for their annual 'LIGHT THE FIRE' fundraising event on October 1, 2017. I attended the 2016 event with my husband and we became supporters of YCAP. As a resident of Newberg for the last several years, I am always impressed by the community support from Kyle Lattimer and Paul Losch of Ruddick Wood. Their generosity and partnership with other nationally known restaurants for the 2017 'LIGHT THE FIRE' fundraiser is gaining a reputation that will promote Newberg as a destination location for local, national and global tourists.

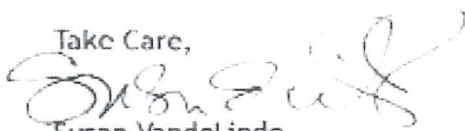
YCAP's Event Planning Team is dedicated to promoting the event this year by featuring entertainment and artists from the Portland area and inviting potential donors throughout metro Portland and beyond.

Support and interest from this unique event ensures exposure to our Newberg community as well as commitment and interest to YCAP.

I encourage you to support our 'LIGHT THE FIRE' YCAP event by issuing your grant to an organization that is committed to promoting the strong partnerships of our local businesses while developing relationships for the organization.

Thank you for your time and consideration.

Take Care,



Susan Vandelinde
4752 Clubhouse Dr
Newberg, OR 97132

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

Dear Doug,

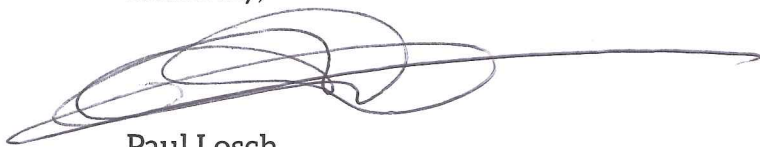
I am writing to express my support for YCAP's application for the 2016-17 Transient Lodging Tax Small Grant Program and ask that you strongly consider providing funds to help grow the 3rd annual, 'Light the Fire,' event, on October 1st, 2017.

As one of the owners of Ruddick/Wood, I have been the culinary lead for 'Light the Fire' since it's inception. A group of local volunteers, including myself, spend a tremendous amount of time and energy planning and preparing for this event; something I do because I believe in the YCAP mission and value they bring to the community, as well as the great spotlight this event brings to our local business community and the city of Newberg.

'Light the Fire' showcases some of Newberg's strongest assets and rising stars in the local food and beverage scene alongside touring musical talent, local art and entertainers. As I'm sure you are aware, the Newberg area continues to grow as a destination for beer, wine and food lovers, and this event provides a unique atmosphere to showcase these talents. This natural draw, coupled with a comprehensive marketing campaign enables people from across the state to learn about the event and use it as an added bonus to come, stay and play for the weekend or longer.

Please consider the value this event and YCAP as an organization brings to the city of Newberg. Thank you for your time and your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Losch', with a long horizontal flourish extending to the right.

Paul Losch
Chef/Owner
Ruddick/Wood