



# ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

April 05, 2023 at 6:00 PM

Wilsonville City Hall

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## **PARTICIPANTS MAY ATTEND THE MEETING AT:**

Wilsonville City Hall, 29799 Town Center Loop E, Wilsonville, OR

You can watch the meeting here: <https://us02web.zoom.us/j/86408354917>

## **TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

Register with Erika Valentine:

EValentine@ci.wilsonville.or.us or 503-570-1629

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Erika Valentine - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

## **CALL TO ORDER [6:00PM]**

1. Roll Call

## **CONSENT AGENDA [6:02PM]**

2. Approval of Minutes: 3.15.2023

## **CITIZEN INPUT [6:05PM]**

## **COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT REVIEW [6:10PM]**

3. COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT OVERVIEW
4. Charbonneau Arts Association - More Display Opportunities for Student Art in Expanded Exhibit Space (\$2,080)
5. Rubric
6. Oregon Old Time Fiddlers' Association District 7 - Oregon Fiddling: Exploring Our Oldest, Non-indigenous Music Heritage (\$10,000)
7. Rubric
8. Wilsonville Public Library Foundation - Wilsonville StoryWalk (\$7,416)

[9.](#) Rubric

[10.](#) Wilsonville Rotary Foundation - Rotary Summer Concerts 2023 (\$6,500)

[11.](#) Rubric

## **ADJOURN**

### **NEXT MEETING**

Wed, May 3, 2023 5:00 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Laura Ruggles, Program Coordinator at 503-783-7529 or [ParksandRec@ci.wilsonville.or.us](mailto:ParksandRec@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-783-7529.*



# ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

March 15, 2023 at 5:00 PM

Wilsonville City Hall

**PARTICIPANTS MAY ATTEND THE MEETING AT:**

Wilsonville City Hall, 29799 Town Center Loop E, Wilsonville, OR

You can watch the meeting here: <https://us02web.zoom.us/j/85229424433>

**TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

Register with Erika Valentine:

EValentine@ci.wilsonville.or.us or 503-570-1629

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Erika Valentine - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

**CALL TO ORDER [5:00 PM]**

**The meeting was called to order at 5:02PM**

1. Roll Call

PRESENT: Member Elaine Swyt, Member Angela Sims, Member Steven Traugh, Member Jason Jones, Member Benjamin Mefford, Member Susan Schenk, Member David Altman

ABSENT: Member Joan Carlson (excused), Member Deborah Zundel (excused)

EX OFFICIO/ CITY STAFF PRESENT:

Mayor Julie Fitzgerald, City Council Liaison  
Erika Valentine, Arts & Culture Program Coordinator  
Shasta Sasser, Library Director  
Bill Flood, Community Development Consultant  
Kris Ammerman, Parks and Recreation Director  
Brian Stevenson, Program Manager  
Amanda Guile-Hinman, City Attorney

**CONSENT AGENDA [5:02 PM]**

2. Approval of Minutes: 2.15.2023

Motion made by Member Schenk, Seconded by Member Mefford. Voting yea: Member Swyt, Member Sims, Member Traugh, Member Jones, Member Altman

**CITIZEN INPUT [5:05 PM]**

There was no citizen input.

**COMMISSION BUSINESS [5:10 PM]****3. Public Meetings, Public Records, and Ethics Presentation (Guile-Hinman) 5:10 PM**

City Attorney Amanda Guile-Hinman provided a presentation which covered things such as rules for communication outside public meetings, types of decisions commissioners make in meetings, Public Records definitions and rules, ethics, and conflicts of interest.

**4. Community Cultural Events & Programs (CCEP) Grant Preparation (Stevenson) 5:40 PM**

Program Manager Brian Stevenson presented on the CCEP Grant and Process in preparation for the April 5 grant review meeting. The presentation included reminders to the ACHC of what they will be receiving in their upcoming packets, how to review the applicants budgets, applicant presentations, rubrics, how to review their scope of project, etc. Stevenson clarified that the scoring rubric should be a tool to guide discussion and does not equate directly to the funding result. Stevenson recommended ACHC ask applicants if applicants do not receive full funding, will they be able to complete the project, or what portion of project is possible without full funding. Stevenson also clarified that the grant is a matching grant, and those matching resources can be product, time or financial. He noted that volunteer time is also a valid match and may be noted. Stevenson also reminded the ACHC that all applicants will be in the room and to be nonbiased for the review. Stevenson also reminded the ACHC how the discussion will go and how making a motion will take place about funding the application projects. Stevenson also let the group know the grant funding is not a reimbursement grant and that upon council approval the groups would receive the funding via check. A final report is also required at the end of the project. Stevenson also confirmed that any funds not distributed does not roll over due to the City's budget cycle.

**5. Tivoli Park Artist Selection (Valentine) 6:10 PM**

Arts and Culture Program Coordinator provided information and background on the Tivoli Art project. Valentine presented four OR/WA based artists for potential candidates to be hired for the Tivoli Project. Valentine provided work sample images for each artist for the ACHC to discuss and ultimately score and vote. The majority of this agenda item was open ACHC discussion. Several members were preferable to the Portland artists due to them being in closest proximity to Wilsonville. Members had varying thoughts on color scheme. The Commission was between two artists: Mark Brody and Karen Rycheck. Member Altman made a motion to approve Karen Rycheck as the first choice artist and Mark Brody as the second choice artist. The Motion was seconded by Member Mefford. Motion passed unanimously.

**STAFF REPORTS****6. Upcoming Programs and Events****ADJOURN**

The meeting was adjourned at 6:40PM

**NEXT MEETING**

WED APRIL 5, 2023 6:00 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Laura Ruggles, Program Coordinator at 503-783-7529 or [ParksandRec@ci.wilsonville.or.us](mailto:ParksandRec@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

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## Arts, Culture & Heritage Commission Staff Report

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**Date:** April 5, 2023

**From:** Brian Stevenson, Recreation Program Manager

**Erika Valentine, Arts & Culture Program Coordinator**

**Subject:** Community Cultural Events & Programs (CCEP) Grant Review

### **Grant Review Reminders:**

#### **As you review the grants you should be thinking about:**

- Does the application meet the criteria of the CCEP Grant as outlined in the Grant Guidelines document?
  - How does information provided contribute to the items on the Scoring Rubric?
- Does the budget provided describe how the funds will be spent?
  - Budgets should be detailed, not generalized, and clearly explain how awarded funds are going to be used.
- Does the application and project have a reasonable timeline for completion?

#### **How the review process will work:**

- ACHC members should read the grant application and grant guidelines prior to the meeting, and complete their scoring rubric. The rubric can be adjusted once ACHC members hear the presentation from the applicant and go through the Q and A session.
  - Applications and scoring should not be discussed with ACHC members ahead of the public meeting.
  - Questions regarding the application should be directed to City staff.
- Once the meeting begins, the applicant will have 3 minutes to tell the ACHC about their project.
- After their 3 minutes, the ACHC will have the opportunity to ask any clarifying questions they may have. As a Commission, please limit this Q & A to 5-10 minutes per applicant (if you don't have any questions, that's ok too).
- Following the Q & A, ACHC members will have an opportunity to discuss and share their thoughts/comments.
- Once all comments are shared, ACHC members will need to decide if they want to award the available funds and how much.
- This has typically been done with one member making a suggestion, others having an opportunity to comment or suggest an adjustment.
- At a point when the ACHC appears to be on the same page, a motion to award grant funds will be needed. A "second" of that motion will also be needed. At that time an opportunity for discussion is allowed before taking a vote on the motion. If the vote passes, the process is complete. If the vote does not pass, another motion will be needed and the above process repeated until a passing vote is accomplished.

The ACHC's recommendation by way of their motion would then get forwarded onto City Council for final approval.

**Purpose**

The grant is intended to aid Wilsonville non-profit organizations to produce projects, programs, or events that promote arts, culture, history, and heritage; and for festivals and special events for the benefit of the Wilsonville community. The grant program seeks to stimulate participation in local culture.

**Types of Projects to be Considered**

- A new project or event that would further arts, culture, history, or heritage for the benefit of the Wilsonville community.
- An annual Wilsonville event with the introduction of new or expanded attractions or partners that engages Wilsonville's artists, craft persons, and creatives.
- Media advertising, public relations, or marketing campaigns/projects in support of arts, culture, history, or heritage projects or events.
- Program improvements that increase access to arts, culture, history, and heritage for special populations including newcomers to Wilsonville, low-income residents, ethnic minorities, and others that may not feel included in community life.

**Applicant Criteria**

- 1) Applicant must be a qualified tax exempt or non-profit organization.
- 2) Only one City grant per fiscal year (July – June) will be awarded to any one organization.
- 3) Project/event must take place within the Wilsonville city limits
- 4) An organization that is awarded a grant will only be considered for a grant in future funding cycles if the previously awarded grant project has been completed and complied with grant procedures, including filing a final financial statement and project evaluation.

**Funding**

Funding for this grant program is \$25,000, which is disbursed to multiple organizations. The funds are made available from the City of Wilsonville general fund.

**Process**

The online application for the City of Wilsonville Community Cultural Events and Programs Grant will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- Applicants are strongly encouraged to attend the meeting of the City’s Arts, Culture, and Heritage Commission to make a brief presentation. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service, or program, not to recap or review your written material.

This meeting is scheduled on: Wednesday, April 5, 2023 at 6:00pm.

- Please be sure that your request satisfies the conditions of the grant and that you provide all the information requested. Incomplete applications will not be considered.

## **Evaluation Criteria**

The City of Wilsonville's Arts, Culture, and Heritage Commission will review applications and make funding recommendations to City Council according to the criteria and the intent of the grant program. Item 3.

## **Items to Address in Application**

- 1) The project must demonstrate a clear need for financial assistance. Factors such as all other available financial resources and the organization's total budget will be considered.
- 2) The project must demonstrate potential to further arts, culture, history, or heritage. Consideration will be given to the uniqueness and quality of your project.
- 3) Projects receiving grant funds must be completed by December 31, 2024.
- 4) The project must provide evidence of equal matching resources other than the grant.
  - Matched resources may be in the form of in-kind donations or cash.
  - Matching funds must be documented and must be committed prior to the distribution of grant funds.
- 5) Annual events must show continued access to additional supporting funds other than City resources.

## **Important Financial Information**

- 1) The total maximum amount to be granted is limited to \$25,000. Full funding is rare due to the number of applicants competing for the available funds.
- 2) If an organization is awarded and accepts funds less than their request, they will be expected to fulfill the project as presented in their application or notify the City of alterations of the goals of the project. If a project is cancelled for any reason, any grant funds must be returned to the City of Wilsonville.
- 3) Upon receipt of grant funds, the administering organization agrees to be bound to the commitments of their application. If it is determined that grant monies are used for any item not specified within the grant application, or in the timeline specified, the funds in question must be returned to the City of Wilsonville.
- 4) The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- 5) The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served.

If you have any questions, please contact:

Brian Stevenson, Program Manager – Parks and Recreation Department

(503) 570-1523

[stevenson@ci.wilsonville.or.us](mailto:stevenson@ci.wilsonville.or.us)



**Community Cultural Events & Programs Grant  
April 2023 Application/Award Log**

<b>Organization/Business</b>	<b>Description</b>	<b>\$ Request</b>	<b>\$ Award</b>
<b>Charbonneau Arts Association</b>	<b>More Display Opportunities for Student Art in Expanded Exhibit Space</b>	<b>\$2,080.00</b>	
<b>Oregon Old Time Fiddlers' Association - District 7</b>	<b>Oregon Fiddling --- Exploring Our Oldest, Non-indigenous Music Heritage</b>	<b>\$10,000.00</b>	
<b>Wilsonville Public Library Foundation</b>	<b>Wilsonville StoryWalk</b>	<b>\$ 7,416.00</b>	
<b>Wilsonville Rotary Foundation</b>	<b>Rotary Summer Concerts - 2023</b>	<b>\$6,500.00</b>	

<b>\$25, 996.00</b>	
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**Project Title**

More Display Opportunities for Student Art in Expanded Exhibit Space

**Applicant Name**

Charbonneau Arts Association

**Contact (Name)**

Cathi McLain

**Title**

Immediate Past-President, Festival Organizing Chair

**Project Duration**

Start Date April 1, 2022

**Estimated Completion Date**

December 31, 2023

**Project Budget**

**Total Project Budget**

\$ 5,100.00

**Applicant Cash Match (a)**

\$ 500.00

**In-Kind Resources (b)**

\$ 2,530.00

**Total Applicant Match (a+b)**

\$ 3,030.00

**Grant Request**

\$ 2,080.00

### **Provide a project description**

We are requesting assistance to purchase additional display panels and hanging materials for the Student Art Gallery that is a major part of Arts with Flair, The Charbonneau Festival of the Arts. This will be the festival's 39th year, scheduled for September 22-24, 2023. Thanks to the addition of the new Activities Building, the 2022 festival was the biggest and best since the first "art fair" was held at Charbonneau in 1983. The new building allowed us to more than double the space available for the student art gallery, fine art gallery, and artisan-vendor show. A music stage was also added. Our major fundraising component is the Silent Auction, held on opening night, along with the Fine Art and Student Galleries. We raised enough to allow us to donate \$5,500 to each of the two high schools (Wilsonville and Canby) that we support. With the added space afforded by the new building, the Student Art Gallery's exhibit space expanded from a small board room in the old clubhouse to one of the larger spaces in the Activities Building. The Fine Art Gallery was also expanded to include more artists and more art. Since 2019, thanks to generous grants from the City of Wilsonville and Clackamas County Cultural Coalition, we have been able to replace rented display panels with Pro Panels, a flexible system that allows for art to be displayed on both sides, and to be arranged in a variety of configurations. With the expanded space for the Student Gallery, the panels we purchased in 2021 and 2022 were inadequate for the amount of art the teachers displayed, so they had to tape much of it to the walls and use easels and tabletops. They have specifically requested more display panels for this year's gallery.

### **How will your project promote arts, culture, history, or heritage in Wilsonville**

As a project that has been held annually since the 1980's, the Charbonneau Festival of the Arts has grown from a small neighborhood arts and crafts fair to a major promoter of the arts that extends beyond Charbonneau to the greater Wilsonville and Willamette Valley areas. Recently, the Charbonneau festival has helped to fill a gap until Wilsonville Arts and Culture Council (WACC) returns with the Wilsonville Festival of Arts in the Parks. Our partnership with WACC continues to support the display and promotion of student art in the community. Our mission is to provide a venue for the appreciation and promotion of visual arts and other fine arts, create opportunity for local public high school students to exhibit and demonstrate their art and provide ongoing support for the public-school arts programs in the Wilsonville and Canby areas of Clackamas County. By providing financial support to Wilsonville High School's art programs, we help to support the future artists in our community.

### **How will your project benefit the Wilsonville Community?**

The Charbonneau Festival of the Arts is a free event that is open to the community of Wilsonville. The festival is run by volunteers, all but a few of whom are Wilsonville residents. World-class musicians perform on the weekend, the Artisan-Vendor Show offers local artisans and artists a venue for sale of their wares, and the Fine Art Gallery offers community members a chance to view and purchase fine art by area artists. The Student Gallery showcases the impressive work of their high school's art students. Our financial support of Wilsonville High School art classes is by extension, a benefit to the Wilsonville Community.

**What are your organization's goals for this project? (Use measurable data if possible.) How will you know that you succeeded in your goals?**

Our goals for this project are to increase exhibit resources for the Student Art Gallery that is part of the Charbonneau Festival of the Arts. With the addition of the new panels, the teachers and festival volunteers will have an easier time creating a visually pleasing gallery. We would be able to expand our display space to allow for at least 50 additional pieces of art and expand to include some junior high art.

**If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.)**

We have received grant funding from the City of Wilsonville in the past that allowed us to make our first purchases of Pro Panel displays and to subscribe to a registration program that helped us to expand the number and quality of our exhibitors. With the addition of new panels for the Student Art Gallery in 2023, we will not only expand the capability of our high schools to display their art, but we expect to also have space to add student art from at least one junior high school for the first time.

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

We are an all-volunteer organization with a 10-member board of directors. The Festival Organizing Committee chair is a member of the board. The committee meets monthly and consists of artists, former teachers, event planners, teachers from the two high schools we support, and a member of the Charbonneau Country Club staff. We have a cadre of volunteers with the expertise needed to manage our organization and the festival, including finances and budgets; a talented web administrator who donates her time and many of her costs; several event planners; and many artists and artisans. Two of our board members are tasked with securing sponsors, which helps support festival expenses and allows for more donations to the high school arts programs.

**Project Budget**

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
ADDITIONAL PANELS FOR STUDENT ART EXHIBIT:	
IN-KIND - 4-day Facilities Rental & LT Storage for Student Exhibit	\$1,530.00
IN-KIND - Labor for curation, setup, hanging, takedown, cleanup	\$1,000.00
Cash Match for new Volunteer-made hanging system	\$500.00
Wilsonville Grant for the stand-up Panels, Lighting, Storage covers	\$2,080.00
<b>Total Project Income</b>	<b>\$5,110.00</b>

Expenses - Must be specifically itemized	Amount
IN-KIND - NO CHARGE for 4-day Facilities Rental for Student Exhibit	\$1,530.00
IN-KIND - NO CHARGE for ~10-15 Volunteers Labor for the Festival	\$1,000.00
Item# Description Qty Each	
H7KD30DG 7' 30" KNOCK DOWN PANEL DARK GREY 8 \$160	\$1,280.00
3K DOUBLE DOUBLE PANEL LIGHT WITH 3000K BULBS 4 \$150	\$600.00
KDBAG30 KNOCK DOWN STORAGE COVER 30" WIDE 4 \$ 50	\$200.00
XXXXXXX HANGING SYSTEM FOR PANEL DISPLAYS 200 \$ 2.50	\$500.00
<b>Total Project Expense</b>	<b>\$5,110.00</b>

### Organization Budget

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

Fiscal Year: 1/1/2023 – 12/31/2023

Income Sources	Amount
Restricted and General Funds Carried Over from 2022	\$35,324.00
Fund Raising from Individual Donors	\$3,300.00
Music Stage Concert Series - Ticket Sales and Sponsorships	\$11,000.00
Arts Festival - Arts Sales, Silent Auction, Ticket Sales, Sponsorships	\$20,475.00
ADDITIONAL PANELS FOR STUDENT ART EXHIBIT - Grant Received	\$2,080.00
ADDITIONAL PANELS FOR STUDENT ART EXHIBIT - Donations Match	\$500.00
Sacajawea Statue Project - Donations and Fundrasing Events	\$38,575.00
<b>Total Organization Income</b>	<b>\$111,254.00</b>

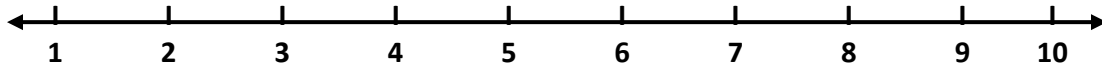
Expenses	Amount
Music Stage Concert Series - Expenses	\$7,000.00
Arts Festival - Expenses	\$10,940.00
ADDITIONAL PANELS FOR STUDENT ART EXHIBIT- Expenditures	\$2,580.00
Sacajawea Statue Project - Expenditures	\$52,000.00
Grants Given to High School Arts Programs	\$34,420.00
Management & General Expenses	\$1,450.00
General Funds Carried Over to 2024	\$2,864.00
<b>Total Organization Expense</b>	<b>\$111,254.00</b>

**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING**

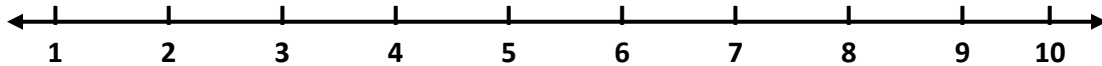
Item 5.

ACHC Member Name \_\_\_\_\_ APPLICANT Name \_\_\_\_\_

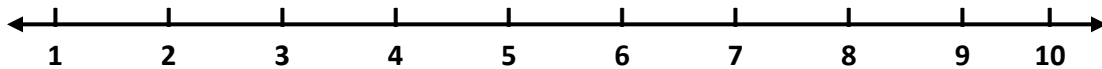
1. Project ability to promote arts, culture, history or heritage in Wilsonville:



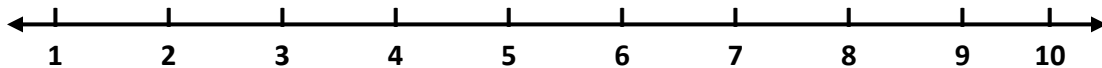
2. Project ability to benefit the Wilsonville Community:



3. Project clearly demonstrates a need for funding support:



4. Applicant/organization is well suited to produce the project/program:



5. ***\*\*This Q is only applicable if this is an annual event for which the organization has received Community Cultural Events and Programs Grant funding in the past)***

The organization has planned new additions or expanded attractions or partners:

YES

NO

6. Project completion date by December 31, 2023:

YES

NO

**TOTAL**

*\*Panelists have broad leeway to use this scoring system as a tool to help guide discussion and make decisions about funding (i.e. giving total or partial funding, not funding, etc.) The score is not indicative of the allocation of funding.*

**Project Title**

Oregon Fiddling --- Exploring Our Oldest, Non-indigenous Music Heritage

**Applicant Name**

Oregon OldTime Fiddlers' Association - District 7

**Contact (Name)**

Fred Davis

**Title**

Treasurer

**Project Duration: Start Date**

06/01/2023

**Estimated Completion Date**

12/01/2024

**Project Budget**

**Total Project Budget**

\$ 23,000.00

**Applicant Cash Match (a)**

\$ 2,300.00

**In-Kind Resources (b)**

\$ 7,700.00

**Total Applicant Match (a+b)**

\$ 10,000.00

**Grant Request**

\$ 10,000.00



### **Provide a project description**

American music genres are among the most dominant and popular on a worldwide basis, which include jazz, ragtime, swing, folk, oldtime, roots, bluegrass, country, pop, blues, Western, and many others. The Oregon Oldtime Fiddlers' Association (OOTFA) was formed in 1964 as a nonprofit organization committed to promoting traditional American music played on the violin and other acoustic instruments through music education, performances, and jam sessions.

Wilsonville is within District 7 of OOTFA, and this project would bring a fiddle contest event to the community and 4 public jam session performances. If the grant is awarded, then District 7 has over 80 members who will provide volunteers to perform and to run these events. In addition, District 7 would intend to reach out to Wilsonville's school district to offer several, master lifetime members as guest instructors in some of these music categories to enrich orchestra and other music classes.

### **How will your project promote arts, culture, history, or heritage in Wilsonville**

Oregon's oldest, non-indigenous musical heritage came from traditional music played on the violin usually called a fiddle. Music is part of our arts, culture, and heritage, and the fiddle was the most common musical instrument, having started with explorers and pioneers. The Corps of Discovery had only fiddles on the expedition, played by Pierre Cruzatte and George Gibson. A fiddle was small and sturdy but was also the leading musical instrument to help develop America's unique musical traditions, including jazz, ragtime, folk, and other genres which emphasize improvisation and accompany dancing. Fiddle contests have a long tradition, and Oregon began having such events when the first pioneers came to Wilsonville and other non-indigenous settlements. The Oregon OldTime Fiddlers' Association (OOTFA), a 501(c)3 nonprofit, has established an annual state championship contest qualifying winners for the National Fiddle Championship. Fiddlers in the Wilsonville community have also brought the first

non-adult fiddle contest to Oregon established by the nonprofit Fiddles on Wheels. This grant will allow OOTFA's District 7 (representing Wilsonville and Oregon's northwest region) to organize a fiddle contest and 4 jam sessions open to the Wilsonville community. The events will be held at a Wilsonville venue suitable for such performances, such as the Community Center, the Stein-Boozier Barn, the High School Auditorium, or another facility. Several members of District 7 are experienced music teachers of acoustic instruments for American music genres and will also reach out to the school district to offer enrichment instruction if desired by the schools' music programs.

### **How will your project benefit the Wilsonville Community?**

Traditional music occasionally has been available to the Wilsonville Community, but most of the public is not familiar with the rich heritage that created various American musical genres. Formal music education in schools concentrates on what is termed classical music, dictated in general by music originating in Europe and originally favored by the aristocracy, which depends on precision transcription, instruments playing in unison, avoidance of improvisation, and focused entirely on sheet music. The music on most radio, TV, and streaming services doesn't often concentrate on this traditional culture and heritage either. Although standard music notation has attempted to be applied to jazz, oldtime, blues, and other American music genres, this system can't entirely be used to reproduce the right sound. This project can be the catalyst for the Wilsonville Community to have more exposure to acoustic instruments that have modern and historical adaptation of the unique genres of America traditional music. The project will also be a resource for the school district to enrich the music education classes as well.

**What are your organization's goals for this project? (Use measurable data if possible.) How will you know that you succeeded in your goals?**

OOTFA's goals are the following: (a) to promote, preserve, and perpetuate Old-Time Fiddling and Old-Time Music; (b) to encourage everyone, especially young people, to play the fiddle and other string and acoustic instruments; and (c) to provide regular times and places to meet, to play, and to appreciate Old-Time Music. This project will assess the impact of 4 public jam sessions, a fiddle contest, and utilization of traditional music teachers by the school district, counting attendance in the case of public events and assessing the evaluations returned to the project from any teachers who decide to utilize OOTFA's master instructors. District 7 has a monthly jam session open to the public at the Sunnyside Grange in Happy Valley that regularly is attended by 30-50 people; an OOTFA-sponsored fiddle contest has had at least 100 attendees for the established, annual event; and OOTFA's programs with local schools are usually highly praised in evaluations from the music educators. These benchmarks can be utilized to provide measurable data for the success of the project.

**If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.)**

This project will be new programs and haven't received prior City grants.

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

Volunteers will come from the 120 members of OOTFA's District 7 in the Oregon counties of Clackamas, Clatsop, Columbia, Hood River, Washington, and Multnomah, as well as some out-of-state members of District 7 from Clark County in Washington State. Experienced impartial judges will come from the US Pacific Northwest. A longtime member of our District 7 has successfully organized the Oregon State Fiddle contest for the last nine years, which is open to contestants nationwide, and has offered to serve as an advisor with District 7's Vice Chair who also has experience with fiddle contests and who resides in neighboring West Linn, for organizing a fiddle contest located in Wilsonville. We will be utilizing ONLY Wilsonville-located building facilities, hotels, caterers, and other services whenever possible. Our OOTFA District 7 musicians have played (paid gigs) for multiple groups and events in this area, including the Oregon Historical Society, Clackamas County Fair, Sons and Daughters of Oregon Pioneers in Champoeg State Park, multiple nursing and retirement homes, and other venues for more than 40 years. For the past several years, District 7 has organized a monthly, public jam at the Sunnyside Grange in Happy Valley. Also, we have at least 5 master instructors who could be called upon by District 7 to participate in enrichment sessions with Wilsonville's public school music teachers.

### Project Budget

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

in kind/cash match

Income Sources	Amount
grant contribution for fiddle contest	\$5,000.00
contributions from other OOTFA Districts to support contest	\$2,000.00
admission fees and donations at contest	\$1,000.00
donation of use of equipment and cash	\$1,100.00
grant contribution for 4 public jam sessions	\$4,000.00
grant contribution for public music school enrichment	\$1,000.00
donation of copying and office supplies	\$500.00
labor for contest, school instruction, and jams	\$5,400.00
charitable grants (Kielhorn and others)	\$3,000.00
<b>Total Project Income</b>	<b>\$23,000.00</b>

Expenses - Must be specifically itemized	Amount
judges fees and lodging for contest	\$4,000.00
sound system rental	\$700.00
facilities rental	\$4,000.00
labor for contest, school instruction, and jams	\$5,400.00
copying and office supplies	\$1,000.00
administrative labor	\$2,000.00
contestant awards at fiddle contest	\$5,000.00
promotional materials	\$900.00
<b>Total Project Expense</b>	<b>\$23,000.00</b>

**Organization Budget**

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

Fiscal Year: 7/1/2022 to 7/23/2023

Income Sources	Amount
new Wilsonville project	\$23,000.00
dues	\$8,500.00
Districts contribution	\$4,500.00
convention	\$8,500.00
contest	\$5,750.00
misc. under \$1,000	\$3,950.00
<b>Total Organization Income</b>	<b>\$54,200.00</b>

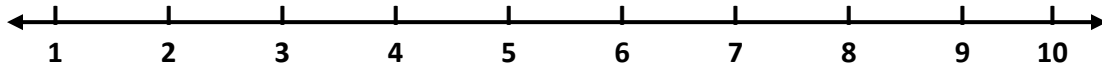
Expenses	Amount
new Wilsonville project	\$23,000.00
accountant	\$1,275.00
contest	\$8,000.00
convention	\$7,500.00
insurance	\$2,700.00
newsletter	\$6,240.00
misc. under \$1,000	\$5,485.00
<b>Total Organization Expense</b>	<b>\$54,200.00</b>

**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING**

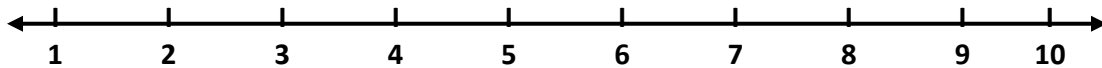
Item 7.

ACHC Member Name \_\_\_\_\_ APPLICANT Name \_\_\_\_\_

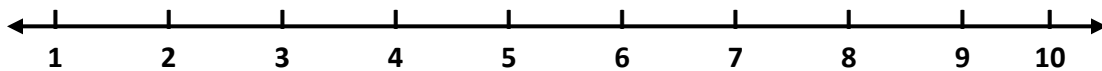
1. Project ability to promote arts, culture, history or heritage in Wilsonville:



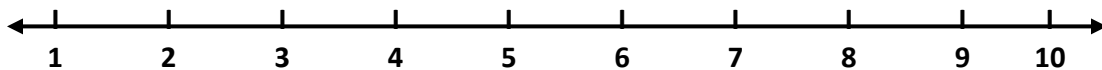
2. Project ability to benefit the Wilsonville Community:



3. Project clearly demonstrates a need for funding support:



4. Applicant/organization is well suited to produce the project/program:



5. ***\*\*This Q is only applicable if this is an annual event for which the organization has received Community Cultural Events and Programs Grant funding in the past)***

The organization has planned new additions or expanded attractions or partners:

YES

NO

6. Project completion date by December 31, 2023:

YES

NO

**TOTAL**

*\*Panelists have broad leeway to use this scoring system as a tool to help guide discussion and make decisions about funding (i.e. giving total or partial funding, not funding, etc.) The score is not indicative of the allocation of funding.*

**Project Title**

Wilsonville StoryWalk

**Applicant Name**

Wilsonville Public Library Foundation

**Contact (Name)**

Bob Renfro

**Title**

President of the Wilsonville Public Library Foundation

**Project Duration: Start Date**

6/1/2023

**Estimated Completion Date**

8/1/2023

**Project Budget**

**Total Project Budget**

\$ 16,616.00

**Applicant Cash Match (a)**

\$ 0.00

**In-Kind Resources (b)**

\$ 9,200.00

**Total Applicant Match (a+b)**

\$ 9,200.00

**Grant Request**

\$ 7,416.00

**Provide a project description**

StoryWalk® was originally founded in Montpelier, VT by Anne Ferguson. A StoryWalk is a series of signs, each containing a page/spread of a children's book. A StoryWalk gets families out into nature and enjoying a story at the same time; the perfect collaboration for a library and a parks and recreation department. The series of signs are made in a way where the story pages can be swapped out as often as you'd like. Each StoryWalk sign has a number on it, which directs the reader to the next sign. Typical story walks are a quarter to half a mile in length.

**How will your project promote arts, culture, history, or heritage in Wilsonville**

The StoryWalk will promote art through story book illustrations. Books will be swapped out to highlight various holidays, seasons, celebrations, etc... to expose the reader to the various cultures in Wilsonville. For example, the story in February may highlight Black History Month, or the story in June may highlight LGBTQ+ pride month. This grant would allow us to purchase 24 metal StoryWalk signs. This would allow for each StoryWalk to have an introductory and/or ending sign in addition to the story pages that highlights other associated city events. Stories would also have alternative text in Spanish to engage Spanish speaking families.

**How will your project benefit the Wilsonville Community?**

The project will benefit the community by giving them a year-round free, healthy, and accessible activity to do with their families. This activity promotes both physical health and reading comprehension.

**What are your organization's goals for this project? (Use measurable data if possible.) How will you know that you succeeded in your goals?**

Our goal for the StoryWalk program would be to provide roughly 1 story per quarter, or four stories a year with potential for more frequent stories in the summer months when weather is better, and there is a higher user frequency in our parks. We would also have the goal of providing these stories with Spanish text to reach a wider audience.

**If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.)**

N/A

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

The Library Foundation is applying for this grant with the understanding the both the Wilsonville Public Library and the Wilsonville Parks and Recreation department will run the program. The Parks team will install the signs and provide routine maintenance as needed. The Recreation Coordinator will work with library staff to produce the stories and install them. Staff and volunteers will help keep an eye on the wear and tear of the StoryWalk, as well as periodically clean the signs.

### Project Budget

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
In-Kind Sign Installation from Parks Team & concrete x 1 time	\$2,500.00
In-Kind StoryWalk design and construction x 3 years (warranty is 3 years) In Kind Costs: (based on \$30/hourly average-doesn't include benefits) 1 hour spent in selection of StoryWalk titles per quarter= (4 hours per year) =\$120 x3 years= \$360 4 hours spent in preparation of book to be installed (disassembly, lamination, printing background,etc) per quarter=(16 hours per year) Expenditure=\$480 x 3 years= \$1440 1 hour spent in installation of book pages per quarter (4 hours per year) Expenditure=\$120 x 3 years = \$360 0.5 hours per week in maintenance of the storywalk stands (cleaning off any debris, checking for any issues, etc.) (26 hours per year) Expenditure =\$780 x 3 years = \$2,340 Total Annual In Kind Expenditure/Staff=\$1500 x 3 years = \$4,500	\$4,500.00
In-Kind purchase of books (4 per year = \$200) x 3 years	\$600.00
In-Kind purchase of laminating sheets (\$200 a year) x 3 years	\$600.00
In-Kind routine maintenance (string-trimming)	\$1,000.00
<b>CCEP Grant- \$7,416</b>	<b>\$7,416.00</b>
<b>Total Project Income</b>	<b>\$16,616.00</b>

Expenses - Must be specifically itemized	Amount
<b>Barking Dog Storywalk Solutions signs x 24 (3 year warranty, incl. shipping)</b>	<b>\$7,308.00</b>
<b>Replacement acrylic inserts x 10 (\$80 + \$28 shipping)</b>	<b>\$108.00</b>
In-Kind Sign Installation from Parks Team & Concrete x 1 time	\$2,500.00
In Kind Costs: Staff time, books, laminating sheets, routine maintenance, etc... see details above	\$6,700.00
<b>Total Project Expense</b>	<b>\$16,616.00</b>



**Organization Budget**

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

Fiscal year \_\_\_\_\_ to \_\_\_\_\_

Expenses	Amount
Program costs-library support	\$24,900.00
Dolly Parton Imagination Library	\$20,400.00
Oregon Community Foundation-endowment fund	\$2,000.00
Insurance	\$1,200.00
Postage, printing and office expense	\$1,500.00
Web maintenance and promotional costs	\$2,500.00
Bookkeeping and credit card costs	\$1,200.00
Taxes	\$100.00
<b>Total Organization Expense</b>	<b>\$53,800.00</b>

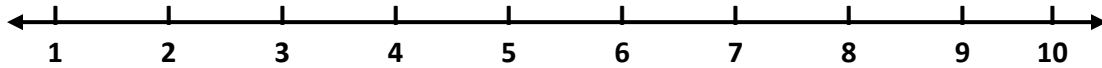
Income Sources	Amount
Contributions	\$47,700.00
Interest	\$15.00
Art sales	\$500.00
<b>Total Organization Income</b>	<b>\$48,215.00</b>

**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING**

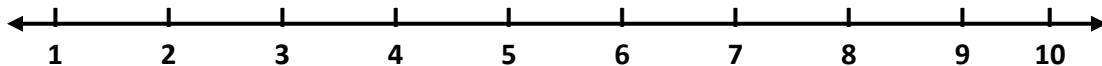
Item 9.

ACHC Member Name \_\_\_\_\_ APPLICANT Name \_\_\_\_\_

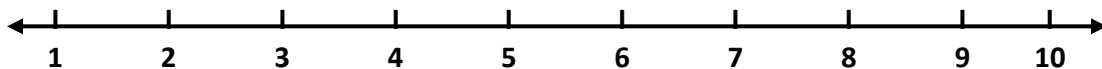
1. Project ability to promote arts, culture, history or heritage in Wilsonville:



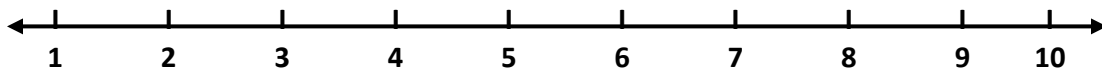
2. Project ability to benefit the Wilsonville Community:



3. Project clearly demonstrates a need for funding support:



4. Applicant/organization is well suited to produce the project/program:



5. ***\*\*This Q is only applicable if this is an annual event for which the organization has received Community Cultural Events and Programs Grant funding in the past)***

The organization has planned new additions or expanded attractions or partners:

YES

NO

6. Project completion date by December 31, 2023:

YES

NO

**TOTAL**

*\*Panelists have broad leeway to use this scoring system as a tool to help guide discussion and make decisions about funding (i.e. giving total or partial funding, not funding, etc.) The score is not indicative of the allocation of funding.*

**Project Title**

Rotary Summer Concerts - 2023

**Applicant Name**

Wilsonville Rotary Foundation

**Contact (Name)**

Richard Martens

**Title**

CoChair - Rotary Summer Concerts

**Project Duration: Start Date**

July 20, 2023

**Estimated Completion Date**

August 10, 2023

**Project Budget**

**Total Project Budget**

\$ 20,650.00

**Applicant Cash Match (a)**

\$ 14,150.00

**In-Kind Resources (b)**

\$ 0.00

**Total Applicant Match (a+b)**

\$ 14,150.00

**Grant Request**

\$ 6,500.00

**Provide a project description**

The Wilsonville Summer Concert Series will take place the last two Thursdays in July and the first two Thursday's in August. We work with a professional booking agency to curate a series of concerts that will appeal to a diverse interests. This year we will once again present Johnny Limbo and the Lugnuts who are perennial crowd pleasers. We will also have Taken by the Sky, a Fleetwood Mac tribute band as well as The Hit Machine, a popular group that has performed for us in the past. This year we are also adding Conjunto Alegre who offers pop music with a Latin flare. Each band will play a 2 hour headline act with intermission. Before each headline act, a local opening artist will perform for 45 minutes, resulting in a total event window of 3 hours each evening. Vendors will be located around Town Center Park to provide food, water, and information. Our volunteers will attend to the restrooms and trash receptacles.

**How will your project promote arts, culture, history, or heritage in Wilsonville**

The concerts continue to be the largest such offering in Wilsonville each year. We work to offer new groups and music styles each year. We endeavor to offer local artists for the opening acts.

**How will your project benefit the Wilsonville Community?**

The concerts provide residents and visitors an opportunity to gather as a community for a fun evening listening to great artists, enjoying a picnic, dancing, and watching their children play in the water features. The concerts draw people from all socio-economic circumstances. We believe many of those attending, often with their children, would not otherwise be able to attend a live concert. Our opening acts provide an opportunity for local artists to perform. The concerts continue to enhance Wilsonville's image as a family friendly community.

**What are your organization's goals for this project? (Use measurable data if possible.) How will you know that you succeeded in your goals?**

Our goal is to entertain between 4,000 and 5,000 concert goers at the four concerts and attract visitors from other communities. We believe the concerts equally serve each of the groups listed in this question. We believe many attendees, particularly families, could not otherwise afford to attend such a concert. Additionally, we will be raising money to eradicate polio by passing buckets for donations during the intermissions. Our goal is to raise \$10,000 in 2023.

**If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.)**

As in prior years we always add new bands to the concert series in order to keep the music fresh and to make sure that past concert goers return and new ones attend. Two of the four acts performing in 2020 are new to the series. We also have increased our advertising budget to reach a broader audience and attract more visitors. Additionally, we are constantly looking for new vendors that will add new food choices or new services.

We are also open to exploring with other organizations on how we might add attractions at the concerts, particularly visual arts.

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

The Wilsonville Summer Concert Series has been going since 2002. This is our 21st year. We will have some 40 to 50 volunteers working to make the events successful and enjoyable. We are currently in the process of obtaining business sponsors for this and our Heart of Gold annual fundraiser on April 06. We expect to have some 12 to 15 local sponsors again this year. These sponsorships, along with the other funds raised at the fundraiser, will provide our portion of the cost of the concerts and also fund a wide variety of projects in our community.

**Project Budget**

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
Community Fund Raising (Heart of Gold Event)	\$14,150.00
Grant Request	\$6,500.00
<b>Total Project Income</b>	<b>\$20,650.00</b>

Expenses - Must be specifically itemized	Amount
Advertising & Promotion	\$2,000.00
Fees & Rentals	\$950.00
Misc	\$250.00
Sound	\$4,000.00
Song Licensing	\$650.00
Talent Expense	\$12,800.00
	\$20,650.00
<b>Total Project Expense</b>	

**Wilsonville Rotary Foundation**  
**Budget Overview: FY 2023 - FY23 P&L**  
**January - December 2023**

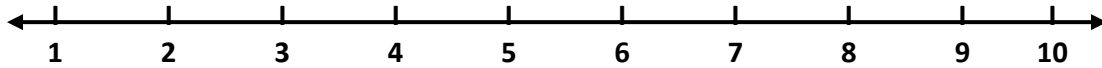
	<b>Total</b>
<b>Revenue</b>	
<b>4300 Grants Received</b>	6,500.00
<b>4400 T.A.C.E. - Direct Contributions</b>	20,000.00
<b>4900 Heart Of Gold Event</b>	
<b>4910 Sponsor</b>	27,500.00
<b>4920 Auction</b>	9,000.00
<b>4930 Dinner/Tickets</b>	11,250.00
<b>4940 Donations - Heart of Gold</b>	1,500.00
<b>4950 Heads &amp; Tails</b>	600.00
<b>4960 Raffle</b>	10,000.00
<b>4970 Paddle Raise</b>	12,000.00
<b>Total 4900 Heart Of Gold Event</b>	<b>71,850.00</b>
<b>Total Revenue</b>	<b>98,350.00</b>
<b>Cost of Goods Sold</b>	
<b>Auctioneer Fee</b>	3,000.00
<b>Bank Fees</b>	1,500.00
<b>Facilities/Dinner Expense</b>	11,200.00
<b>Misc Heart of Gold Expense</b>	2,250.00
<b>Printing, Postage, Plaques</b>	1,300.00
<b>Publicity &amp; Marketing</b>	750.00
<b>Raffle Expense / Payout</b>	2,800.00
<b>Software</b>	350.00
<b>Total Cost of Goods Sold</b>	<b>23,150.00</b>
<b>Gross Profit</b>	<b>75,200.00</b>
<b>Expenditures</b>	
<b>6100 Concerts</b>	
<b>Advertising, Printing &amp; Promotion</b>	2,000.00
<b>Fees &amp; Rentals</b>	950.00
<b>Misc</b>	250.00
<b>Sound</b>	4,000.00
<b>Talent</b>	13,450.00
<b>Total 6100 Concerts</b>	<b>20,650.00</b>

<b>6200 Program Expense - Youth</b>	
Interact Club	500.00
Scholarships	7,500.00
Youth Exchange - Fees	3,600.00
Youth Exchange - Stipend & Sch	2,000.00
<b>Total 6200 Program Expense - Youth</b>	<b>13,600.00</b>
<b>6250 Program Expense - other</b>	
Community Projects Other	9,500.00
International Service Project	2,500.00
Omelet Breakfast Expense	1,200.00
RYLA	950.00
<b>Total 6250 Program Expense - other</b>	<b>14,150.00</b>
<b>6300 TACE</b>	
Equipment Rental	650.00
Postage & Printing	200.00
Supplies & Expenses	14,400.00
Travel Expense	250.00
Volunteer BBQ & Food	4,500.00
<b>Total 6300 TACE</b>	<b>20,000.00</b>
<b>6700 Administration</b>	
Accounting Expense	650.00
Credit Card Fees - expense	200.00
Fees & Licenses	700.00
Printing Postage & Supplies	750.00
Storage Rental & Insurance	3,250.00
<b>Total 6700 Administration</b>	<b>5,550.00</b>
QuickBooks Payments Fees	150.00
<b>Total Expenditures</b>	<b>74,100.00</b>
<b>Net Operating Revenue</b>	<b>1,100.00</b>
<b>Net Revenue</b>	<b>1,100.00</b>

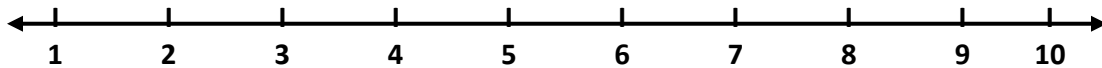
**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING**

ACHC Member Name \_\_\_\_\_ APPLICANT Name \_\_\_\_\_

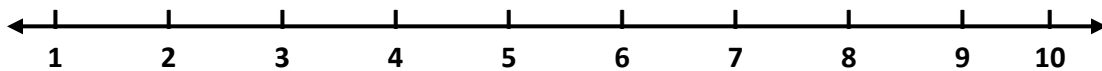
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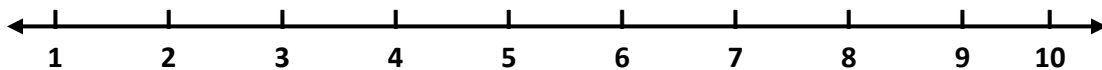
2. Project ability to benefit the Wilsonville Community:



3. Project clearly demonstrates a need for funding support:



4. Applicant/organization is well suited to produce the project/program:



5. ***\*\*This Q is only applicable if this is an annual event for which the organization has received Community Cultural Events and Programs Grant funding in the past)***

The organization has planned new additions or expanded attractions or partners:

YES

NO

6. Project completion date by December 31, 2023:

YES

NO

**TOTAL**

*\*Panelists have broad leeway to use this scoring system as a tool to help guide discussion and make decisions about funding (i.e. giving total or partial funding, not funding, etc.) The score is not indicative of the allocation of funding.*