



# ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

December 06, 2023 at 6:00 PM

Wilsonville City Hall

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

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/84477254668>

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

Register with Wilsonville Parks and Recreation:

[ACHC@ci.wilsonville.or.us](mailto:ACHC@ci.wilsonville.or.us) or 503-783-7529

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:

Wilsonville Parks and Recreation Department  
29799 SW Town Center Loop East, Wilsonville, OR 97070

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

1. Roll Call

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

- [2.](#) Approval of Minutes: 11.15.2023

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

## **COMMISSION BUSINESS [6:15 PM]**

- [3.](#) Community Cultural Events & Programs Grant Guidelines
- [4.](#) All Applicants - Overview
- [5.](#) Charbonneau Arts Association - Marketing Assistance for Expanded Arts & Music Festival (\$3,500)
- [6.](#) Siempre La Guitarra - Wilsonville Guitar Festival (\$7,500)
- [7.](#) Wilsonville Choral Arts Society - Advertise and Harmonize (\$1,000)
- [8.](#) Wilsonville Rotary Foundation - Summer Concerts 2024 (\$7,000)
- [9.](#) Wilsonville STAGE - Community Awareness and Contribution Program for Wilsonville Stage (\$4,202)

## **ADJOURN**

### **NEXT MEETING**

Wed, Jan 17, 2024 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 the Parks and Recreation Department at 503-783-7529 or [ACHC@ci.wilsonville.or.us](mailto:ACHC@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

November 15, 2023 at 5:40 PM

Wilsonville City Hall

### CALL TO ORDER

A regular meeting of the Arts, Culture, and Heritage Commission (ACHC) was held at City Hall and called to order at 6:10PM.

This regular ACHC meeting followed a Joint Work Session Meeting with the Parks and Rec Advisory Board where both groups received information on the Community Services Block Master Plan. Minutes are not required for the work session.

### PRESENT

Member Benjamin Mefford, Member Susan Schenk, Member Chair Deb Zundel, Member Joan Carlson, Member Jason Jones, Member David Altman, Member Sageera Oravil Abdulla Koya, Member Vice Chair Angie Sims

### EX OFFICIO/ CITY STAFF/ GUESTS

Kris Ammerman, Parks and Recreation Director  
Erika Valentine, Arts & Culture Program Coordinator  
Ethan Picman, Library Services Manager

### CONSENT AGENDA

Member Carlson made a motion to approve the October 18, 2023 ACHC Minutes. Member Sims seconded the motion. Motion passed.

### CITIZEN INPUT

There was no citizen input.

### STAFF UPDATE

Erika Valentine provided City Council updates, mentioned the new gallery exhibit, CCEP Grant updates, etc.

### COMMISSION BUSINESS

#### Skatepark Mural RFQ Review (Valentine)

Valentine provided a draft of the Skatepark Mural RFQ to receive input and feedback from the ACHC.

#### Small - Medium Projects Brainstorm (Valentine)

Valentine provided examples of smaller/more community based Public Art Projects and prompted the ACHC to brainstorm additional ideas and themes. Art Banners and projects similar to the painted hearts warranted interested from the ACHC. The ACHC also discussed project themes such as history, cultural diversity, the river, nature, etc.

**ADJOURN**

Meeting adjourned 6:54pm

**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, December 6, 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 September 1, 2025
- 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:

Erika Valentine, Arts & Culture Program Coordinator – Parks and Recreation Department

(503) 570-1629

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

**Community Cultural Events & Programs Grant  
December 6, 2023 Application/Award Log**

<b>Organization/Business</b>	<b>Description</b>	<b>\$ Request</b>	<b>\$ Award</b>
<b>Charbonneau Arts Association</b>	<b>Marketing Assistance for Expanded Arts &amp; Music Festival</b>	<b>\$3,500.00</b>	
<b>Siempre la Guitarra</b>	<b>Annual Wilsonville Guitar Festival</b>	<b>\$7,500.00</b>	
<b>Wilsonville Choral Arts Society</b>	<b>Advertise and Harmonize</b>	<b>\$ 1,000.00</b>	
<b>Wilsonville Rotary Foundation</b>	<b>Rotary Summer Concerts - 2024</b>	<b>\$7,000.00</b>	
<b>Wilsonville STAGE</b>	<b>Community Awareness and Contribution Program for Wilsonville Stage</b>	<b>\$4,202.00</b>	

<b>\$23,202.00</b>	
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**Project Title**

Marketing Assistance for Expanded Arts & Music Festival

**Applicant Name**

Charbonneau Arts Association

**Contact (Name)**

Cathi McLain

**Title**

Festival Organizing Chair and Board Member

**Project Duration**

Start Date June 1, 2024

**Estimated Completion Date**

December 31, 2024

**Project Budget**

**Total Project Budget** \$ 16,050.00

**Applicant Cash Match (a)** \$ 7,150.00

**In-Kind Resources (b)** \$ 2,750.00

**Total Applicant Match (a+b)** \$ 9,900.00

**Grant Request** \$ 3,500.00



### **Provide a project description**

We are asking for support for an advertising campaign to promote attendance at our expanded Arts and Music Festivals. The 40th Annual Charbonneau Festival of the Arts is scheduled for October 11-13, 2024. In 2022, a free Jazz@Charbonneau music festival was added to the weekend's events, which included the Opening Night Gala Reception, Student Art Gallery, Fine Art Gallery, Artisan Vendor Show, and Silent Auction. That music event led to the creation of the Music Stage@Charbonneau, with several concerts during the year, and ticket sales that covered the cost of the musicians and allowed for the establishment of a Performing Arts Grant Fund for Wilsonville and Canby High Schools, the two high schools we support.

Jazz@Charbonneau returned to the arts festival in 2023, with world-class musicians but lower-than-expected attendance. After analyzing the various components of the festival, the CAA Board decided that the jazz festival would have more impact if separated from the arts festival and held during the summer when the outdoor covered Pavilion at Charbonneau is available, and the music can stand on its own. The re-imagined Wilsonville Jazz Festival at Charbonneau is scheduled for August 11, 2024. Rather than absorbing the costs of the musicians, as we did in 2022 and 2023, we will sell a ticket for the entire day's and evening's musical line-up so that we can cover the costs and hopefully have a better chance to raise funds to support our Performing Arts Grant Program.

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

In the absence of the Wilsonville Festival of Arts in the Park, the Charbonneau festival has filled the gap for arts exhibition programs. The addition of the music stage and a separate jazz festival add an extra cultural dimension that fills a community need.

### **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 and beyond. The festival is run by volunteers, all but a few of whom are Wilsonville residents. 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 Art 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. The addition of the summer Wilsonville Jazz Festival at Charbonneau brings world-class musicians to Wilsonville at an affordable cost in a beautiful setting.

**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 the project are to mount a successful music festival that matches the success of the festival of the arts and helps to generate sufficient revenue from ticket sales to allow us to provide financial support to performing arts programs at the high schools.

**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.)**

The Music Stage and Jazz@Charbonneau have added a new dimension to Charbonneau Arts Association's role in the Wilsonville community. All concerts are open to the public and are widely promoted by the musicians and Charbonneau Arts. With the name change to Wilsonville Jazz Festival at Charbonneau, we hope to fully embrace our membership in the community and gain acceptance as an important part of Wilsonville.

**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 includes 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
IN-KIND - Free Concert Facilities Rental by Charbonneau Country Club	\$1,500.00
IN-KIND - Free Concert Event Volunteer Hours	\$1,250.00
Ticket Sales & Sponsorships	\$9,800.00
Wilsonville CCEP Grant for Advertising Campaign	\$3,500.00
<b>Total Project Income</b>	<b>\$16,050.00</b>

Expenses - Must be specifically itemized	Amount
Musicians' Fees	\$6,150.00
Sound System Rental	\$500.00
Pamplin Media Group Advertising Campaign	\$2,000.00
Wilsonville Activity Guide Ad, Radio Spots, Calendar Ad	\$1,500.00
IN-KIND - Free Concert Facilities Rental by Charbonneau Country Club	\$1,500.00
IN-KIND - Free Concert Event Volunteer Hours	\$1,250.00
Program Printing, Signage	\$500.00
Net Proceeds to Performing Arts Grant Program (if we receive grant)	\$2,650.00
<b>Total Project Expense</b>	<b>\$16,050.00</b>

### Organization Budget

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

#### CAA Profit and Loss Budget Overview January through December 2024

**DRAFT:  
11/16/23**

**Jan - Dec  
'24**

Income		
1-1 — ART FESTIVAL Income		
4505 — GRANT requested (Clackamas County) 2024		3,500
4200 — Festival Sponsor (general)		4,600
4210 — Artisan Show Sponsor		0
4250 — Fine Art Festival Registrations		3,000
4290 — Artisans Resgistrations Income		3,000
4251 — Silent Auction		4,000
4252 — Art & Misc Sales		4,000
4253 — Opening Night Tickets Sales		2,000
4260 — In Kind Contributions		3,400
4270 — Income from Festival Games		0
1-1 — TOTAL ART FESTIVAL Income		<b>27,500</b>
1-2 — ART FESTIVAL Expenses		
5264 — Display Systems		3,500
5263 — Musicians & Entertainment		300
5261 — Misc Signage		500
5260 — Misc Supplies		250
5259 — Paid Programming Help		0
5258 — Website Expenses		1,000
5256 — Greater Giving Subscription		1,000
5250 — Zapplication Subscription		1,100
5255 — Food & Beverage Expenses		500
5200 — Festival Advertising Expenses		2,600
5285 - Artisan Festival Marketing costs		<b>1,000</b>

5201 — Printing & Other Materials	2,500
5251 — Silent Auction Expenses	1,000
5252 — Artists Sales Proceeds (30%)	2,800
5253 — Opening Night Expenses	1,000
5270 — Festival Games Expenses	0
5282 — Artisan Festival Other Expenses	600
1-2 — TOTAL ART FESTIVAL Expenses	<b>19,650</b>
<b>NET ART FESTIVAL PROCEEDS</b>	<b>7,850</b>
3-1 — JAZZ FESTIVAL	
4550 — GRANT requested (Wilsonville) 2024	3,500
4310 — Jazz Festival Ticket Sales	8,800
4320 — Jazz Festival Sponsors	1,000
In Kind Free Rental of Facilities	1,500
In Kind Volunteer Hours	1,250
Total 3-1 — JAZZ FESTIVAL	16,050
3-2 — JAZZ FESTIVAL Expenses	
5325 — Jazz Festival Other Costs	1,000
5310 — Jazz Festival Performers	6,150
5320 — Jazz Festival Marketing Costs	3,500
In Kind Free Rental of Facilities	1,500
In Kind Volunteer Hours	1,250
Total 3-2 — JAZZ FESTIVAL Expenses	13,400
<b>3-1 — JAZZ FESTIVAL Proceeds</b>	<b>2,650</b>
4-1 — MUSIC STAGE INCOME	
4300 — Music Stage Ticket Sales	20,000
4301 — Music Stage Sponsors	5,500
4302 — MSOC Donations	1
Total 4-1 — MUSIC STAGE INCOME	25,501
4-2 — MUSIC STAGE Concert Expenses	
5300 — MSOC Performers	14,000
5301 — MSOC Other Expenses	500

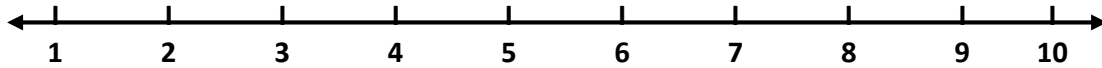
Total 4-2 — MUSIC STAGE Concert Expenses	14,500
<b>4-1 — MUSIC STAGE PROCEEDS</b>	<b>11,001</b>
5-1 — CAA FUND RAISING INCOME	
4000 — Individual Donations	1
4001 — Friends Campaign	1
4010 — Matching Campaign	3,500
Total 5-1 — CAA FUND RAISING INCOME	3,502
5-2 — CAA FUND RAISING EXPENSES	
5000 — Fundraising Expenses	200
Total 5-2 — CAA FUND RAISING EXPENSES	200
<b>5-1 — CAA FUND RAISING Proceeds</b>	<b>3,302</b>
9-1 — ADMIN & GENERAL Income	
4099 — Misc Income	50
<b>Total 9-1 — ADMIN &amp; GENERAL Income</b>	<b>50</b>
8-2 — CAA GRANTS given	
5902 — Performing Arts Grants Given	12,000
5901 — Fine Arts Grants Given	10,000
<b>Total 8-2 — CAA GRANTS given</b>	<b>22,000</b>
9-2 — ADMIN & GENERAL Expenses	
5001 — Corporate Filings	200
5003 — D&O Insurance Expense	1,200
5002 — PO Box Rental	200
5099 — Misc A&G Expenses	100
<b>Total 9-2 — ADMIN &amp; GENERAL Expenses</b>	<b>1,700</b>
Net Income CAA 2024 Budget	<b>1,053</b>

**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING**

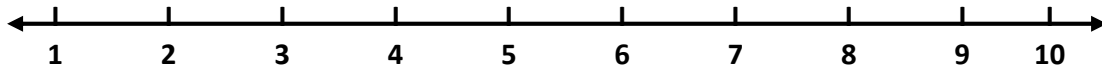
Item 5.

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

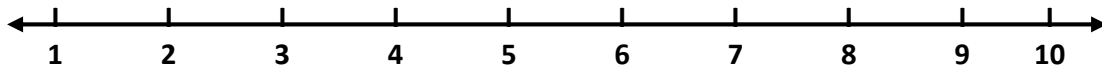
1. Project ability to promote arts, culture, history or heritage in Wilsonville:



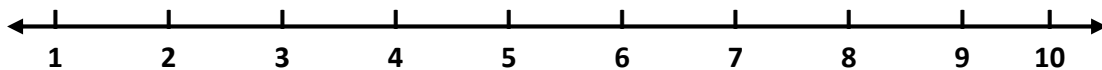
2. Project ability to benefit the Wilsonville Community:



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 September 1, 2025:

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**

Annual Wilsonville Guitar Festival

**Applicant Name**

Siempre la Guitarra

**Contact (Name)**

David Tutmark

**Title**

Artistic & Executive Director

**Project Duration: Start Date** January 1, 2024

**Estimated Completion Date** December 31, 2024

**Project Budget**

**Total Project Budget** \$ 12,500.00

**Applicant Cash Match (a)** \$ 1,500.00

**In-Kind Resources (b)** \$ 6,000.00

**Total Applicant Match (a+b)** \$ 7,500.00

**Grant Request** \$ 7,500.00



### **Provide a project description**

The nonprofit Siempre la Guitarra (<https://siemprelaguitarra.com/>) proposes the first of a two-day annual Wilsonville Classical Guitar Festival including public concerts, educational events, and vendor and business displays in the City of Wilsonville as a step towards developing the City of Wilsonville as a regional, state, and/or national recognized center for the classical guitar. Identifying the City of Wilsonville as a center for the classical guitar would benefit the City's hospitality, entertainment, and business communities and help create an identity of the City of Wilsonville as a center of the arts and culture in Oregon and beyond. To the knowledge of Siempre la Guitarra, no other regional nor state-wide city or community has put its name on a classical guitar festival of this kind.

The proposed two-day Wilsonville Classical Guitar Festival would feature a classical guitar concert on each of the two days. These concerts would be performed at the Stein-Boozier Barn in Wilsonville's Memorial Park and would be open to residents of Wilsonville and beyond. Anticipated performers would include international classical guitarist and Wilsonville resident, David Tutmark, Professor of Music at Clackamas Community College ND Director of the Clackamas Community College Guitar Ensemble, internationally recognized local and regional classical guitar performers such as Cameron O'Connor of OSU, Hilary Fields of the Seattle Classical Guitar Society, Dr. Peter Zisa of Collegium Musica, Mario Diaz of PSU, John Mery of Reed and Lewis & Clarke, recognized international male and female performers, and others, some of whom are members of local guitar ensembles from the Clackamas Community College, Collegium Musica, and OSU which would, also, be anticipated performers and educators.

The proposed two-day Wilsonville Classical Guitar Festival would also include guitar educational events including introductory guitar classes open to all ages at a central location in the City of Wilsonville such as the Wilsonville High School, Wilsonville Public Library, Clackamas Community College Wilsonville campus, or the Wilsonville City Community Center and master classes presented by the international performing artists for advanced guitarist in the same locations or music studios or educational facilities within the City of Wilsonville.

Finally, the concerts and educational events of the Wilsonville Classical Guitar Festival would be videotaped and recorded by professional-level video artists and one or more short videos would be produced for use by the participants and the City of Wilsonville to promote future Wilsonville Classical Guitar Festivals and Wilsonville as a center for the promotion of the classical guitar and the arts and culture. This festival will also, include displays and presentations by internationally recognized local guitar builders/luthiers from the Northwest Handmade Musical Instruments, musical stores and organizations, and Wilsonville businesses interested in promoting their services or products.

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

The proposed two-day Wilsonville Classical Guitar Festival concerts and educational events are organized and structured in a manner intended to meet the goals of the City of Wilsonville Arts and Culture Commission including the promotion of education, diversity, arts, civic engagement, entertainment, and community building. With the rich international history and appeal of the classical guitar, audiences are provided with a range of classical guitar music that has been composed and performed with the cultural influences of countries around the world spanning Europe with a special emphasis on Spain and Italy to Central and South America with special contributions from Argentina, Peru, Dominican Republic, and Cuba to mention just a few. Much of the classical guitar music is, also, composed in North America and Eastern Europe and reflects the art and culture of those world regions, and many classical guitar composers and performers are from the Pacific Northwest and the greater Portland metro area in particular. Because classical guitar music is enjoyed by a wide range of those who appreciate the art and culture of music, the proposed concert is expected to attract a large number of local and Portland Metro-wide guitar enthusiasts who are particularly interested in this genre of music. In addition, because the proposed concert would be free to the public, it would serve as an opportunity not only to promote the City of Wilsonville as a community that supports arts and culture but also as an educational introduction to those who have not already come to appreciate classical guitar music. Currently, classical guitar draws interest from a wide range of members of the community and those who come from or support cultures in their homes or languages.

Many of the best-known classical artists and composers are from Spanish-speaking countries which makes the classical guitar, by definition, a part of an international and worldwide music culture. It would be especially educational to younger people from the City of Wilsonville and surrounding communities who are encouraged to attend the proposed concert and learn of opportunities in Wilsonville and other communities, where they can study and learn guitar playing and composition. Not only would this proposed concert and resulting sound and video recording bring members of the City of Wilsonville together they would also offer the City of Wilsonville opportunities to use the recordings on its website or in other promotional materials to highlight the City's encouragement and support of this musical art form and art and culture in general.

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

The annual Wilsonville Classical Guitar Festival will contribute to the Wilsonville Community by creating a regional and statewide image of the city as a center for musical and creatives arts and culture. Residents will have an opportunity to participate in and enjoy the musical expressions and educational opportunities and Wilsonville businesses will have the opportunity to advertise and promote their products and services through the media created and

distributed to promote the festival and the displays and services they provide during the festival. While these are direct benefits to the Wilsonville Community, the broader benefits include the value to members of the community, services, and businesses to live in and conduct business in a city that has a prominent place in the classical guitar world and a ongoing relationship with a growing and developing classical guitar musical community.

The planned educational events will provide opportunities for people of all ages to be introduced or grow in their understanding and appreciation of the classical guitar and its place in the musical world and history. In addition to these general benefits, specific businesses that rely on the musical arts will benefit from the increased attention to Wilsonville as a center for classical guitar. Such organizations or businesses include the hospitality industry, wineries, arts and cultural organizations, businesses, media agencies, etc. Few if any American cities have developed an image as a center for the classical guitar so the potential of the festival to promote Wilsonville as such is enormous.

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

The intent of the two-day Wilsonville Classical Guitar Festival performances and educational events is to assist Siempre la Guitarra achieve its goals as stated in Article III of its bylaws that provide, in part, “the corporation shall direct, encourage, promote and stimulate the practice and appreciation of the musical arts among the people of the Pacific Northwest and beyond... to include performing and creative elements related to the classical guitar ... support local efforts which enable members of the community to be involved ... Work cooperatively with all musical and other arts and civic groups to build audiences and participants in the Arts; ... to develop and promote musical Arts in the Schools, and Arts in education in collaboration with other eligible city/county organizations; ... Coordinate community musical arts events, programs and performances; ... to elevate the quality of life for the citizens of the community; ... Sponsor and conduct concerts, competitions, contests, special events and awards for the purpose of promoting and supporting artistic excellence; ... to develop and promote community based cultural tourism.” Particularly to achieve this last goal, this project is designed to promote the City of Wilsonville as a center for the classical guitar and the Arts and Culture Commission by the number of participants from the City of Wilsonville and beyond and will be designed to serve people of all ages and abilities as shown by attendances and participation by individuals and businesses and organizations.

**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 is a first-time application.

**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 proposed Wilsonville Classical Guitar Festival will be promoted using Siempre la Guitarra’s extensive media resources developed over years of experience it has to promote local concerts of internationally recognized performing artists and its collaborative relationships with the Portland Guitar Society, the Corvallis Guitar Society, the Seattle Classical Guitar Society and the Pacific Northwest classical guitar community to promote the project’s two-day annual festival (<https://siemprelaguitarra.com/>). Drawing on its executive, media, and accounting staff, members of its Board of Directors and local volunteers, Siempre la Guitarra’s will organize, produce, and record the proposed two-day festival and educational events and collaborate and work closely with the City of Wilsonville Arts and Culture staff and Arts, Culture, and Heritage Commission to achieve the City and Commission’s goal of “a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene in Wilsonville” as provided in its Arts, Culture, and Heritage Strategy (ACHS) of November 2020 and, in particular, ACHS’s recommendation 2 to “make cultural diversity and ethnic inclusivity a priority” in the City of Wilsonville, this festival will draw on the origin of the classical guitar from Spanish stringed instruments of 5th and 16th centuries that evolved into the European baroque guitar in the 17th and 18th-centuries that makes the modern classical guitar an internationally musical instrument embraced by Latino, European, American, and, even, East Asian cultures.

**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
CCEP Grant	\$7,500.00
Cash donations	\$1,500.00
In-kind contributions	\$3,500.00
<b>Total Project Income</b>	<b>\$12,500.00</b>

Expenses - Must be specifically itemized	Amount
Travel expenses & honorariums to performers, workshop leaders,& organizers	\$5,750.00
Program & sponsor development, admin, & regional and state-wide promotion	\$2,450.00
2 day performance & educational site rent, set up, & management (non-profit rate)	\$3,100.00
Recording and video production	\$1,200.00
<b>Total Project Expense</b>	<b>\$12,500.00</b>

**Organization Budget**

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

Income Sources	Amount
Grants and donations	\$3,500.00
Concert Fees	\$1,200.00
CCEP Grant	\$7,500.00
CCEP In-kind contribution	\$3,500.00
CCEP Cash donations	\$1,500.00
<b>Total Organization Income</b>	<b>\$17,200.00</b>

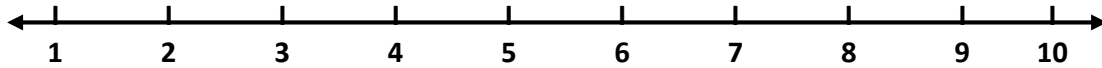
Expenses	Amount
Executive/Artistic Director	\$2,200.00
International Guest Artists	\$1,000.00
Accounting and Fiscal Management	\$850.00
Media and Marketing Direction	\$500.00
Miscellaneous office, equipment repair, bank fees,	\$150.00
CCEP Expenses	\$12,500.00
<b>Total Organization Expense</b>	<b>\$17,200.00</b>

**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING**

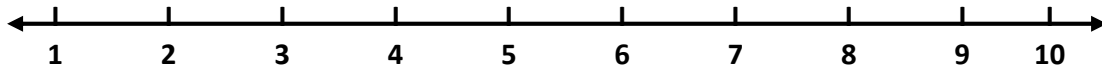
Item 6.

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

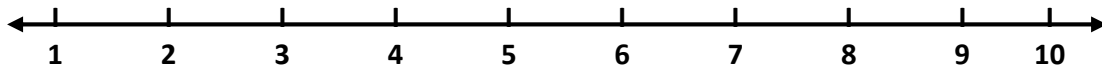
1. Project ability to promote arts, culture, history or heritage in Wilsonville:



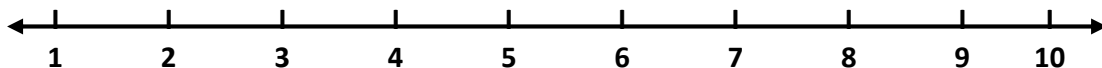
2. Project ability to benefit the Wilsonville Community:



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 September 1, 2025:

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**

Advertise and Harmonize

**Applicant Name**

Wilsonville Choral Arts Society

**Contact (Name)**

John Hillan-Payne

**Title**

President

**Project Duration:**

Start Date January 2, 2024

**Estimated Completion Date**

October 31, 2024

**Project Budget**

**Total Project Budget** \$ 2,000.00

**Applicant Cash Match (a)** \$ 1,000.00

**In-Kind Resources (b)** \$ 0.00

**Total Applicant Match (a+b)** \$ 1,000.00

**Grant Request** \$ 1,000.00



### **Provide a project description**

The Wilsonville Choral Arts Society is a non-profit organization that was founded in July 2019. We are a community choral group that serves children and adults in their respective choirs within the greater Wilsonville Area. We consist of choral members and an executive board that is made up of music teachers, parents, and community members at large. We are requesting funding for the Wilsonville Choral Arts Society, which would allow us to enrich our local community of Wilsonville with the gift of song, friendship, and civic engagement. In order to better to support and grow our organization, our goals with this project are to more widely advertise so that we can reach all community members who may enjoy participating in choral music. Our advertising goals include purchasing advertising space three times a year in the Wilsonville Activity Guide, obtaining more banners and flyers, buying t-shirts with our logo and customized pencils for our choir members, and hiring a graphic design student from Wilsonville High School.

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

We provide a music education experience for primary school children and adults in the City of Wilsonville. We are open to anyone who would like to learn more about music through singing, which includes people of all genders, races, religions, sexual orientations, abilities, educational backgrounds, and socio-economic status. Our children's choir provides opportunities for music education and relationship building for homeschooled children, as well as children from all local primary schools. Our adult choir is an inclusive organization to adults who work inside and outside of the home. A significant priority for us as a choral organization is to engage our community through local performances. Past and future community performances have included the Wilsonville Tree Lighting Ceremony, visits to Wilsonville retirement homes, caroling in or outside local businesses, and public concerts at neighborhood schools. If we are awarded a grant, we will be able to reach more community members through various means of advertisement, which will allow our choirs to grow and reflect more of our community and celebrate our art form with the City of Wilsonville.

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

Our project will benefit the Wilsonville Community by providing a fun and welcoming environment for both children and adults to engage in the art of choral singing, as well as providing free entertainment to all citizens who wish to hear choral music.

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

The goal of funding our advertising project is to extend out, educate about our organization, and include the diverse population of Wilsonville. The Wilsonville Choral Arts Society seeks to

reach as many people in Wilsonville as possible. We desire to serve everyone in the population, from youth to seniors, all abilities, backgrounds, and income levels. In alignment with these goals, we aim to expand our advertising reach through purchasing banners, flyers, t-shirts, and pencils, as well as buying advertising space in the Wilsonville Activity Guide. We will know that we have succeeded in our goals if we increase our choral membership participation in both our adult and children's choirs and when more citizens of Wilsonville become aware of our organization.

**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 is not an annual event.

**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.)**

Our board of directors is run by a group of volunteers, dedicated to furthering music education in Wilsonville. Our President, who is a local primary school music educator, is planning and conducting choir rehearsals. Our board consists of members who are parents, teachers, and community members. Our overhead operating expenses are very low, and it is our goal to keep them at a minimum. We utilize Lowrie Primary School as a rehearsal space. We also use local vendors in Wilsonville, such as the UPS Store and Prographics, who are contracted for the Wilsonville Activity Guide, as it is our goal to keep as much money as possible in our local 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
In-Kind Resources	\$1,000.00
Total Project Income	\$1,000.00

Expenses - Must be specifically itemized	Amount
75 Customized t-shirts for children and adults	\$1,200.00
Ad in Wilsonville Activity Guide (3 times a year at \$200)	\$600.00
Banners/signs from UPS Store	\$40.00
100 Customized pencils	\$60.00
\$100 Gift card for Wilsonville High School student graphic designer	\$100.00
Total Project Expense	\$2,000.00

**Organization Budget**

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

Income Sources	Amount
Donations	\$600.00
Registrations (Children's Choir)	\$1,350.00
Registrations (Adult Choir)	\$900.00
Total Income	\$2,850.00
Total Organization Income	\$2,850.00

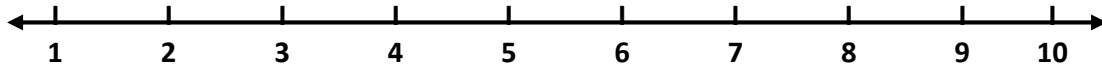
Expenses	Amount
Licensing Fees	\$120.00
Insurance	\$370.00
Room Rental	\$250.00
Advertising/Website	\$300.00
Sheet Music	\$500.00
Salaries/Payroll	\$1,500.00
Total Expenses	\$3,040.00
Total Organization Expense	\$3,040.00

# COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING

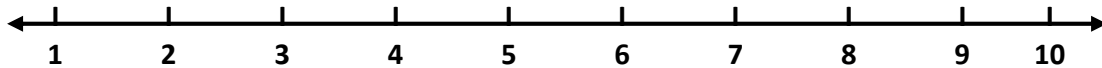
Item 7.

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

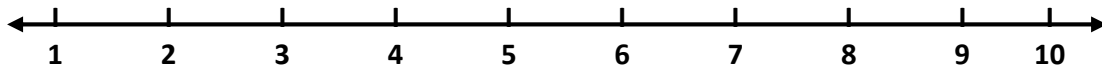
1. Project ability to promote arts, culture, history or heritage in Wilsonville:



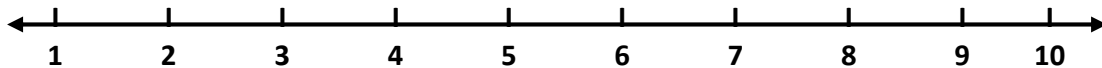
2. Project ability to benefit the Wilsonville Community:



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 September 1, 2025:

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 - 2024

**Applicant Name**

Wilsonville Rotary Foundation

**Contact (Name)**

Richard Martens

**Title**

Treasurer

**Project Duration: Start Date**

July 18, 2024

**Estimated Completion Date**

August 8, 2024

**Project Budget**

**Total Project Budget** \$ 21,650.00

**Applicant Cash Match (a)** \$ 14,650.00

**In-Kind Resources (b)** \$ 0.00

**Total Applicant Match (a+b)** \$ 14,650.00

**Grant Request** \$ 7,000.00

**Provide a project description**

The Wilsonville Summer Concert Series will take place the last two Thursdays in July and the first two Thursdays in August. We work with a professional booking agency to curate a series of concerts that will appeal to diverse interests. We will not book next year's bands for several more months but expect to have a similar line-up to last year. Last year we had Johnny Limbo and the Lugnuts who are perennial crowd pleasers with an estimated attendance well in excess of 1,000. We plan to book them again next year as we have for the past twenty years. We also had Taken by the Sky, a Fleetwood Mac tribute band and The Hit Machine, a popular group that has performed for us in the past. Last year we added Conjunto Alegre who offers pop music with a Latin flare. Along with the bank we arranged for a local Hispanic food vendor. Both the band and the food vendor proved to be very popular. 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 at least \$10,000 in 2024.

**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 that performed in 2023 were 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 Rotary Club, with funding from our non-profit foundation, has presented the Summer Concert Series to our community every year since 2002. (Except for the Covid 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 11. 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)	\$14,650.00
Grant Request	\$7,000.00
<b>Total Project Income</b>	<b>\$21,650.00</b>

Expenses - Must be specifically itemized	Amount
Advertising & Promotion	\$2,000.00
Fees & Rentals	\$950.00
Misc	\$250.00
Sound	\$4,500.00
Song Licensing	\$650.00
Talent Expense	\$13,300.00
<b>Total Project Expense</b>	<b>\$21,650.00</b>

### Organization Budget

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

#### Wilsonville Rotary Foundation

#### 2023 Budget vs 2022 Actual

	Total		
	2022 Actual	2023 Budget	Change
<b>Revenue</b>			
<b>4200 Donations Received</b>	\$ 5,999.29	\$ -	\$ (5,999.29)
<b>4300 Grants Received</b>	\$ 6,577.51	\$ 6,500.00	\$ (77.51)
<b>4400 T.A.C.E. - Direct Contributions</b>	\$ 14,000.00	\$ 20,000.00	\$ 6,000.00
<b>4900 Heart Of Gold Event</b>			\$ -
<b>4910 Sponsor</b>	\$ 27,600.00	\$ 27,500.00	\$ (100.00)
<b>4920 Auction</b>	\$ 9,055.00	\$ 9,000.00	\$ (55.00)
<b>4930 Dinner/Tickets</b>	\$ 7,003.52	\$ 11,250.00	\$ 4,246.48
<b>4940 Donations - Heart of Gold</b>	\$ 1,960.00	\$ 1,500.00	\$ (460.00)
<b>4950 Heads &amp; Tails</b>	\$ 660.00	\$ 600.00	\$ (60.00)
<b>4960 Raffle</b>	\$ 6,770.00	\$ 10,000.00	\$ 3,230.00
<b>4970 Paddle Raise</b>	\$ 12,800.00	\$ 12,000.00	\$ (800.00)
<b>4980 Other Heart of Gold Revenue</b>	\$ 123.45		\$ (123.45)
<b>Total 4900 Heart Of Gold Event</b>	<b>\$ 65,971.97</b>	<b>\$ 71,850.00</b>	<b>\$ 5,878.03</b>
<b>Total Revenue</b>	<b>\$ 92,548.77</b>	<b>\$ 98,350.00</b>	<b>\$ 5,801.23</b>
<b>Cost of Goods Sold</b>			

<b>5000 Heart of Gold</b>	\$ 500.00		\$ (500.00)
<b>Auctioneer Fee</b>	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00
<b>Bank Fees</b>	\$ 1,189.19	\$ 1,500.00	\$ 310.81
<b>Facilities/Dinner Expense</b>	\$ 7,770.00	\$ 11,200.00	\$ 3,430.00
<b>Misc Heart of Gold Expense</b>	\$ 2,516.40	\$ 2,250.00	\$ (266.40)
<b>Printing, Postage, Plaques</b>	\$ 1,369.25	\$ 1,300.00	\$ (69.25)
<b>Publicity &amp; Marketing</b>	\$ 1,715.19	\$ 750.00	\$ (965.19)
<b>Raffle Expense / Payout</b>	\$ 1,930.00	\$ 2,800.00	\$ 870.00
<b>Software</b>	\$ 300.00	\$ 350.00	\$ 50.00
<b>Total Cost of Goods Sold</b>	\$ <b>18,290.03</b>	\$ <b>23,150.00</b>	\$ <b>4,859.97</b>
<b>Gross Profit</b>	\$ <b>74,258.74</b>	\$ <b>75,200.00</b>	\$ <b>941.26</b>
<b>Expenditures</b>			
<b>6100 Concerts</b>			\$ -
<b>Advertising, Printing &amp; Promotion</b>	\$ 460.25	\$ 2,000.00	\$ 1,539.75
<b>Fees &amp; Rentals</b>	\$ 950.00	\$ 950.00	\$ -
<b>Misc</b>	\$ 546.00	\$ 250.00	\$ (296.00)
<b>Sound</b>	\$ 3,800.00	\$ 4,000.00	\$ 200.00
<b>Song Licensing</b>	\$ -	\$ 650.00	
<b>Talent</b>	\$ 10,047.00	\$ 12,800.00	\$ 2,753.00
<b>Total 6100 Concerts</b>	\$ <b>15,803.25</b>	\$ <b>20,000.00</b>	\$ <b>4,196.75</b>
<b>6200 Program Expense - Youth</b>			\$ -
<b>Interact Club</b>		\$ 500.00	\$ 500.00
<b>Scholarships</b>	\$ 9,000.00	\$ 7,500.00	\$ (1,500.00)

Youth Exchange - Fees	\$ 5,050.00	\$ 3,600.00	\$ (1,450.00)
Youth Exchange - Stipend & Sch	\$ 1,595.00	\$ 2,000.00	\$ 405.00
<b>Total 6200 Program Expense - Youth</b>	<b>\$ 15,645.00</b>	<b>\$ 13,600.00</b>	<b>\$ (2,045.00)</b>
6250 Program Expense - other	\$ 825.00	\$ 1,000.00	\$ 175.00
Community Projects Other	\$ 2,833.64	\$ 8,500.00	\$ 5,666.36
International Service Project	\$ 5,500.00	\$ 2,500.00	\$ (3,000.00)
Omelet Breakfast Expense	\$ 898.72	\$ 1,200.00	\$ 301.28
RYLA		\$ 950.00	\$ 950.00
<b>Total 6250 Program Expense - other</b>	<b>\$ 10,057.36</b>	<b>\$ 14,150.00</b>	<b>\$ 4,092.64</b>
6300 TACE			\$ -
Equipment Rental		\$ 650.00	\$ 650.00
Postage & Printing	\$ 1,610.68	\$ 200.00	\$ (1,410.68)
Supplies & Expenses	\$ 18,910.93	\$ 14,400.00	\$ (4,510.93)
Travel Expense		\$ 250.00	\$ 250.00
Volunteer BBQ & Food	\$ 4,639.41	\$ 4,500.00	\$ (139.41)
<b>Total 6300 TACE</b>	<b>\$ 25,161.02</b>	<b>\$ 20,000.00</b>	<b>\$ (5,161.02)</b>
6700 Administration			\$ -
Accounting Expense	\$ 550.00	\$ 650.00	\$ 100.00
Credit Card Fees - expense	\$ 130.00	\$ 200.00	\$ 70.00
Fees & Licenses	\$ 696.85	\$ 700.00	\$ 3.15
Printing Postage & Supplies	\$ 1,263.11	\$ 750.00	\$ (513.11)
Storage Rental & Insurance	\$ 2,904.00	\$ 3,250.00	\$ 346.00

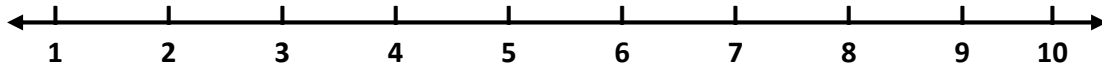
<b>Total 6700 Administration</b>	\$ <b>5,543.96</b>	\$ <b>5,550.00</b>	\$ <b>6.04</b>
<b>QuickBooks Payments Fees / Contingency</b>	\$ 137.65	\$ 1,900.00	\$ 1,762.35
<b>Total Expenditures</b>	\$ <b>72,348.24</b>	\$ <b>75,200.00</b>	\$ <b>2,851.76</b>
<b>Net Operating Revenue</b>	\$ <b>1,910.50</b>	\$ -	\$ <b>(1,910.50)</b>
<b>Net Revenue</b>	\$ <b>1,910.50</b>	\$ -	\$ <b>(1,910.50)</b>

**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT SCORING**

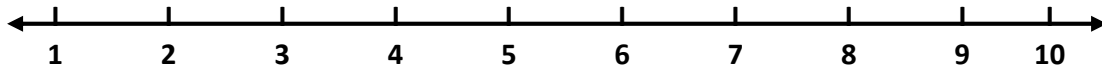
Item 8.

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

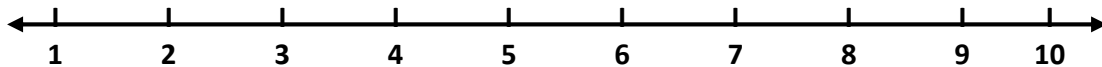
1. Project ability to promote arts, culture, history or heritage in Wilsonville:



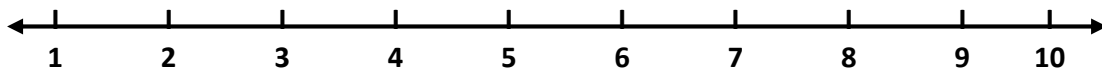
2. Project ability to benefit the Wilsonville Community:



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 September 1, 2025:

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**

Community Awareness and Contribution Program for WilsonvilleStage

**Applicant Name**

WilsonvilleSTAGE

**Contact (Name)**

David Niklas

**Title**

President

**Project Duration: Start Date**

January of 2024

**Estimated Completion Date**

December of 2024

**Project Budget**

**Total Project Budget** \$ 8,997.00

**Applicant Cash Match (a)** \$ 1,795.00

**In-Kind Resources (b)** \$ 3,000.00

**Total Applicant Match (a+b)** \$ 4,795.00

**Grant Request** \$ 4,202.00

### **Provide a project description**

“I did not realize Wilsonville had a theatre company”. Those words, or something similar, have been repeated to me many times when I talked to Wilsonville residents about attending an upcoming production of WilsonvilleSTAGE. It is to correct this lack of awareness that the Board of WilsonvilleSTAGE seeks this Community Cultural Events and Programs (CCEP) Grant. We seek assistance to implement a 3 phase awareness and support program to correct this deficiency. Phase 1. We will update and modernize our logo, website, and social media outreach. This phase is currently up and running and should be completed early in January of 2024. We will join and be active members Wilsonville Rotary as part of our outreach.

Phase 2. We will reach out to the business community of Wilsonville with an awareness program about WilsonvilleSTAGE and its positive impact on our community. This phase of the program will consist of one-on-one visits to businesses in Wilsonville educating them on our Each board members has pledged a minimum of 6 hours each per month for the months of January through May of 2024. We will contact a minimum of 400 businesses in Wilsonville and convince a minimum of 100 to display an “I Love WilsonvilleSTAGE” decal on their window or door. We will offer two complimentary tickets to our next production to those that agree to display our decal. WilsonvilleSTAGE will produce a limited number of presentation booklets with historical information and visuals of past productions as well as information on our upcoming productions for April and May. We will also produce 250 window decals to distribute. WilsonvilleSTAGE will complement our ground game by contracting with a professional social media consultant to update our social media presence with regular postings to our website, Facebook page, Instagram, and instigate other social media platforms as needed.

Phase 3. WilsonvilleSTAGE board members and volunteers will each donate an additional 4 hours per month from June through November meeting personally with Wilsonville business owners and managers, primarily but not exclusively decal displayers to sell them on supporting WilsonvilleSTAGE with a yearly contribution. Businesses will be shown a suggested contribution chart with increasing contribution amounts and corresponding gift level amounts consisting of combinations of advertising space on programs, posters, website and social media platforms. We will dispense complimentary tickets as well as mentions and acknowledgements at all performances. Details of these contribution/gift levels are yet to be determined but will be based on contemporary levels in the local theatre community. WilsonvilleStage will cement our ground game by contracting with a professional social media consultant to update our social media presence with an emphasis on trumpeting our donors’ businesses on our website our Facebook page, Instagram account and other social media as implemented. Our goal will be to get a minimum of 50 local businesses to pledge donations averaging \$300.00 for an increase to our budget of \$15000.00 per annum.

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



Bringing the awareness of home-grown cultural events to the Wilsonville community should be an integral part of the Arts Cultural and Heritage Commission (ACHC) mission. There is a special appeal and pride in a community in having and supporting a home-grown component to the local arts, cultural and heritage universe. By helping WilsonvilleSTAGE to spread awareness of its contribution to local arts and cultural events brought to Wilsonville by a Wilsonville non-profit ACHC, will also be spreading the word about Wilsonville based organizations bringing dance, singing, music and visual arts to the city. Live theatre is a special event. It moves people in ways that differ from movies or television performances. Live theatre, older than written history, is found in all cultures and is integral to the culture of all humans. Funding this project would be a direct promotion of Arts, Culture and Heritage in Wilsonville.

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

When this project is funded and completed WilsonvilleSTAGE as an organization will be better funded and better known by the residents of Wilsonville. This should allow us to increase our season from the current 3 shows per year to our stated goal, in our mission statement, of a minimum of 5 shows per year. As awareness and local support grow, as this program is only the first step, in what we see as a self-funded continuous affair we will bring more opportunity for more Wilsonville residents to consume more live theatre without leaving the city limits. This project will be a direct benefit to Wilsonville.

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

The goals and measurements of success for this project will be transparent and open.

Phase 1. We will have our new website landing page featuring our new logo live in the first weeks of January. We will also enhance our Facebook and Instagram presence.

Phase 2. We will closely track our progress to making 400 business contacts and 100 agreements to host our "I love WilsonvilleSTAGE" decals on a monthly basis from January through May.

Phase 3. We will be tracking our conversion rate to business contributions from July through November as we reach for our target of 50 business contributors and our ultimate goal of \$15,000.00 in new contributions by the end of November 2024.

**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 will be a one-time ask for support from the City through the CCEP program. That being said, we will use part of the donations generated by this program to fund a yearly donation

drive to keep and improve recognition of WilsonvilleSTAGE in the business and residential Wilsonville community. A portion of the increased funds will be used for the development and maintenance of our social media presence, and a portion will be used for additional yearly productions.

**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 Board of WilsonvilleSTAGE is totally committed to carrying out this project. This project is the result of over two years of planning and commitment. During the prior two plus years the board has evolved the plan as presented to you. Throughout this period one of the stumbling blocks was the size of the financial commitment of the plan in relation to our current annual budgets and how carrying out this plan would impact our main mission of producing three community theater productions a year. The matching contribution of the CCEP grant allows us to move forward with this project while allowing us to continue our current 3 show schedule. We will be donating over 200 hours minimum of board and volunteer time plus at least \$1795.00 of our annual budget will be committed to this project.

**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
Cash Input by Wilsonville stage Board to CCEP Grant program	\$1,795.00
WVS Board Volunteer hours @15.00/ Hour (200hrs x\$15.00)	\$3,000.00
CCEP Grant	\$4,202.00
<b>Total Project Income</b>	<b>\$8,997.00</b>

Expenses - Must be specifically itemized	Amount
Printing cost Presentation Booklets (12 x 6.00)	\$72.00
Production cost Decals Phase 2 (250.0*\$1.5)	\$375.00
Production cost Decals Phase 3 (100*\$1.5)	\$150.00
Sparks Marketing contract Phase 2 (5 months @ 600.00/mnth)	\$3,000.00
Sparks Marketing contract Phase 3 (7 months @ 600.00/mnth)	\$4,200.00
Production poster and program design (3*400.00)	\$1,200.00
<b>Total Project Expense</b>	<b>\$8,997.00</b>

**Organization Budget**

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

Income Sources	Amount
Grants and Donations	\$2,700.00
Box Office	\$6,900.00
InKind Giving (Donated costumes and props by actors)	\$500.00
Concessions plus Performance donations	\$750.00
2024 CCEP Grant Monies	\$4,202.00
WVS In Kind and Contribution (200x\$15)	\$3,000.00
<b>Total Organization Income</b>	<b>\$18,052.00</b>

Expenses	Amount
Royalties, rights and scripts	\$2,500.00
Performance Space Rental	\$3,400.00
Rehearsal Space Rental	\$4,000.00
Costumes	\$500.00
Props	\$300.00
Concessions	\$100.00
CCEP Grant Spend	\$8,997.00
<b>Total Organization Expense</b>	<b>\$19,797.00</b>

**Project Title**

Rotary Summer Concerts - 2024

**Applicant Name**

Wilsonville Rotary Foundation

**Contact (Name)**

Richard Martens

**Title**

Treasurer

**Project Duration: Start Date**

July 18, 2024

**Estimated Completion Date**

August 8, 2024

**Project Budget**

**Total Project Budget** \$ 21,650.00

**Applicant Cash Match (a)** \$ 14,650.00

**In-Kind Resources (b)** \$ 0.00

**Total Applicant Match (a+b)** \$ 14,650.00

**Grant Request** \$ 7,000.00

**Provide a project description**

The Wilsonville Summer Concert Series will take place the last two Thursdays in July and the first two Thursdays in August. We work with a professional booking agency to curate a series of concerts that will appeal to diverse interests. We will not book next year's bands for several more months but expect to have a similar line-up to last year. Last year we had Johnny Limbo and the Lugnuts who are perennial crowd pleasers with an estimated attendance well in excess of 1,000. We plan to book them again next year as we have for the past twenty years. We also had Taken by the Sky, a Fleetwood Mac tribute band and The Hit Machine, a popular group that has performed for us in the past. Last year we added Conjunto Alegre who offers pop music with a Latin flare. Along with the bank we arranged for a local Hispanic food vendor. Both the band and the food vendor proved to be very popular. 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 at least \$10,000 in 2024.

**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 that performed in 2023 were 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 Rotary Club, with funding from our non-profit foundation, has presented the Summer Concert Series to our community every year since 2002. (Except for the Covid 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 11. 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)	\$14,650.00
Grant Request	\$7,000.00
<b>Total Project Income</b>	<b>\$21,650.00</b>

Expenses - Must be specifically itemized	Amount
Advertising & Promotion	\$2,000.00
Fees & Rentals	\$950.00
Misc	\$250.00
Sound	\$4,500.00
Song Licensing	\$650.00
Talent Expense	\$13,300.00
<b>Total Project Expense</b>	<b>\$21,650.00</b>



### Organization Budget

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

#### Wilsonville Rotary Foundation

#### 2023 Budget vs 2022 Actual

	Total		
	2022 Actual	2023 Budget	Change
<b>Revenue</b>			
<b>4200 Donations Received</b>	\$ 5,999.29	\$ -	\$ (5,999.29)
<b>4300 Grants Received</b>	\$ 6,577.51	\$ 6,500.00	\$ (77.51)
<b>4400 T.A.C.E. - Direct Contributions</b>	\$ 14,000.00	\$ 20,000.00	\$ 6,000.00
<b>4900 Heart Of Gold Event</b>			\$ -
<b>4910 Sponsor</b>	\$ 27,600.00	\$ 27,500.00	\$ (100.00)
<b>4920 Auction</b>	\$ 9,055.00	\$ 9,000.00	\$ (55.00)
<b>4930 Dinner/Tickets</b>	\$ 7,003.52	\$ 11,250.00	\$ 4,246.48
<b>4940 Donations - Heart of Gold</b>	\$ 1,960.00	\$ 1,500.00	\$ (460.00)
<b>4950 Heads &amp; Tails</b>	\$ 660.00	\$ 600.00	\$ (60.00)
<b>4960 Raffle</b>	\$ 6,770.00	\$ 10,000.00	\$ 3,230.00
<b>4970 Paddle Raise</b>	\$ 12,800.00	\$ 12,000.00	\$ (800.00)
<b>4980 Other Heart of Gold Revenue</b>	\$ 123.45		\$ (123.45)
<b>Total 4900 Heart Of Gold Event</b>	\$ <b>65,971.97</b>	\$ <b>71,850.00</b>	\$ <b>5,878.03</b>
<b>Total Revenue</b>	\$ <b>92,548.77</b>	\$ <b>98,350.00</b>	\$ <b>5,801.23</b>
<b>Cost of Goods Sold</b>			

<b>5000 Heart of Gold</b>	\$ 500.00		\$ (500.00)
<b>Auctioneer Fee</b>	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00
<b>Bank Fees</b>	\$ 1,189.19	\$ 1,500.00	\$ 310.81
<b>Facilities/Dinner Expense</b>	\$ 7,770.00	\$ 11,200.00	\$ 3,430.00
<b>Misc Heart of Gold Expense</b>	\$ 2,516.40	\$ 2,250.00	\$ (266.40)
<b>Printing, Postage, Plaques</b>	\$ 1,369.25	\$ 1,300.00	\$ (69.25)
<b>Publicity &amp; Marketing</b>	\$ 1,715.19	\$ 750.00	\$ (965.19)
<b>Raffle Expense / Payout</b>	\$ 1,930.00	\$ 2,800.00	\$ 870.00
<b>Software</b>	\$ 300.00	\$ 350.00	\$ 50.00
<b>Total Cost of Goods Sold</b>	\$ <b>18,290.03</b>	\$ <b>23,150.00</b>	\$ <b>4,859.97</b>
<b>Gross Profit</b>	\$ <b>74,258.74</b>	\$ <b>75,200.00</b>	\$ <b>941.26</b>
<b>Expenditures</b>			
<b>6100 Concerts</b>			\$ -
<b>Advertising, Printing &amp; Promotion</b>	\$ 460.25	\$ 2,000.00	\$ 1,539.75
<b>Fees &amp; Rentals</b>	\$ 950.00	\$ 950.00	\$ -
<b>Misc</b>	\$ 546.00	\$ 250.00	\$ (296.00)
<b>Sound</b>	\$ 3,800.00	\$ 4,000.00	\$ 200.00
<b>Song Licensing</b>	\$ -	\$ 650.00	
<b>Talent</b>	\$ 10,047.00	\$ 12,800.00	\$ 2,753.00
<b>Total 6100 Concerts</b>	\$ <b>15,803.25</b>	\$ <b>20,000.00</b>	\$ <b>4,196.75</b>
<b>6200 Program Expense - Youth</b>			\$ -
<b>Interact Club</b>		\$ 500.00	\$ 500.00
<b>Scholarships</b>	\$ 9,000.00	\$ 7,500.00	\$ (1,500.00)

Youth Exchange - Fees	\$ 5,050.00	\$ 3,600.00	\$ (1,450.00)
Youth Exchange - Stipend & Sch	\$ 1,595.00	\$ 2,000.00	\$ 405.00
<b>Total 6200 Program Expense - Youth</b>	<b>\$ 15,645.00</b>	<b>\$ 13,600.00</b>	<b>\$ (2,045.00)</b>
6250 Program Expense - other	\$ 825.00	\$ 1,000.00	\$ 175.00
Community Projects Other	\$ 2,833.64	\$ 8,500.00	\$ 5,666.36
International Service Project	\$ 5,500.00	\$ 2,500.00	\$ (3,000.00)
Omelet Breakfast Expense	\$ 898.72	\$ 1,200.00	\$ 301.28
RYLA		\$ 950.00	\$ 950.00
<b>Total 6250 Program Expense - other</b>	<b>\$ 10,057.36</b>	<b>\$ 14,150.00</b>	<b>\$ 4,092.64</b>
6300 TACE			\$ -
Equipment Rental		\$ 650.00	\$ 650.00
Postage & Printing	\$ 1,610.68	\$ 200.00	\$ (1,410.68)
Supplies & Expenses	\$ 18,910.93	\$ 14,400.00	\$ (4,510.93)
Travel Expense		\$ 250.00	\$ 250.00
Volunteer BBQ & Food	\$ 4,639.41	\$ 4,500.00	\$ (139.41)
<b>Total 6300 TACE</b>	<b>\$ 25,161.02</b>	<b>\$ 20,000.00</b>	<b>\$ (5,161.02)</b>
6700 Administration			\$ -
Accounting Expense	\$ 550.00	\$ 650.00	\$ 100.00
Credit Card Fees - expense	\$ 130.00	\$ 200.00	\$ 70.00
Fees & Licenses	\$ 696.85	\$ 700.00	\$ 3.15
Printing Postage & Supplies	\$ 1,263.11	\$ 750.00	\$ (513.11)
Storage Rental & Insurance	\$ 2,904.00	\$ 3,250.00	\$ 346.00

<b>Total 6700 Administration</b>	\$ <b>5,543.96</b>	\$ <b>5,550.00</b>	\$ <b>6.04</b>
<b>QuickBooks Payments Fees / Contingency</b>	\$ 137.65	\$ 1,900.00	\$ 1,762.35
<b>Total Expenditures</b>	\$ <b>72,348.24</b>	\$ <b>75,200.00</b>	\$ <b>2,851.76</b>
<b>Net Operating Revenue</b>	\$ <b>1,910.50</b>	\$ -	\$ <b>(1,910.50)</b>
<b>Net Revenue</b>	\$ <b>1,910.50</b>	\$ -	\$ <b>(1,910.50)</b>