

MAY 27 2016

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### Enhancement Grant Program Application for Funds July 1, 2016 through June 30, 2017

Before filling out this form, please read the Enhancement Grant Program Application Information for complete submittal instructions and to be sure that your proposal qualifies for funding. Applications must be received by **5:00 pm on Friday, May 27, 2016** to be considered for funding. Applications received after the deadline will not be accepted. Liability insurance coverage may be required. Limit answers to the space provided.

Title of Project Lobby and Event Space Update

Organization Clackamas County Historical Society

Is this a Non-Profit Organization? Yes  No

Non-Profit Federal tax exempt ID Number 936024919

Address PO BOX 2211 Tumwater Drive

City, State, Zip Oregon City, OR 97045

Project Coordinator Claire Blaylock Phone 503-655-5571

Email director@clackamashistory.org

Chairperson of Governing Board (If Applicable) Marilyn Morrissey

Phone 503-655-5571

Signature Marilyn Morrissey

(The person authorized to represent the organization must sign the application with a digital signature or actual signature on a hard copy.)

\*\*\*Complete the budget sheet on page 8 first\*\*\*

Grant Amount Requested:	\$13,500
+ Matching Funds (Cash):	\$2,807
+ In-Kind Matching Funds:	\$3,025
= Total Cost of Project:	\$19,332

508

**Proposal Information**

1. Is this your first grant application to the Enhancement Grant Committee? (Metro)

Yes  No

2. Have you received an Enhancement Grant in the last 3 years? Yes  No

If yes, describe the projects/programs for which you received funding.

*2015-2016 - This project funded the repainting of the lobby, gift shop area and stairwell. It also covered the removal of a dead tree from our lot and resurfaced the pavement of the parking lot.*

*2014-2015: Upgrade to 20% of MOOT's existing HVAC units and exterior Native Plant Landscaping project.*

*2013-2014: Repair of failed segment of MOOT's Steel Roof & Select Solar Window Replacement.*

3. If you received an Enhancement Grant (Metro) last year, what is the status of the project?

*The project is completed and closed.*

4. Will this grant-funding request be used for the first phase of a project, with possible grant requests for future phases?

Yes  No

If yes, please explain.

5. Briefly describe the project for which you are requesting funds.

*We are requesting funds to pay for re-carpeting the main lobby area, our event space, and updating our gift shop space at The Museum of the Oregon Territory. The current carpeting was installed in the early 1990's and now shows a considerable amount of wear and tear. Additionally, we seek to update our entry way space service customers and visitors.*

6. Describe why this project was selected and the community need(s) to which it will respond.

*This project was selected because CCHS is seeking to continuously grow in both our capacity to serve as a professional organization and a community resource. Our museum attracts over 18,000 visitors a year between our exhibit space and our events space. It is imperative that we put our best foot forward when guests arrive to our facility and a facelift to our entry way and lobby will help make a good first impression when visitors come to our area. Additionally, it will open up the entry way for multiple uses from education space to retail space. The Museum of the Oregon Territory is situated on the bluff above the Willamette Falls, one of the most popular attractions in the Portland Metro region. We have already begun to see an influx of visitors to our area and as the Willamette Falls Legacy Project continues to develop and open to the public, we expect to see our visitor numbers grow even more. Moreover, our event space, The Tumwater Ballroom boasts one of the most spectacular views of the falls- making sure that space is up to date and attractive will help bring additional bookings and revenue to the community. Making changes at an incremented pace, is how CCHS is moving forward strategically and how we plan to harness the energy coalescing around Oregon City.*

7a. Identify and describe how your proposal meets one or more of the goals for funding (check those below that apply and describe by item number below).

<input checked="" type="checkbox"/>	1. Increase attractiveness/market value of residential, commercial or industrial areas.	<input type="checkbox"/>	6. Increase recycling efforts to provide a reduction in solid waste.
<input type="checkbox"/>	2. Enhance new or existing wildlife, riparian, wetlands, forests or river areas.	<input type="checkbox"/>	7. Increase employment or economic opportunities for City residents.
<input type="checkbox"/>	3. Preserve or increase recreational areas and programs within the City.	<input checked="" type="checkbox"/>	8. Rehabilitate or upgrade the market value of housing or commercial property.
<input type="checkbox"/>	4. Improve safety within the City.	<input type="checkbox"/>	9. Provides work or training opportunities to benefit youth, seniors and low-income residents.
<input type="checkbox"/>	5. Result in significant improvement in the cleanliness of the City.	<input checked="" type="checkbox"/>	10. Enhance art and culture within the City.

7b. List by item number in 7a and describe how the project meets the each goal.

*This project meets the goal of the project by increasing the attractiveness of the building at 211 Tumwater Drive. New carpeting and an updated lobby space will make the entire facility a more desirable place to host events, and it will make the building more attractive to any future tenants in the upstairs event space or for other business use in the future. This project will also upgrade the value of the commercial property by having a space that is near Willamette Falls which is modern, polished, and ready for multiple uses. Finally, this project will enhance art and culture within Oregon City as it will make our versatile space more attractive to arts and culture group from around the region who are looking for a venue for talks, events, or performances.*

8. Project Period: January- February 2017

(Number of months in duration)

Beginning Date: January 15

Ending Date: February 1

9. What is the geographic area of Oregon City where the project will take place?

*This project will take place at the Museum of the Oregon Territory located near Willamette Falls.*

10. How will the community benefit by your project? What is the estimated number of people affected and anticipated outcome(s)?

*This project will positively affect all yearly visitors to the museum. It will also benefit the community by providing them with an attractive and central location to host events, performances, and talks. It will also benefit local business owners as more events and special occasions happen at the Museum of the Oregon Territory and the Tumwater Ballroom will translate into more visitors "lingering longer" to take advantage of our community shops and restaurants.*

11. What community resources will be used as support for this project (i.e. community, city-owned property, city departments, transportation services or other civic groups)?

*The volunteer staff are members of the community.*

12. Briefly describe prior experience managing similar projects, including any past enhancement projects.

*Claire Blaylock is the Executive Director of the Clackamas County Historical Society and she managed the 2015-16 Metro Enhancement Award that covered the repaving of the parking lot and repainting of the lobby space. She is well versed with dealing with contractors and making management decisions. Volunteer Rick Molinsky has also participated in managing these type of contracts and he will continue to assist in that capacity.*

13. List anticipated project milestones and dates (e.g. groundbreakings, significant facility improvements, large gatherings of volunteers, public meetings, conferences, special activities and events).

*January 16, 2017- The Museum is closed for renovations and gift shop update begins with moving of cabinetry, and fixtures.*

*January 23-27, 2017- New Carpet is installed in Tumwater Ballroom, Lobby and gift shop. Final updates are made to gift shop area and any touch up painting/cabinetry work is completed.*

*January 30-31, 2017- The new gift shop is reassembled/*

*February 1, 2017 - The Museum of the Oregon Territory re-opens for visitors.*

14. An exit report will be included as part of the Enhancement Grant Program agreement. Describe the measurements you will use to assess the program/project effectiveness. In other words, how will the effectiveness of the program/project be tracked and evaluated (i.e. number of people served; improvements and/or beautification; number of volunteers attracted; amount of area cleaned or rehabilitated, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

*We will track the success of our project by comparing how many events are booked after the carpeting is installed versus how many were booked during the same time the previous year. Additionally we will solicit written feedback from guests regarding our lobby display and entry-way aesthetic. This will take place in the form of feedback cards distributed upon entry to the museum. We will track these responses in a spreadsheet and asses the feedback over the period of February -April, 2017.*

15. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer time, use \$23.07. (This is the value of volunteer labor time as of 1/10/16, according to the Independent Sector and The Bureau of Labor Statistics).

Item	Source of Support	Estimated Value (\$)
<i>Carpet Installation/material</i>	<i>Donations</i>	<i>\$2,000</i>
<i>Labor/management</i>	<i>Volunteer</i>	<i>\$807</i>

16. List all grants applied for in support of this project and commitments confirmed to date.

What is the percentage of Enhancement Grant funds will be used for personnel services or  
 17. administrative costs?

0 %

18. Will the administrator be a paid position? Yes  No

19. Proposed Budget—on the following page please complete the proposed budget. Modify line items as needed to reflect proposed expenses.

- Column A: Show grant monies needed for the program/project.
- Column B: Show cash matching funds.
- Column C: Show donations or in-kind volunteer labor (from question 15).
- Column D: Totals for each category.

**Proposed Budget**

<b>Suggested List (not inclusive)</b>	<b>(A) Grant Dollars (Request)</b>	<b>(B) Matching Funds (Cash)</b>	<b>(C) In-Kind Matching Support</b>	<b>(D) Total</b>
<b>Personnel Services (salaries, administration)</b> <i>Claire Blaylock</i>		\$375		\$375
<i>Volunteer time (2 @ 23.07)</i>			\$807	\$807
<b>Project Administration costs (clerical, advertising, graphics, printing, postage)</b>				\$0
				\$0
<b>Materials</b> <i>Paint</i>	\$200	\$100		\$300
				\$0
<b>Equipment/Supplies</b> <i>Carpet + Installation</i>	\$10,000	\$2,000	\$2,000	\$14,000
				\$0
<b>Construction Costs</b> <i>Moving cabinetry/space update</i>	\$3,000	\$350		\$3,350
<i>Electrical work</i>	\$300	\$200		\$500
<b>Event Costs</b>				\$0
				\$0
<b>Transportation Costs</b>				\$0
				\$0
<b>Insurance Costs (if needed)</b>				\$0
<b>Additional Costs (List)</b>				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Totals</b>	\$13,500	\$3,025	\$2,807	\$19,332



May 26, 2016

Metro Enhancement Grant Review Committee  
City of Oregon City

RE: CCHS Application

Dear Grant Review Committee:

We are writing this letter to express our support for Clackamas County Historical Society's proposed project to develop and update the retail space in the Museum of the Oregon Territory (MOOT) as well as the Tumwater Ballroom.

As an organization we are committed to a thriving downtown and part of that vision includes having facilities that are ready to host events and serve as additional resources for visitors to our area.

Any opportunity to help build capacity at our historic and cultural attractions is well invested. CCHS is Oregon City's primary historic and preservation organization.

Thank you in advance for supporting their grant request!

Sincerely,

Jonathan Stone  
Executive Director

[jon@downtownoregoncity.org](mailto:jon@downtownoregoncity.org)  
971-202-1604

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