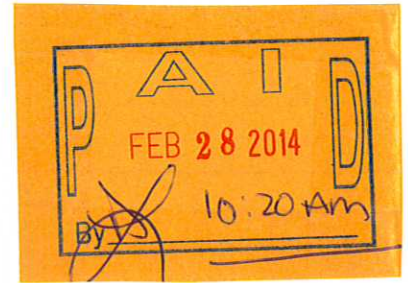


McLOUGHLIN MEMORIAL ASSOCIATION

713 Center Street Oregon City, Oregon 97045 503/656-5146

February 28, 2014



Oregon City Civic Improvement Trustees
City of Oregon City
625 Center Street
Oregon City, Oregon 97045

RE: 2014-2015 OCCIT Grant Application

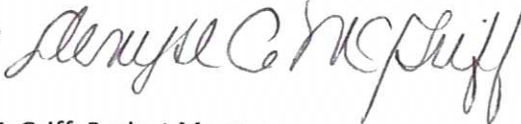
Dear Trustees,

The McLoughlin Memorial Association is seeking funds to reopen the William L. Holmes House. Over the past few years, the MMA has worked very hard to establish the Holmes House as a destination for residents of our community and visitors to our town. The number of visitors continues to increase, letting of know we are making progress. We want to continue to do our part to help promote tourism as a component of economic development for Oregon City.

The ongoing and prolonged budget constraints within the federal government have constrained the National Park Service deliver on its obligation to the McLoughlin House. This in turn has had a continued negative effect on the MMA and its ability to generate income.

OCCIT funds will enable the MMA to continue to support the National Park Service at the McLoughlin House and the Holmes House over the next year.

We thank you in advance for your consideration of our request.

Sincerely, 

Denyse McGriff, Project Manager



The McLoughlin House, 1846, National Historic Site

The Rose Farm, 1848

Barclay House, 1850



OCCIT Tourism Grant Application for Funds July 1, 2014 through June 30, 2015

Before filling out this form, please read the OCCIT Grant 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, February 28, 2014 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.

Project Title Holmes House Visitation- 2014
Organization McLoughlin Memorial Association
Is this a Non-Profit Organization? Yes ☒ No ☐
Non-Profit Federal tax exempt ID Number 93-0335578
Address 713 Center Street
City, State, Zip Oregon City, Oregon 97045
Project Coordinator Denyse McGriff Phone (503) 656-3912
Email guttmcg@msn.com
Chairperson of Governing Board (If Applicable) Richard Matthews/Wendell Baskins
Phone (503) 656-5146
Signature *Denyse McGriff*
(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 7 first.
Column totals from that sheet will auto fill into this table*****

Grant Amount Requested: \$	<u>1,898.00</u>
+Matching Funds (Cash): \$	<u>1,500.00</u>
+In-Kind Matching Funds: \$	<u>7,427.00</u>
= Total Cost of Project: \$	<u>10,825.00</u>

1. Is this your first grant application to the Oregon City Civic Improvement Trust (OCCIT)?

Yes ☐ No ☒

2. Have you received an OCCIT grant in the last 3 years?

Yes ☒ No ☐

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

The McLoughlin Memorial Association has been the recipient of several OCCIT grants to fund the opening of the Williams L. Holmes House. The grant funds have been used to create an informational brochure, a handout of events at the property and salaries for the part-time docents.

3. If you received an OCCIT grant last year, what is the status of the project?

The 2013 grant was completed and the closeout report submitted. The Holmes House was open for the summer of 2013 from June 1 to September 14, 2014. During the 2013 season we had 282 visitors. The amount of the reimbursement request was less than we received. This was due in part to savings in personnel cost and marketing materials were less than the original bid amount.

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.

The grant has been used a part of a multi-phased project. The overall project goal is to increase awareness of the William L. Holmes property. Since we started opening on a regular basis, visitation has slowly increased.

5. Project Description: a detailed description of the proposed event or project.

The McLoughlin Memorial Association, in partnership with the OCCIT, has been working hard over the past five years to establish a presence in the public's minds about the importance of the Holmes property.

We are requesting funding to increase the days open from one day a week to two days a week (Friday and Saturday afternoons). the new hours will enable the MMA to better align our visitation hours with the open hours of the McLoughlin House under the National Park Service (NPS). The MMA would hire two part-time documents to supplement the dedicate volunteers.

6. Project Objective: How would this project help promote tourism in Oregon City? Who is the target audience?

Oregon City is where a large part of the early history began. Oregon City became the seat of government for the Oregon Territory until 1851. The Holmes family is representative of the many pioneers that played a key role in developing the region both economically and politically. The Holmes House played a significant part in the development of Oregon as a territory and later as a state. Mr. Holmes was part of the territorial government as a sheriff.

7. Organization Description: a detailed description of your organization.

The McLoughlin Memorial Association (MMA) was founded in 1909 by community action. Eva Emery Dye and other prominent members of the community raised one hundred dollars to save and move the McLoughlin House. Over the past one hundred and four years (104), the MMA and its partners have worked to preserve the McLoughlin, Barclay, Holmes and Stephenson houses.

The MMA is a membership organization. the MMA has a organizational structure consists of a Board of Trustees consisting of five officers and sixteen trustees.

8. Project Personnel: List the primary people involved, their positions and qualifications. Briefly describe prior experience managing similar projects.

- Project manager- Denyse McGriff, MMA trustee and Treasurer
- Holmes House Liaison- Mike Jarrett, MMA trustee and Secretary and Wendell Baskins, Rose Farm Management Committee chairman
- MMA Liaison: Jennifer Ortiz, MMA coordinator and administrative support

9. Project Timeline: Describe the timeline for the project. List anticipated project milestones and dates (e.g. volunteer meetings, public meetings, planning activities and event activities).

Time frame: May 30 to September 13, 2014- Friday and Saturdays from 12 noon to 4 p.m. We will also open in October for the Spirits of Oregon City event and the Heritage Holiday open house on December 6th. The tentative schedule of events is as follows:

- May 31- Opening day, musical reflections- music of the 19th century. Celebrating the 207th birthday and of William Holmes and the anniversary of William & Mary Louis Holmes- refreshments
- July 1-31- Photo exhibit at the Holmes House
- July 5- Celebration of the 238th birthday of America- 4th of July- refreshments
- July 19- First Oregon Volunteer Infantry- Civilian branch. Living history event- refreshments
- Aug.1-31 Photo Exhibit by John Klatt- Old Oregon Photos
- Aug.16- 4th Annual Art on the Lawn- refreshments
- Sept.13- Open House for Neighborhood Association- refreshments

10. 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)?

Our goal is to continue the opening the Holmes House for the summer season on Friday and Saturdays afternoons.

Our partnerships include the National Park Service, Tree Rivers Artists Guild, the First Oregon Volunteer Infantry-Civilian corps and the Oregon City neighborhood associations.

11. An exit report will be included as part of the OCCIT 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 tourists; number of people served; number of volunteers attracted, etc.)? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

The effectiveness of the program will be measured through careful tracking of daily visitor attendance:

- type of visitation (formal and informal)
- Where the visitors are visiting from (city, county, state, country)
- Number of volunteer and staff hours

12. List sources of support for in-kind matching support (e.g. volunteer hours and donations). In order to estimate the value of donated volunteer hours use \$22.14 (the value of volunteer labor time as of 1/12/14, according to the Independent Sector and The Bureau of Labor Statistics).

Item	Source of Support	Estimated Value (\$)
Holmes House docents	OCCIT	\$1,500.00
Holmes House volunteers	MMA	\$3,000.00
Administrative support	MMA- match	\$1,000.00

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

We are working with Burgerville USA, through their community support program, to have several fund raisers to support the activities and summer program at the Holmes House.

14. What is the percentage of OC Tourism Grant funds to be used for personnel services or administrative costs? 80 %

15. Will the administrator be a paid position? Yes ☐ No ☒

16. 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 12).
- Column D: Totals for each category.

Proposed Budget

Suggested List (not inclusive)	(A) OC Tourism Grant Dollars	(B) Matching Funds (Cash)	(C) In-Kind Matching	(D) Total
Personnel Services (salaries, administration)	\$ 1,515.00	\$ 1,500.00	\$ 6,642.00	\$ 9,657.00
Project Administration costs (clerical, advertising, graphics, printing, postage) *	\$ 288.00	\$ 0.00	\$ 665.00	\$ 953.00
Materials New open banner	\$ 95.00	\$	\$	\$ 95.00
Equipment/Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Event Costs	\$ 0.00	\$ 0.00	\$ 120.00	\$ 120.00
Transportation Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Insurance Costs (if needed)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Additional Expenses (list) * Volunteer administrator- in kind *Postage- listed above	\$	\$	\$	\$ 0.00 0.00 0.00 0.00 0.00 0.00
Totals	\$ 1,898.00	\$ 1,500.00	\$ 7,427.00	\$ 10,825.00

Letters in Support of the
OCCIT Grant Application
on behalf of the
McLoughlin Memorial Association

Art on the Lawn Event

From: **Linda Merry Gross** (mrglmg@aol.com) This sender is in your [contact list](#).

Sent: Sun 2/23/14 6:33 PM

To: guttmcg@msn.com

Denyse,

The Three Rivers Artist Guild is extremely interested in joining McLoughlin Memorial Association again this year for the Art on the Lawn Event at the Holmes House.

We would highly support the grant to reopen the Holmes House for the summer of 2014.

Our partnership with a heritage organization such as MMA allows our artists to not only participate in giving back to the community at Art on the Lawn, but allows the public to learn and appreciate art and culture interwoven with each other.

Linda Merry Gross
President, Three Rivers Artist Guild
www.threeriversartistguild.com

CITIZEN INVOLVEMENT COUNCIL
CITY OF OREGON CITY

February 26, 2014

TO: Oregon City Civic Improvement Trust (OCCIT)
Grant review committee

RE: Support of grant request from McLoughlin Memorial Association
Holmes House (aka. Rose Farm) Open House - September 13, 2104

Grant review committee:

The Citizen Involvement Council (CIC) is comprised of representatives from all active neighborhoods within the city of Oregon City. We work together to promote communication and support for each others' programs with a strong emphasis on livability and shared values.

The McLoughlin Memorial Association is applying for a modest grant to re-open the historic Holmes House (536 Holmes Lane) for the 2014 summer season including a special Open House on September 13th in honor of all neighborhood associations within Oregon City. On that day, admission will be free for Oregon City residents and light refreshments will be served.

A similar event held last year was favorably received and well attended. McLoughlin Memorial Association organizers have every reason to believe that a 'repeat performance' coinciding with the breath-taking rose garden display will again provide inspiration for all.

Open Houses of historic sites within Oregon City serve to provide an opportunity for conviviality among neighbors, education of our historic significance, pride for same and a sense of belonging to something larger than ourselves.

The Citizen Involvement Council supports this grant request and recommends approval by the OCCIT.

Best regards,

Alice Watts

Alice Watts, Chair

Letter OF Support For The McLoughlin Memorial Association, Oregon City, OR 97045.

TO WHOM IT MAY CONCERN,

It is my pleasure to write a letter in support of the McLoughlin Memorial Association being submitted to the Oregon City Civic Improvement Trust in regards to the non-profit organization, The Holmes House, located at 536 Holmes Lane in Oregon City.

Knowing that the purpose of the grant is to help open the doors of the Holmes House, also known as The Rose Farm, to the community for the summer, I am confident that the financial support received would be used for a good cause and aide in bringing historic awareness to our community.

In conclusion, I fully support the efforts of the McLoughlin Memorial Association to reopen the doors of this historic landmark of Oregon City since 1847. It will, as it has before, allowed members of our community to gather in appreciation and admiration of this piece of Oregon City history.

Sincerely,

Tony Uzuegbunam
Chairman of The Barclay Hills Neighborhood Association