

Rose Farm Management Committee &  
The McLoughlin Memorial Association  
713 Center Street  
Oregon City, Oregon 97045

March 5, 2015

OCCIT  
c/o Michelle Beneville  
P.O. Box 340  
Oregon City, Oregon 97045

RE: OCCIT Grant Application

Dear OCCIT Committee Members,

We are pleased to present for your consideration, our grant application for 15-16. The grant will be used for the William L. Holmes House to tell the story of the beginning of Oregon settlement in Oregon City.

Thank you for considering our request.

Sincerely,

  
Denyse C. McGriff, co-project manager

11:14 Am



MAR 06 2015



# OREGON CITY

625 Center Street | PO Box 3040 | Oregon City OR 97045  
Ph: (503) 657-0891 | Fax (503) 657-7892

## OCCIT Tourism Grant Application for Funds July 1, 2015 through June 30, 2016

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, March 6, 2015 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 William L. Holmes House: the American Story of Oregon's Beginnings

Organization Rose Farm Management Committee & McLoughlin Memorial Association

Is this a Non-Profit Organization? Yes ☒ No ☐

Non-Profit Federal tax-exempt ID Number 93-0395578

Address 713 Center Street, Oregon City, Oregon 97045

City, State, Zip Oregon City, Oregon 97045

Project Coordinator W. Baskins & D. McGriff Phone 503-656-5146

Email webaskins@gmail.com/guttmcg@msn.com

Chairperson of Governing Board (If Applicable) Wendell Baskins, chair RFMC

Phone 503-655-0311

Signature Wendell E Baskins Dennis C 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:	\$	\$1,388
+ Matching Funds (Cash):	\$	\$382
+ In-Kind Matching Funds (See question #15):	\$	\$7,750
= Total Cost of Project:	\$	\$9,520

**Proposal Information**

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.

*It has been the goal of the Rose Farm Management Committee and the McLoughlin Memorial Association to use the grants to open the Holmes House to the public on a regular basis. Compatible events have been held at the property to complement the history of the site.*

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

*The grant was completed and closed out according to the grant requirements and closed in a timely manner.*

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

*The following program activities are proposed for the 14-15 grant period:*

*\* May: William L. Holmes birthday celebration- Period music played on the Holmes Family piano*

*\*Founders Month: exhibit celebrating the legacy of Ruth McBride Powers*

*\* 4th of July celebration: Living history event with Holmes Family history & the 33 star flag*

*\*July 18: Living history event with the First Oregon Volunteers, Civilian branch*

*\*Art on the Lawn: En Plein Air art event in partnership with the Three Rivers Artist Guild*

*\*September: Art exhibit by Alex Blendel*

*\*September: Oregon City Neighborhood Associations open house*

*\*October: Spirits of Oregon City- living history event*

*\* December: Heritage Holiday open house- Christmas with the Holmes family- living history event*

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

*The visitor to Oregon City is very interested in seeing the real history in our town. The beginning of the history of Oregon began in Oregon City. The visitor is interested in seeing the place where many of the events took place. The William L. Holmes House and property tells the story of the beginnings of Oregon. The Holmes family hosted the newly appointed Territorial Governor of Oregon, General Joseph Lane, for an inaugural speech and community celebration. The Holmes House and property give the visitor an authentic picture and appreciation of the history of Oregon City and the beginnings of Oregon.*

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

*The Rose Farm Management Committee (RFMC) is an established committee of the McLoughlin Memorial Association (MMA). The RFMC is charged with the management of the William L. Holmes House. The group consists of nine members and works with the McLoughlin Memorial Association to operate the Holmes House and grounds.*

*The McLoughlin Memorial Association was established in 1909, by community members who were interested in saving the Dr. John McLoughlin House. The MMA consists of a 21 member Board of Trustees. The MMA was deeded the Holmes House property in 1980 by the late Mrs. Ruth McBride Powers.*

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

*Wendell Baskins, chair of the RFMC and Denyse McGriff, RFMC Treasurer will manage the project. Both have prior experience in managing the Holmes House operations.*

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).

*The proposed opening of the Holmes House is set for mid May 2015 and close for visitation in mid September 2015.*

*The milestones include completing each month event as outlined in the program schedule.*

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)?

*The RFMC and MMA will be working with a variety of groups and organizations:  
The Three Rivers Artists Guild  
First Oregon Volunteers, Civilian branch  
National Park Service  
Oregon City Neighborhood Associations-  
Local Oregon City Boy Scout troop 133: Eagle Scout project to help RFMC/MMA improve the grounds of the Holmes House*

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 operations will track all visitation to the property which will include type of visitation, visitors home location (city, state, or country) and all volunteer 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 \$22.55 (the value of volunteer labor time as of 1-10-15, according to the Independent Sector and The Bureau of Labor Statistics).

Item	Source of Support	Estimated Value (\$)
<i>Personnel- docents</i>	<i>OCCIT</i>	<i>\$1,400</i>
<i>Project Management-</i>	<i>MMA</i>	<i>\$500</i>
<i>Project Administration</i>	<i>RFMC/MMA</i>	<i>\$1,000</i>
<i>Printing-rack cards</i>	<i>RFMC/MMA</i>	<i>\$270</i>
<i>Volunteers</i>	<i>RFMC/MMA</i>	<i>\$6,600</i>

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

*The MMA has committed to provide administrative support in the form of booking keeping and publicity.*

14. What is the percentage of OC Tourism Grant funds to be used for personnel services or administrative costs? 75 %

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.

*\*\*\*These figures will be transferred to the table on the first page of this application\*\*\**

### Proposed Budget

<b>Suggested List (not inclusive)</b>	<b>(A) OC Tourism Grant Dollars</b>	<b>(B) Matching Funds (Cash)</b>	<b>(C) In-Kind Matching</b>	<b>(D) Total</b>
<b>Personnel Services (salaries, administration)</b>	<i>\$1,388</i>	<i>\$112</i>	<i>\$6,600</i>	<i>\$8,100</i> <i>\$0</i>
<b>Project Administration costs (clerical, advertising, graphics, printing, postage)</b>		<i>\$270</i>	<i>\$1,000</i>	<i>\$1,270</i> <i>\$0</i>
<b>Materials</b>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i> <i>\$0</i>
<b>Equipment/Supplies</b>				<i>\$0</i> <i>\$0</i>
<b>Construction Costs</b>				<i>\$0</i> <i>\$0</i>
<b>Event Costs</b>			<i>\$150</i>	<i>\$150</i> <i>\$0</i>
<b>Transportation Costs</b>				<i>\$0</i> <i>\$0</i>
<b>Insurance Costs (if needed)</b>				<i>\$0</i>
<b>Additional Expenses (list)</b>				<i>\$0</i> <i>\$0</i> <i>\$0</i> <i>\$0</i> <i>\$0</i>
<b>Totals</b>	<i>\$1,388</i>	<i>\$382</i>	<i>\$7,750</i>	<i>\$9,520</i>



## Letter of Support

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