



Enhancement Grant Program Application

Before filling out this form, please read the Enhancement Grant Program Information for complete submittal instructions and to be sure that your proposal qualifies 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 Accelerating the Launch of Village at the Falls, a program to benefit seniors in Oregon City

Organization Village at the Falls is a program of Villages NW, a 501(c)(3) non-profit

Is this a Non-Profit Organization? Yes X No

Non-Profit Federal tax exempt ID Number 46-4190513

Address PO Box 33642

City, State, Zip Portland, OR 97292

Project Coordinator Anne Batey Phone 503-312-5977

Email anne.batey@comcast.net

Chairperson of Governing Board (If Applicable) Anne Batey, Chair Village at the Falls

Phone 503-312-5977

Signature 

(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.**

Amount totals from that sheet will auto fill into this table

Grant Amount Requested:	\$	25,960
+ Matching Funds (Cash):	\$	
+ In-Kind Matching Funds (See question #15):	\$	57,935
= Total Cost of Project:	\$	83,895

Proposal Information

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

Yes X No _____

2. Have you received an Enhancement Grant in the last 3 years? (Include past Metro Enhancement Grants)

Yes _____ No X

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

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

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

Yes X No _____

If yes, please explain.

We will apply for funds to subsidize membership fee to support additional low income older adults. We also plan to develop short online training and informational modules for volunteers that are customized for our Oregon City volunteers.

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

Village at the Falls is an all-volunteer program in development to help Oregon City seniors who choose to remain in their homes as they age. The purpose is to empower seniors 50+ years old sustain independence, remain connected to others, and in charge of their lives. As of January 2019, Village at the Falls is a member of Villages NW a 501(c)(3) nonprofit that encompasses seven operating Villages with three in development across the Tri-County Metro area and Clark County (www.villagesNW.org).

Village volunteers are vetted with background checks and trained to provide support and social activities to Village members who pay a low monthly fee for services such as minor home repairs, technology assistance, occasional house cleaning, or transports to appointments and errands. Villagers (volunteers and members) create and participate in a range of social events including coffee hours, breakfast clubs, walking groups, educational speakers, and life story sharing circles.

In 2001, the Village concept began in Boston and has gained momentum with over 200 Villages operating across the US. A typical Village takes 3-4 years to begin providing services. Village at the Falls is seeking funds for marketing, volunteer training, training manuals and venues, membership drive events, insurance, and background checks so we can begin offering services by May 2020, a compressed two-year window to start up. The funds will relieve our growing network of volunteers of the time and attention needed for intensive fundraising during our development phase. The funds will also improve our ability to train and prepare volunteers for important work ahead.

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

A little data says a lot about Oregon City demographics and where we're headed: The baby boom bubble peaks this year with nearly 11,000 turning 65 each day in the US. AARP research indicates the US senior population will double between 2010 and 2030 and also cites that 90% of seniors prefer to age in place and 75% can't afford assisted care. According to the American Community Survey 2013-2017 (accessed at factfinder.census.gov), there are 6,722 Oregon City residents between the age of 50-64 and 4,745 residents older than 65. Oregon City will continue to see a rapid increase in the older adult population who would prefer to remain in their homes as long as feasible. Village at the Falls will support our growing number of older adults with affordable age-friendly resources and support, trained volunteers, and an expanded network of friends close to home, especially at a time when we begin to lose spouses and long-time friends and neighbors.

Positive connection to others is essential to healthy aging. Active older adults who are retired or close to retirement want to stay engaged with others both to combat isolation and loneliness and to enjoy the mental and emotional health benefits of helping others. Many operating Villages report that members who begin receiving services continue to volunteer by providing non-physically demanding services such as making companion calls.

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

- 1 Result in significant improvement in the cleanliness of the City.
2. Increase reuse and recycling efforts or provide a reduction in solid waste.
3. Increase the attractiveness or market value of residential, commercial or industrial areas.
4. Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
5. Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve the public awareness and the opportunities to enjoy them.
6. Preserve or increase recreational areas and programs within the City.
7. Improve safety within the City.
8. Increase employment or economic opportunities for City residents.
9. Provide work, training opportunities, or other benefit to youth, seniors and low-income persons or underserved population.
10. Enhance art and culture within the City.

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

9. In addition to the health and social well-being benefits for Oregon City seniors described previously, there are also ongoing educational and training benefits for Village participants. All volunteers providing services will receive a common face-to-face training that addresses Safety, Personal Boundaries, Privacy & Confidentiality, Insurance Coverage, Listening Skills, Emergency Procedures, Assessing Service Requests, and General Procedures for Reporting. The training format includes role play and interactive discussion of “what if” scenarios. Additional training is provided to Volunteers who conduct member intake interviews and in-home visits for a safety check and to Volunteers who may wish to be a healthcare buddy to accompany a member during medical visits for support as another set of ears or notetaker. Volunteers who transport members require additional training along with an in-vehicle driving test. On-going social and educational events that are relevant to healthy aging are an integral part of Village services.

7. Village at the Falls provides a safety net for participants. All members receive in-home safety checks. Transport drivers also receive safety instruction. More generally, the regular connections between volunteers and members assures that there is someone who might recognize when a member shows signs of new issues such as poor diet, risk for falls, or dementia. All volunteers complete a service report that could note changes in behavior or habits that may need the attention of or referral to a specialist. During an intake interview, new members are asked to list in the application, at least one person to contact if there are concerns noticed by volunteers.

8. Project Period: July 2019 to July 2020

(Number of months in duration)

Beginning Date: Anticipated launch date May 1

Ending Date: On-going

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

Village at the Falls will serve Oregon City, Beavercreek, and Redland.

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

Village at the Falls will create another route to support our older population to age more meaningfully, with more vitality, with more active engagement through connections to Village participants and events. Healthy, active elders build a healthy community.

Because Village at the Falls is a (new) spoke in the Villages NW hub-and-spoke network, the Village and Oregon City benefits. We follow other “pioneering” villages in the greater Metro area and take advantage of proven best practices and adapt existing policies, procedures, and materials to suit our Oregon City village. More concretely, Villages NW applies for and receives grants that it distributes to the Villages. Since January 2019 we have received over \$1700 of greatly needed funds to begin our outreach. These are funds we have committed to spend in our own community, using local small businesses whenever possible.

Currently, Village at the Falls has a database of volunteer/interested party contacts of over 100. This has taken 10 months of volunteer time at small events, informational outreach presentations, and social media. Our phase 1 goal is to build the database to 300-400 and to launch by May 2020 with 50 founding members and a minimum of 75 trained volunteers. We have a target goal to increase members, volunteers, and interested parties in the database by 15% per year.

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)?

Village at the Falls will collaborate with civic groups that also serve our demographic, including:

- Clackamas County Social Services—for referrals and informational opportunities
- Pioneer Center-- for referrals and informational opportunities
- Oregon City Library—for resources and event space
- Oregon City Chamber of Commerce-- for referrals and informational opportunities
- Oregon City Woman’s Club--for referrals and informational opportunities
- Providence Willamette Falls-- for referrals and event space
- And more . . .

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

The recently retired project coordinator has over 17 years of experience at an educational nonprofit in Portland developing K-12 educational resources and training, funded by multi-year grants and contracts, some at 6-figures over a 3-year life cycle. Following that, over 16 years of experience at Intel Corporation, managing rapid production of online training projects for corporate philanthropy used by Ministries and Departments of Education in 40+ countries and multiple languages. These projects with big budgets and demanding ROI were delivered within budget and timeline, despite worldwide events such as Arab Spring.

Other project team volunteers include: a woman in her 7th year as a member of Clackamas County Aging Services Advisory Council, a former director of Clackamas County Public Health Division and active on the board for the Oregon Public Health Association, and a 30+ year experienced fiscal manager for the State of Maryland, across several divisions.

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

Outreach Events

- June 2019—October 2019 Outreach Tabling at the Oregon City Farmers Market (scheduled for twice/month)
- Fall-Spring 2019—Presentations to civic organization such as Oregon City Woman's Club, Oregon City Chamber of Commerce, Neighborhood Associations, Clackamas Co. Volunteer Fair
- Quarterly house parties/potlucks—volunteer hosted potluck lunches or dinners with a presenter on healthy aging or relevant discussion topics
- Late October 2019--Volunteer Appreciation Party and Fundraiser

Marketing

- July 2019 through June 2020—monthly e-newsletter, weekly social media posts to Facebook, Instagram, updates to www.villageatthefalls.org website, as needed
- July 2019—Print updated Village at the Falls brochures, FAQ sheets, contact info forms, event inserts
- September 2019—Revise and print Volunteer manuals for Fall trainings
- January 2020—Print revised Village at the Falls brochures (more member oriented), Vol

Training and Background Checks

- July 2019—Print initial set of Volunteer manuals for train-the-volunteer trainer workshops
- July 2019—train-the-trainer workshop for steering committee and training coordinator(s)
- September 2019—Revise and print Volunteer manuals for Fall trainings
- October, November—Volunteer and driver training (once/month)
- January through June—Volunteer and driver training (twice/month, and as needed)

Membership Drive

- February 2020--Membership Kick-off Party and Fundraiser
- February through June 2020—Membership application review, interviews, and home visits
- March through April 2020—Pilot the service request process with small number of founding members
- Late April 2020—Launch party in advance of official operational launch

Program Support

- July 2019 through June 2020—Ongoing volunteer background checks
- July 2019 through June 2020—Print Volunteer badges with photo ID
- July 2019 through June 2020—Convene monthly Steering Committee, Planning Committee, and Outreach Committee meetings
- July 2019—Purchase, set up volunteer matching to service request software application (Club Express), build database of volunteer skills, interests, and availability
- July 2019 through June 2020—Ongoing tracking of volunteer hours with Villages NW

14. An exit report will be required once the project is complete, per a signed Enhancement 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? Be sure to describe project goals, changes and noticeable benefits that will come about as a result.

- Number of volunteers trained (goal 75 with minimum of 15 trained for transports)
- Number of members (goal 50)
- Number contacts in database (goal 300-400)
- Level of volunteer satisfaction with the training they received (self-report from training surveys)
- Number and types of services provided between launch in May 2020 and end of funding period project June 2020
- Level of member satisfaction with services provided in 2 months of operation (self-report on member surveys)
- Level of volunteer satisfaction with the service experiences they provided in 2 months of operation (self-report on volunteer surveys)
- Anecdotal impact stories from members and volunteers about their village experience

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 refer to the Enhancement Grant Program Information sheet for current value.

Item	Source of Support	Estimated Value (\$)
Volunteer Hours	Minimum of 200 hours per month (based on hours reported Jan-Apr 2019: 690 hours by 13 volunteers)	\$57,936.00 (200 hours x 12 months x \$24.14)

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

Grant distribution from Villages NW—Jan 2019	Joseph Weston Foundation	\$500.00
Grant distribution from Villages NW—May 2019	Kaiser Gives Program	\$1200.00

17. What is the percentage of Enhancement will be used for personnel services or administrative costs? 33 % (10% of Total Project Cost)

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

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.

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

Proposed Budget

Suggested List (not inclusive)	(A) Grant Dollars Requested	(B) Matching Funds (Cash)	(C) In-Kind Matching Support	(D) Total
Marketing (detailed list of items and estimates next page)	\$6,175		\$13,780	\$19,955
Events (see details next page)	\$3,500		\$7,810	\$11,310
Volunteer Intake and Training (see details next page)	\$5,660		\$12,635	\$18,295
Program Support (see details next page)	\$8,702		\$19,420	\$28,122
Overhead to Villages NW	\$1,923		\$4290	\$6213
Totals	\$25,960		\$57935	\$83,895

BUDGET DETAIL

Items by Category	Count	Cost	Total	Notes
MARKETING				
Print Volunteer Brochures*	1500	0.8	1125	Outreach July 2019--January 2020
Print Membership Brochures*	1800	0.8	1350	Membership Drive--Jan-June 2020
Info Sheets*	3000	0.5	1500	Inserts in brochures with FAQs, events
Contact Info cards*	2000	0.6	1200	Membership Drive--Jan-June 2020
Tableing Misc			350	Balloons, giveaways, drawings
Canopy	1	450	450	
Sandwich boards and signs*	2	100	200	
Marketing Total			6175	*items included in Administrative costs
EVENTS				
Fall 2019 Volunteer Appreciation			750	Late Oct; venue fee, thank you gifts
Membership Kickoff Celebration			2000	Early Feb w/low-key fundraiser; catered venue
Village at the Falls Launch Party			750	Late April w/low-key fundraising; venue cost
Events Total			3500	
VOLUNTEER INTAKE & TRAINING				
Volunteer Background Checks	75	30	2250	Managed by Villages NW for confidentiality
Vounteer Manuals and Forms	75	15	1125	40 ds pages, logo (in color) on forms, inserts
Volunteer Binders	75	3	225	2" view binders w/inserts
Photo Id badge and lanyard	75	6	450	Printer paper and lanyard/clip on badge holders
Member manuals and forms	50	10	500	20 ds pages, logo (in color) on forms, inserts
Volunteer Binders	75	2	150	1.5" view binders w/inserts
Magnetic Vehicle Signs	20	18	360	Identification for transports and home visits
Volunteer training venues	4	150	600	Venue fees or gratuity to non-profit hosts (churches)
Volunteer Total			5660	
PROGRAM SUPORT				
Annual Fee/member	50	28	1380	To Villages NW
Insurance			250	D&O, Liability
OC Chamber Membership			250	
Member Services Database			1340	Club Express software license & initial set up
Club Express subscription fee	12	49	582	Monthly fee based on Membership
Website domain renewals*			100	
Phone, Internet, Bank Fees*			600	Bank, Pay Pal, and Credit Card Fees
Photo ID badge printer			900	Member and volunteer ID badges
Office Supplies/copying/postage*			500	
Bloodborne pathogen kits			100	In vehicle kits required for transports
Membership Assistance	5	540	2700	Fee assistance for qualified low-income members
Program Support Total			8702	*items included in Administrative costs
Subtotal			23787	
Overhead to Villages NW (8%)*			1923	Bookkeeping, tax reporting, US villages network
TOTAL			25690	
*Administrative Items Total	8,498		0.32	32% of Enhancement Funds requested