

**Deschutes County Community Grant Program
2014-15 Application Review
Rating Worksheet**

Applicant: High Desert Chamber Music (HDCM)

Category/Grant Amount: Arts & Culture / \$2,400

Title: HDCM Concert Series

Review Criteria:

1. Organization:

- Stable and positive history of providing services in Deschutes County.
- Experience delivering similar programs, projects, or activities as those proposed.
- Mission and goals are consistent with proposed program, project, or activity.
- Stable and experienced Board of Directors or other leadership group.
- Adequate staff and/or volunteers to implement proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 25).*

2. Financial Status:

- Adequate financial resources available to conduct and sustain operations.
- Broad and diverse base of funding sources.
- Financial need for a Community Grant to implement proposed program, project, or activity.
- Proposed budget is consistent with and appropriate for the fixed grant amount available in the selected Community Grant category.

_____ *Points awarded for this section (maximum of 25).*

3. Program, Project, or Activity:

- Program, project, or activity does not address emergency food, clothing, or shelter. (These activities are supported by Deschutes County through a separate grant program in conjunction with United Way's Emergency Food and Shelter program.)
- Request is consistent with the fixed dollar amounts indicated in the category/grant amount description at the top of this form.
- Number of individuals to be served is appropriate to the budget and scale of proposed program, project or activity.
- Serves vulnerable and/or underserved populations and/or communities.
- Positively impacts welfare of the community.
- Complements, but does not duplicate, existing Deschutes County services.
- Implementation strategy is suitable to achieving the stated goals and objectives of proposed program, project, or activity.

- Partnerships or collaboration with other agencies are included in implementation strategy.
- Other sources of funds or in-kind support are available to supplement Community Grant funds.

_____ *Points awarded for this section (maximum of 35).*

4. Performance Management:

- Stated outputs are relevant and reasonable to the scale of the proposed program, project, or activity.
- Stated outcomes are relevant and reasonable to the scale of the proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 15).*

TOTAL NUMBER OF POINTS AWARDED:

COMMENTS:

NAME OF RATER:

**Deschutes County
Fiscal Year 2014-15
Community Grant Application**

Submittal Instructions and Cover Sheet

A complete application will consist of the following:

1. This cover sheet, signed and dated.
2. Narrative responses to the attached questions on no more than four single-sided, single-spaced pages.
3. Attachments:
 - a. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
 - b. The first two pages of the organization's most recently submitted IRS 990 or 990 EZ form or, if the organization is not required to file either form with the IRS, a financial statement that provides equivalent information concerning activities and governance, revenue, expenses, and net assets or fund balances.
 - c. An operating budget specific to the proposed operations, program, project, or activity.
 - d. A roster of the organization's Board of Directors.

Submit the complete application electronically to judithu@deschutes.org no later than 5:00 p.m. on October 24, 2014. Incomplete and/or late applications will not be reviewed or considered.

Please complete the following:

Contact Name:	Isabelle Senger			
Organization Name:	High Desert Chamber Music			
Address:	P. O. Box 1272			
City:	Bend	State:	OR	Zip Code: 97709
Telephone Number:	541-306-3988			
Email Address:	info@highdesertchambermusic.com			

Application is being submitted to which Community Grant Program funding category*?

- ☐ Health, Mental Health, and Addictions Services
- ☒ Arts and Culture
- ☐ Other Essential Services: Includes services to youth; underserved, indigent, and/or vulnerable populations; animal welfare; or the environment.

* Please refer to the funding guidelines for more information.

Certification:

On behalf of the organization specified above, I certify the following:

1. All information included in this application is accurate.
2. I am authorized by the governing board to submit this grant application.
3. This organization is located in Deschutes County.
4. If awarded, Community Grant funds will be used in support of Deschutes County residents only.
5. This organization is in good standing with the U.S. Internal Revenue Service and is currently designated as a 501(c)(3) tax-exempt entity.

Signature:  _____

Print Name: Isabelle Senger

Title: Executive Director

Date: October 23, 2014

**Deschutes County
Fiscal Year 2014-15
Community Grant Application**

Questions

Please respond to the questions below in the order shown. Responses must be thorough, but provided on no more than four single-sided, single-spaced pages. Required attachments such as proof of non-profit status and copies of tax forms are excluded from the four page limit. Any additional documents submitted beyond those stated in the instructions, such as brochures, leaflets, newsletters, or reports, will not be considered a part of the application and will be discarded without review.

Organization

1. Describe the history of the organization, including the year the organization was established.

High Desert Chamber Music (HDCM) was founded in 2008 with the belief that there was a demand in Central Oregon for high quality classical music performances presented by a local organization.

We have grown consistently since our inception, and, now in our seventh season, we present an acclaimed concert series of four events at the Tower Theater, a secondary "Spotlight" series at various venues that raises funds for the direct benefit of our Educational Outreach programs, and an Annual Benefit Gala that supports all our programs.

Over the previous two decades the region has undergone rapid growth as a destination for professionals, families, retirees and visitors seeking quality cultural and recreational experiences. Those who benefit from our programs are people of all ages, income levels and ethnicities. They are children through adults and senior citizens in Deschutes County in Oregon. We serve more than 1,300 people each year through our concert presentations.

2. State the organization's mission, goals, and programs or services provided.

Our purpose and mission is: "To bring world class chamber music and musicians to Central Oregon. Through our concert series and educational outreach programs, we aspire to heighten a level of appreciation, awareness and understanding of this great genre of classical music."

Through this grant request, High Desert Chamber Music respectfully requests \$2,400 under the Arts and Culture priority of the Deschutes County Community Grants Program.

3. Describe the leadership and structure of the organization.

HDCM was conceived and founded by our Executive Director, Isabelle Senger. Ms. Senger holds a Masters of Music degree from the University of California, Los Angeles, and a long professional history in the business prior to her move to Central Oregon. Her hard work and unstinting contribution of time, talents and resources have propelled HDCM to the success it has today. This has been achieved without incurring debt or running a deficit. As a performer, Ms. Senger has over 20 years of professional experience, and over the past six years, she has organized/presented over 60 HDCM concerts and/or events in Central Oregon. Ms. Senger is responsible for leadership in administration, management and performing all of the activities mentioned in this document.

The Board of High Desert Chamber Music contributes its time and are dedicated and supportive of all aspects for the operation and administration of the Concert Series and Educational programs of the organization. The Board has recently developed a strategic plan, and leads efforts to continually focus on HDCM's vision, implementation, and continual development.

Program, Project, or Activity

1. Provide a title of the proposed initiative for which funds are being requested.

The primary focus of this organization is the presentation of the "HDCM Concert Series" and related educational and outreach programs in Deschutes County.

2. Describe the goals and objectives of the proposed initiative.

The goals of our organization relate specifically to the presentation of the "HDCM Concert Series". These performances begin in the Fall and continue until the Summer of the following year. After three seasons in Downtown Bend's Tower Theatre, we relocated our performance venue to the Oxford Hotel for two seasons. Due to multiple sold out events and the growth of our organization, we returned our Concert Series to the larger venue at the Tower Theatre in our sixth season. The Tower Theatre is considered by many, to be Central Oregon's "center stage".

This funding request will assist our organization to continue building on its current momentum, and allow us to increase our capacity to fulfill our mission. We have recently moved into an office space in an extremely visible location in Downtown Bend. It is next to the iconic Pine Tavern Restaurant at 961 NW Brooks Street. Our goal for this space is to be a resource for the community to learn about our programs, and serve not only as a box office and an administrative office for our staff, but to also be a meeting and rehearsal space for our visiting artists and students in our Educational Outreach programs. In our first month of being open, we have had numerous visitors to the space, and are successfully holding rehearsals for our students, volunteer training meetings, and Board meetings in the new location.

This accomplishment has been significant for our organization, which, in its early years conducted business out of the executive director's private home...and has now moved forward with permanent, professional business offices, ticket sales "box office" presence and rehearsal and meeting space.

3. Identify the target population which will be served.

This project will primarily serve the residents of Deschutes County and all funds will be directed to our programs in Deschutes County. Importantly, patrons who participate and attend our concerts and programs support other economic aspects of Central Oregon such as retail businesses, hotels and restaurants. We estimate serving 1300 individuals annually.

4. Identify the geographic area(s) of Deschutes County which will benefit.

All of the educational programming and the HDCM Concert Series presentations take place in Deschutes County in the City of Bend.

5. Describe how the proposed initiative will positively impact the community and complement existing services currently provided by Deschutes County.

High Desert Chamber Music sets itself apart by consistently presenting classical chamber music performances of the highest quality. The ensembles presented consist of well-known performers,

currently at the top of their field. Many of the visiting artists perform in the motion picture and television recording industries and have served as Concertmasters and Principal players of world famous performing arts organizations. Our goal has always been to provide access and exposure to these caliber of musicians and expand on our level of musical excellence in Central Oregon. In addition to the main event in the Concert Series, every visiting performing artist participates in an Educational Outreach activity by performing at a local school or instructing the students in our training program. We also make an effort to present an outreach concert at Whispering Winds Retirement Community, for those residents who might otherwise not be able to attend our performances.

6. Describe in detail how the proposed initiative will be implemented.

Specific activities include the general operations tasks /expenses related to all facets of scheduling concerts, selecting venues, hiring musicians, securing sponsors and advertisers, managing volunteers, marketing the concert series, administration, planning and facilitating fundraising activities and events, and conducting the educational outreach programs in conjunction with local music teachers and schools.

7. Describe specifically how the requested funds will be used.

Funding from Deschutes County will directly support HDCM's annual costs for our Concert Series and Educational Outreach programming.

8. Identify any partner agencies which will collaborate to implement the proposed initiative.

High Desert Chamber Music is a unique performing arts organization of its kind that incorporates performing musical arts by professional musicians at community events, and school and other educational programs. Its priority is to make chamber music accessible to all in Central Oregon. HDCM enjoys comprehensive relationships with many individuals, businesses, organizations and others in Central Oregon and beyond. These relationships add to the viability, community image and current and future successes of our organization and the performing musical arts in our area. Our primary partners are the Tower Theater, the regional school districts and many businesses and individuals in the area.

HDCM receives in-kind donations from community sponsors valued at over \$45,000. We have had the support of our media sponsor, Horizon Broadcasting Group for the past four years. Our new lodging sponsor this season, Red Lion Inn & Suites, donates all accommodations for our visiting performers, and Hertz Rental Car provides complimentary vehicles for our guests as well. Volunteer commitment is exemplary and they play a key role in our programming. This includes our Board of Directors, and roughly 25 individuals who assist in various activities through the year.

9. Describe other sources of funding that will support the proposed initiative.

We have recently applied to the Meyer Memorial Trust within their Grassroots Program in the amount of \$10,000. We have also applied to the Small Arts and Culture Grant Program of the Oregon Community Foundation for \$4,000 and the Pacific Power Foundation for \$5,000. Also, in the last year, we have received funding from the Collins Foundation, \$7,500; Oregon Community Foundation; \$5,000; Herbert Templeton Foundation, \$4,000; James F & Marion L. Miller Foundation, \$2,500; The Autzen Foundation, \$2,500; Deschutes Cultural Coalition, \$1,000 and individual contributions, \$25,000. We continue to submit other funding requests as appropriate. We anticipate funding success in the long and short term because of the wide variety of individual donations, foundation funding, and our several fundraising events.

1. Identify quantifiable outputs anticipated to be achieved through the proposed initiative (examples: number of persons served, programs or events held, animals rescued, acres restored or protected).

Deschutes County funding will support general operating expenses and allow us to achieve the following outcomes: 1) Increase our fundraising activities through grants, events and contributions; 2) Continue our marketing efforts to secure greater audiences and levels of funding; 3) Continue to work with schools to coordinate and expand programs; 4) Identify and work with students who desire to be part of our educational outreach programs, which includes private instruction and musical performances; and 5) Build on our momentum in achieving stronger sustainability by fully funding administrative costs, general expenses, and professional musician and staff compensation.

2. Describe the anticipated outcomes of the proposed initiative (examples: fewer persons institutionalized, greater knowledge and understanding of local history, fewer animals in shelter care, more natural areas available for wildlife and recreation).

The operations of HDCM are sustainable in the long and short term because of the wide variety of individual donations, ticket sales, foundation funding, and our several fundraising activities. Our current diversity of funding sources ensures that HDCM is not overly dependent on any particular funding source and facilitates resilience in our ability to respond to financial requirements as they arise.

We are more than pleased with the momentum that has been developed over the past seven years and the broad base of supporters that are now part of our HDCM family. We have already seen an increase in season ticket holders and believe that trend will continue. We are very encouraged with the new community presence in having a permanent office and “box office” and believe that will have an even greater impact on increased ticket sales over time. Our volunteer corps is strong; in addition to assisting at concerts, they help in staffing our new office. We continue to work with youth in local schools with the goal of encouraging young students and expanding musical appreciation and understanding of classical music. We have become an integral part of Downtown Bend and believe that as Bend grows, our organization will benefit from an increasing population and new visibility in Central Oregon. And, equally important is High Desert Chamber Music’s commitment to providing the highest quality, professional classical music in Central Oregon.

We thank Deschutes County for its interest and consideration of this grant proposal.

High Desert Chamber Music
Actual Financials FY 2013
Projected Operating Project Budget for 2014
(as of October 10, 2014)

	FY 2013 Actual	FY 2014 Projected	FY 2014 YTD
INCOME			
Corporate Support	\$2,750.00	\$4,000.00	\$2,000.00
Foundation Grants	\$22,000.00	\$25,000.00	\$17,500.00
Individual Contributions	\$21,661.54	\$20,000.00	\$21,200.00
Fundraising Events	\$18,465.00	\$17,000.00	\$1,870.00
Interest Income	\$10.91	\$10.00	\$6.45
Other-Advertisement Income	\$7,750.00	\$7,600.00	\$9,100.00
Earned Income	\$19,011.00	\$22,000.00	\$22,346.00
In-Kind Support	\$45,177.60	\$45,000.00	\$43,750.00
Other-Miscellaneous Income			
Total Income	\$136,826.05	\$140,610.00	\$117,772.45
EXPENSE			
Advertising & Marketing	\$7,728.12	\$8,000.00	\$6,348.26
Business Expenses	\$3,321.97	\$5,629.00	\$4,415.28
Facilities & Equipment - Occupancy		\$2,450.00	\$8,010.80
Fundraiser Expenses	\$5,147.51	\$4,500.00	\$482.36
Management & Operations	\$2,033.84	\$3,500.00	\$1,513.03
Meals & Entertainment	\$1,384.60	\$1,500.00	\$1,290.85
Payroll Expenses & Health Benefits	\$39,348.35	\$39,500.00	\$13,557.84
Professional Fees	\$7,450.00	\$9,500.00	\$8,580.00
Program Expenses - Facilities	\$5,435.08	\$6,400.00	\$6,372.31
Program Expenses-Educational Outreach	\$5,483.32	\$5,500.00	\$4,330.99
Travel & PerDiem	\$9,347.75	\$6,500.00	\$6,035.87
Utilities	\$1,575.15	\$2,500.00	\$1,226.43
Less In-Kind Support (non-cash revenue)	\$45,177.60	\$45,000.00	\$43,750.00
Total Expense	\$133,433.29	\$140,479.00	\$105,914.02
Income Less Expenses	\$3,392.76	\$131.00	\$11,858.43

**High Desert Chamber Music
Board of Directors
August 1, 2014**

Bill Riser, President
19570 Green Lakes Loop Bend, OR 97701
(541) 280-1474
briser@bendcable.com

Andy Kizans, Secretary
2554 NE 6th St. Bend, OR 97701
(541) 383-1980
akizans@att.com

Richard Samco, Treasurer
3133 NW Horizon Dr. Bend, OR 97701
(541) 382-5717
rick@samcos.com

Matt Falkenstein, D.D.S.
910 SW Simpson Ave. Bend, OR 97702
(541) 382-8575
falk@shevlindental.com

Julie Kennedy Cochran
18624 Pinehurst Rd. Bend, OR 97701
(541) 312-3684
jkennedy@bendnet.com

Vincent Mercurio
19485 Tam Lake Ct. Bend, OR 97702
(858) 472-2475
vincentmercurio@gmail.com

Patricia Rogers
60500 Arnold Market Rd. Bend, OR 97701
(541) 382-4655
par@ykw.net

Francis Senger
33 NW Louisiana Ave. Bend, OR 97701
(541) 870-7014
francis@missionbuilding.com

Former Director of Strategic Planning and
Director of Business Development,
Dataproducts Corp., Mt. View, California;
President, Humane Society of Central
Oregon, Bend, Oregon

AT&T International Strategy & Business
Development; President, Alyce Hatch
Center, Bend, Oregon; Member, Bend
Chamber of Commerce; Former member,
Bend High Desert Rotary Club

Founder and former VP Product Development,
MedicaLogic; Director of Systems Software at
Mentor Graphics; Former Board Member,
MedicaLogic and Software Association of
Oregon

Partner/Owner, Shevlin Dental Center, Bend,
Oregon; Former Board Member, Durango Early
Learning Center, Durango, Colorado; Past
Member, State Board of Trustees Colorado
Dental Association

Former Marketing Manager, Digeo Inc, AT&T,
and NYNEX; Secretary, Bethlehem Inn;
Treasurer, Bend Farmer's Market; Former Board
Member, Nature of Words

Member, Bend City Planning Commission;
Former COO, Luce Forward Hamilton & Scripps,
LLP, San Diego, California

Former Board Member, Chairman, Community
Concert Association, Former Board Member,
Community Theatre of the Cascades

Owner, Mission Building & Renovation;
Former professional musician Los Angeles,
California; Former adjunct Professor -
California State University, Long Beach, Azusa
Pacific University

Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except private foundations)

▶ Do not enter Social Security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

OMB No. 1545-1150

2013**Open to Public
Inspection**

A For the 2013 calendar year, or tax year beginning , 2013, and ending	
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C HIGH DESERT CHAMBER MUSIC P.O. BOX 1272 BEND, OR 97709
D Employer identification number 26-1777589	E Telephone number 541-306-3988
F Group Exemption Number	
G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) ▶	
H Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).	
I Website: ▶ www.HighDesertChamberMusic.com	
J Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀(insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other	
L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 131,577.	

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)			
Check if the organization used Schedule O to respond to any question in this Part I. <input checked="" type="checkbox"/>			
REVENUE	1 Contributions, gifts, grants, and similar amounts received.	1	94,090.
	2 Program service revenue including government fees and contracts.	2	19,011.
	3 Membership dues and assessments.	3	
	4 Investment income.	4	11.
	5a Gross amount from sale of assets other than inventory.	5a	
	5b Less: cost or other basis and sales expenses.	5b	
	5c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a).	5c	
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000).	6a	
b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000).	6b	18,465.	
c Less: direct expenses from gaming and fundraising events.	6c	5,147.	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c).	6d	13,318.	
7a Gross sales of inventory, less returns and allowances.	7a		
b Less: cost of goods sold.	7b		
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a).	7c		
8 Other revenue (describe in Schedule O).	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8.	9	126,430.	
EXPENSES	10 Grants and similar amounts paid (list in Schedule O).	10	
	11 Benefits paid to or for members.	11	
	12 Salaries, other compensation, and employee benefits.	12	40,778.
	13 Professional fees and other payments to independent contractors.	13	10,268.
	14 Occupancy, rent, utilities, and maintenance.	14	6,930.
	15 Printing, publications, postage, and shipping.	15	837.
	16 Other expenses (describe in Schedule O). See Schedule O	16	64,157.
	17 Total expenses. Add lines 10 through 16.	17	122,970.
18 Excess or (deficit) for the year (Subtract line 17 from line 9).	18	3,460.	
ASSETS	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return).	19	15,892.
	20 Other changes in net assets or fund balances (explain in Schedule O). See Schedule O	20	103.
	21 Net assets or fund balances at end of year. Combine lines 18 through 20.	21	19,455.

BAA For Paperwork Reduction Act Notice, see the separate instructions.Form **990-EZ** (2013)

Part II Balance Sheets (see the instructions for Part II)Check if the organization used Schedule O to respond to any question in this Part II. ☒

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments.....	21,001.	22 19,176.
23 Land and buildings.....		23
24 Other assets (describe in Schedule O)..... See Schedule O	75.	24 279.
25 Total assets.....	21,076.	25 19,455.
26 Total liabilities (describe in Schedule O)..... See Schedule O	5,184.	26 0.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21).....	15,892.	27 19,455.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)Check if the organization used Schedule O to respond to any question in this Part III. ☒

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28 See Schedule O		
(Grants \$) If this amount includes foreign grants, check here. <input type="checkbox"/>	28 a	115,051.
29		
(Grants \$) If this amount includes foreign grants, check here. <input type="checkbox"/>	29 a	
30		
(Grants \$) If this amount includes foreign grants, check here. <input type="checkbox"/>	30 a	
31 Other program services (describe in Schedule O).....		
(Grants \$) If this amount includes foreign grants, check here. <input type="checkbox"/>	31 a	
32 Total program service expenses (add lines 28a through 31a).....	32	115,051.

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV)Check if the organization used Schedule O to respond to any question in this Part IV. ☐

(a) Name and Title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
FRANCIS SENGER Director	2	0.	0.	0.
MATT FALKENSTEIN President	2	0.	0.	0.
BILL RISER Secretary	2	0.	0.	0.
VINCENT MERCURIO Director	2	0.	0.	0.
ANDY KIZANS Director	2	0.	0.	0.
RICHARD SAMCO Treasurer	2	0.	0.	0.
PATRICIA ROGERS Director	2	0.	0.	0.
MATTHEW SCHIFFMAN Director	2	0.	0.	0.
ELIZABETH SENGER Executive Dir.	2	0.	0.	0.

**Deschutes County Community Grant Program
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Rating Worksheet**

Applicant: Deschutes County Historical Society

Category/Grant Amount: Arts and Culture / \$2,400

Title: Deschutes County Historical Society Tablet Technology

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NAME OF RATER:

**Deschutes County
Fiscal Year 2014-15
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Please complete the following:

Contact Name:	<input type="text" value="Kelly Cannon-Miller"/>		
Organization Name:	<input type="text" value="Deschutes County Historical Society"/>		
Address:	<input type="text" value="129 NW Idaho Avenue"/>		
City:	<input type="text" value="Bend"/>	State:	<input type="text" value="OR"/>
		Zip Code:	<input type="text" value="97701"/>
Telephone Number:	<input type="text" value="541-389-1813"/>		
Email Address:	<input type="text" value="kelly@deschuteshistory.org"/>		

Application is being submitted to which Community Grant Program funding category*?

- ☐ Health, Mental Health, and Addictions Services
- ☒ Arts and Culture
- ☐ Other Essential Services: Includes services to youth; underserved, indigent, and/or vulnerable populations; animal welfare; or the environment.

* Please refer to the funding guidelines for more information.

Certification:

On behalf of the organization specified above, I certify the following:

1. All information included in this application is accurate.
2. I am authorized by the governing board to submit this grant application.
3. This organization is located in Deschutes County.
4. If awarded, Community Grant funds will be used in support of Deschutes County residents only.
5. This organization is in good standing with the U.S. Internal Revenue Service and is currently designated as a 501(c)(3) tax-exempt entity.

Signature: Kelly Cannon-Miller

Print Name: Kelly Cannon-Miller

Title: Executive Director

Date: 10/24/2014

***Deschutes County
Fiscal Year 2014-2015
Community Grant Application
Deschutes County Historical Society***

The Deschutes County Historical Society (DCHS) respectfully submits a request through the Arts and Culture funding category in the Community Grant FY 2014-2015 year. Our request is for \$2,400 to expand public engagement and connections through the use of tablet technology as an accessory for guided interpretation and as fixed audio/visual media within exhibits at the Des Chutes Historical Museum. Tablet technology enables interactivity to be introduced into traveling or temporary exhibits and community outreach events at a lower cost than traditional custom built electronic media.

ORGANIZATION:

1. The DCHS was founded in 1975 as a 501(c)(3) organization. DCHS operates and manages the Des Chutes Historical Museum located in Reid School at 129 NW Idaho Avenue in Bend. The building is leased from Deschutes County. DCHS is at the forefront of historical preservation and education in Deschutes County, allowing us to preserve, promote and celebrate the history of Deschutes County. DCHS offers permanent and changing exhibits as well multiple programs and services including school presentation and tours, heritage walks and talks, research library, historic photo reproduction services plus special community events.

As part of the DCHS Strategic Master Plan, the Des Chutes Historical Museum is beginning a series of exhibit gallery renovations that will improve the museum's capacity for increased rotation of exhibits and storylines designed to attract museum visitation by both local residents and visitors outside the area.

The Museum is open Tuesday through Saturday from 10:00 a.m. to 4:30 p.m. Our nominal admission fee of \$5 per adult, \$2 for children 12 to 17 and free for kids under 12, allows access to the Museum for all income levels. Through various partnerships, museum membership and financial contributions, additional event admissions are no or low-cost. In addition, we offer multiple free days throughout the year to attract visitors.

2. **Mission**

DCHS's mission is to preserve, promote and celebrate the history of Deschutes County.

Vision

Our vision is to develop a vibrant museum and community center dedicated to education, research and appreciation for our unique history; a living legacy that grows with each generation.

DCHS fulfills its mission through:

- Actively collecting and preserving artifacts and archival material related to the history of Deschutes County
- Ongoing digital preservation of documents, photographs and artifacts in our extensive collection
- Celebrating our history through exhibits, events, programs plus educational outreach at various schools and organizations in Deschutes County
- Providing public access to historical information and photographs via our research library and database

*Deschutes County Fiscal Year 2014-2015
Community Grant Application
Deschutes County Historical Society*

- Encouraging and supporting new historical research by providing staff and volunteer expertise in addition to assisting with self-guided research

3. **Leadership of DCHS**

The DCHS is governed by a 13-member board of directors. The 2014 Executive Committee is Bruce White, president, attorney; Nate Pedersen, vice-president, Deschutes Public Library and Anna Johnson, secretary, Deschutes County. The board of directors include: Barbara Buxton, retired; Beau Eastes, *The Bulletin*; Sue Fountain, Deschutes Public Library; Heidi Kennedy, City of Bend; Courtney-Lupton Taylor, Jefferson County School teacher; Bill Olsen, realtor; Susie Penhollow, retired and Marsha Stout, retired. (see attached roster)

DCHS has five part-time staff members: executive director, museum manager, registrar, docent and development manager. They offer more than 60 years of combined managerial and professional experience. DCHS contracts with an accountant for its financial management.

More than 20 dedicated volunteers assist with special events and daily activities at the Museum including helping visitors with information and tours, historical research, archival assistance plus office tasks.

4. Proof of nonprofit status is attached.
5. First two pages of the IRS Form 990 for 2012 are attached.

PROGRAM, PROJECT OR ACTIVITY:

1. **Title:** Deschutes County Historical Society Tablet Technology
2. **Goals and Objectives**

Goals:

To expand public engagement and connections through the use of tablet technology as an accessory for guided interpretation and as fixed audio/visual media within exhibits at the Deschutes Historical Museum.

Tablets or virtual interactive devices in a museum setting will never replace the 'a-ha' moments of seeing actual artifacts or listening to and talking with an interpreter. However, tablets are able to provide a deeper exploration of the story around the experience of viewing the exhibit and artifacts.

Objectives:

- Allowing interpreters to enhance visitors' relevant experience by showing along with telling. For example, the guide will be able to talk about the history of a building while showing digitized photos or documents on the tablet from the museum's extensive collection that relate to the property and people who lived there. This will allow a deeper appreciation of the historic structure.
- Allowing enhanced education and experiences during the museum visit in exhibits by offering interactive elements. Visitors can explore an exhibit via software applications loaded on the tablet. Historic film footage complements the displays of everyday artifacts used in that historic setting. Use of tablets will begin with the *Finding Fremont in Oregon* exhibit opening in April 2015.

- Tablets will be used as hand held sharing and teaching devices beginning in the summer of 2015 for community events including Heritage Walks and Talks plus Historical Haunt Walks of downtown Bend
 - Increase efficiency of staff and volunteers (less time making multiple copies to put in binders, using less paper, etc.)
 - Improve and aid with school outreach visits
3. **Target Audience:**
All ages of residents in Deschutes County, as well as visitors, students, researchers from out of the area, volunteers and DCHS staff.
 4. **Identify the geographic area(s) of Deschutes County which will benefit.**
All residents of Deschutes County and visitors outside the area interested in the history and cultural resources of Deschutes County will benefit from tablet technology.
 5. **Describe how the proposed initiative positively impacts the community and complements existing services currently provided by Deschutes County?**
Offering tablets in museums have been shown to enhance learning, retention of information, social interaction and entertainment for attendees. Tablets and interactive stimuli help museums with their connection to students, visitors and researchers beyond onsite visits to the museum.
 6. **Describe in detail how the proposed initiative be implemented?**
Implementation of the project will begin with installation of the *Finding Fremont in Oregon* exhibit in April/May 2015 providing audio/visual support within the exhibit. The remaining three tablets will be programmed with supporting materials for the museum's summer Heritage Walks and Talks program that run Memorial Day through Labor Day, then for the downtown Bend Haunt Walks in October.
 7. **Describe in detail how the requested funds will be used.**
Funding from the Deschutes County Community grant will be used to purchase four (4) tablets and accessories such as protective covers, handle straps and screen protectors at an outlet that offers the most cost effective price.
 8. **Identify any partner agencies which will collaborate to implement proposed initiative.**
While there is not a partner for the tablet technology project specifically, the technology aids the Des Chutes Historical Museum in future partner based projects. The Nevada State Museum and Bureau of Land Management Nevada and Oregon state offices are the major partners for the *Finding Fremont in Oregon* exhibit. Future partnerships that will be impacted with technology availability include the Oregon Nordic Ski Foundation and the Newberry National Volcanic Monument.
 9. **Describe other sources of funding that will support the proposed initiative.**
Additional funds are from the DCHS operational budget, plus staff and volunteer time. DCHS contracts with Weston Technology Solutions at a reduced nonprofit rate to offer ongoing computer, helpdesk and IT services, maintenance, support and training.

PERFORMANCE MEASUREMENT

1. Identify quantifiable outputs anticipated to be achieved through the proposed initiative.

In addition to gathering number of museum attendees and their residences, feedback from visitors will be solicited during the summer programming in the form of surveys to rate both our exhibits and our guided Heritage Walks and Talks. Visitors will be asked how tablet technology aided or detracted from their experiences. Most museum guests expect to encounter such technology during museum visits. It is anticipated that visitors will respond favorably to tablet technology. DCHS estimates a 10% increase in visitation to the Museum by Deschutes County residents.

Reports of inoperative technology, which may unfortunately occur, will also be used to advise future technology upgrades. The resulting data will be compiled in fall of 2015 to guide the museum with future tablet programming and additional uses.

2. Describe anticipated outcomes of the proposed initiative.

The primary desired outcome for incorporation of tablet technology is improved access by visitors and museum interpreters to larger museum collections and information during program presentations and exhibits. The tablets provide this access in a visitor-driven learning system rather than through paper handouts that are time consuming to create, only to be often deposited in the recycle bin. Staff utilizing Power Point or similar programming can develop multiple talks to be stored on the tablets, rather than a series of printed materials. Tablet use also allows for a variety of programs on one portable unit. With projector compatibility, Museum staff can also use the tablets to present informal lectures at off-site locations such as the Deschutes Public Library branches, Bend Park and Recreation, area schools, service organizations, local retirement centers, or area State Parks.

**DESCHUTES COUNTY HISTORICAL SOCIETY TABLET TECHNOLOGY
PROJECT BUDGET 2014-2015**

Revenue Sources	Cash	In-kind	Total
Deschutes County Community Grant	\$ 2,400.00		\$ 2,400.00
DCHS Operating Budget	\$ 375.00		\$ 375.00
Volunteer tablet set up: 15 hours @ \$20		\$ 300.00	\$ 300.00
Volunteer staff training: 3 hours @ \$20		\$ 60.00	\$ 60.00
TOTAL REVENUE	\$ 2,775.00	\$ 360.00	\$ 3,135.00
Expenses	Cash	In-kind	Total
Samsung Galaxy Tab S 10.5 4 @ \$499.99	\$ 1,996.96		\$ 1,996.96
Galaxy Tab Cover 4 @ \$9.99	\$ 199.96		\$ 199.96
Galaxy Tab Screen Protector 4 @ \$9.99	\$ 199.96		\$ 199.96
Galaxy Tab Stylus 4 @ \$19.95	\$ 78.90		\$ 78.90
Tablet Hand Strap 4 @ \$19.95	\$ 78.90		
Staff tablet programming 15 hours @ \$14.37	\$ 215.55		\$ 215.55
Volunteer tablet set up: 15 hours @ \$20		\$ 300.00	\$ 300.00
Volunteer staff training: 3 hours @ \$20		\$ 60.00	\$ 60.00
TOTAL EXPENSES	\$ 2,770.23	\$ 360.00	\$ 3,051.33

**2014 DESCHUTES COUNTY HISTORICAL SOCIETY
BOARD OF DIRECTORS**

EXECUTIVE COMMITTEE:

Bruce White, President

254 NW Florida Ave., Bend, OR 97701
541.388.3940
bwwlaw@yahoo.com

Nathan Pedersen, Vice President

2525 NW High Lakes Loop, Bend, Oregon 97701
541.225.8190 (cell), 541.617.7092 (work)
nathanp@dpls.lib.or.us

Anna Johnson, Secretary

20605 Songbird Lane, Bend, Oregon 97702
541.280.5263(cell), 541.330.4640 (work)
Anna.Johnson@deschutes.org

BOARD MEMBERS:

Barbara Buxton

2861 NW Polarstar, Bend, Oregon 97701
541.382.3456
barbsbux@gmail.com

Heidi Kennedy

64180 Old Bend Redmond Hwy, Bend, Oregon 97701
541.410.6112
hbkenedy@bendbroadband.com

Beau Eastes

2249 SE Velocette, Bend, Oregon 97702
541.383. 0305 (work)
beastes@bendbulletin.com

Courtney Lupton-Turner

66050 Mariposa Ln, Bend, Oregon 97701
541.408.5117
Clupton54@gmail.com

Sue Fountain

63232 Wishing Well Lane, Bend, Oregon 97701
54.306. 4691 (cell)
fountain.sue@gmail.com

Bill Olsen

P.O. Box 451, Bend, Oregon 97709
541.382.2501
Bobo2@bendbroadband.com

Karen Green

1331 NW West Hills, Bend, Oregon 97701
541.317.9148
kgreen@bendbroadband.com

Susie Penhollow

60939 Billadeau Road, Bend, Oregon 97702
541.382.2724 (home), 541.419.6543 (cell)
mshpenh@bendbroadband.com

Tor Hanson

21 NW McKay Ave., Bend, Oregon 97701
541.383.1478
torbjornhanson@me.com

Marsha Stout

65965 White Rock Loop, Bend, Oregon 97701
541.323.1879
marsha@ykw.net

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

OMB No 1545-0047

2012

Open to Public Inspection

The organization may have to use a copy of this return to satisfy state reporting requirements

A For the 2012 calendar year, or tax year beginning 01-01-2012, 2012, and ending 12-31-2012

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization DESCHUTES COUNTY HISTORICAL SOCIETY		D Employer identification number 51-0186079
	Doing Business As		E Telephone number (541) 389-1813
	Number and street (or P.O. box if mail is not delivered to street address) 129 NW IDAHO AVE	Room/suite	
	City or town, state or country, and ZIP + 4 BEND, OR 97701		
F Name and address of principal officer ANNA JOHNSON 129 NW IDAHO AVE BEND, OR 97701		H(a) Is this a group return for affiliates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all affiliates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list (see instructions) H(c) Group exemption number	
I Tax-exempt status <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: WWW.DESCHUTESHISTORY.ORG			
K Form of organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		L Year of formation 1975	M State of legal domicile OR

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities TO PRESERVE, PROMOTE AND CELEBRATE OUR LOCAL HISTORY																			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets																			
	3 Number of voting members of the governing body (Part VI, line 1a)	3	13																	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	13																	
Revenue	5 Total number of individuals employed in calendar year 2012 (Part V, line 2a)	5	4																	
	6 Total number of volunteers (estimate if necessary)	6	65																	
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0																	
	7b Net unrelated business taxable income from Form 990-T, line 34	7b																		
	<table border="1"> <thead> <tr> <th></th> <th>Prior Year</th> <th>Current Year</th> </tr> </thead> <tbody> <tr> <td>8 Contributions and grants (Part VIII, line 1h)</td> <td>49,624</td> <td>19,307</td> </tr> <tr> <td>9 Program service revenue (Part VIII, line 2g)</td> <td>21,301</td> <td>42,459</td> </tr> <tr> <td>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)</td> <td>-1,575</td> <td>1,707</td> </tr> <tr> <td>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)</td> <td>77,257</td> <td>6,261</td> </tr> <tr> <td>12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)</td> <td>146,607</td> <td>69,734</td> </tr> </tbody> </table>				Prior Year	Current Year	8 Contributions and grants (Part VIII, line 1h)	49,624	19,307	9 Program service revenue (Part VIII, line 2g)	21,301	42,459	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	-1,575	1,707	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	77,257	6,261	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	146,607
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Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0																	
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0																	
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	68,702	72,750																	
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0																	
	b Total fundraising expenses (Part IX, column (D), line 25)	24,193																		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	69,254	82,383																	
	18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	137,956	155,133																	
Net Assets or Fund Balances	19 Revenue less expenses Subtract line 18 from line 12	8,651	-85,399																	
	<table border="1"> <thead> <tr> <th></th> <th>Beginning of Current Year</th> <th>End of Year</th> </tr> </thead> <tbody> <tr> <td>20 Total assets (Part X, line 16)</td> <td>1,227,642</td> <td>1,115,350</td> </tr> <tr> <td>21 Total liabilities (Part X, line 26)</td> <td>43,808</td> <td>16,915</td> </tr> <tr> <td>22 Net assets or fund balances Subtract line 21 from line 20</td> <td>1,183,834</td> <td>1,098,435</td> </tr> </tbody> </table>				Beginning of Current Year	End of Year	20 Total assets (Part X, line 16)	1,227,642	1,115,350	21 Total liabilities (Part X, line 26)	43,808	16,915	22 Net assets or fund balances Subtract line 21 from line 20	1,183,834	1,098,435					
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22 Net assets or fund balances Subtract line 21 from line 20	1,183,834	1,098,435																		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	***** Signature of officer	2013-11-14 Date
	KELLY CANNON-MILLER EXECUTIVE DIRECTOR Type or print name and title	
Paid Preparer Use Only	Print/Type preparer's name BRIAN G NEWTON	Preparer's signature
	Date 2013-11-15	Check <input type="checkbox"/> if self-employed PTIN
	Firm's name JONES & ROTH PC Firm's EIN	
Firm's address 300 SW COLUMBIA SUITE 201 BEND, OR 97702		Phone no (541) 382-3590

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response to any question in this Part III ☐ ☒**1** Briefly describe the organization's mission

TO PRESERVE, PROMOTE AND CELEBRATE OUR LOCAL HISTORY

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported**4a** (Code) (Expenses \$ 45,202 including grants of \$) (Revenue \$ 24,709)

ADMISSION FEES TO MUSEUM

4b (Code) (Expenses \$ 13,752 including grants of \$) (Revenue \$ 9,048)

DESCHUTES COUNTY HISTORICAL SOCIETY EXPENDS FUNDS ON EDUCATIONAL PROGRAMS DESIGNED FOR ALL AGES, AND COMMITS FUNDING TO MAKE THEM AS AFFORDABLE TO THE GENERAL PUBLIC AS POSSIBLE. EXPENSES ARE PAID FOR THROUGH GENERAL OPERATING FUNDS AND COVER STAFF AND MATERIAL COSTS, SUPPLEMENTED BY MINIMAL PARTICIPATION FEES FROM VISITORS

4c (Code) (Expenses \$ 14,084 including grants of \$) (Revenue \$ 8,702)

DESCHUTES COUNTY HISTORICAL SOCIETY LAUNCHES SPECIAL EVENT PROGRAMS DURING THE YEAR WITH SPONSORSHIPS AND OTHER PARTNERS. DCHS ALSO HOSTED THE SUMMER SHOOTOUT MARBLE TOURNAMENT WITH SPONSORSHIP FROM THE BULLETIN, IN WHICH KIDS AND ADULTS LEARN HOW TO PLAY OLD-FASHIONED MARBLES AND OTHER GAMES

4d Other program services (Describe in Schedule O)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **73,038**

**Deschutes County Community Grant Program
2014-15 Application Review
Rating Worksheet**

Applicant: Discover Your Forest

Category/Grant Amount: Arts and Culture / \$2,400

Title: Newberry National Volcanic Monument 25th Anniversary Celebration

Review Criteria:

1. Organization:

- Stable and positive history of providing services in Deschutes County.
- Experience delivering similar programs, projects, or activities as those proposed.
- Mission and goals are consistent with proposed program, project, or activity.
- Stable and experienced Board of Directors or other leadership group.
- Adequate staff and/or volunteers to implement proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 25).*

2. Financial Status:

- Adequate financial resources available to conduct and sustain operations.
- Broad and diverse base of funding sources.
- Financial need for a Community Grant to implement proposed program, project, or activity.
- Proposed budget is consistent with and appropriate for the fixed grant amount available in the selected Community Grant category.

_____ *Points awarded for this section (maximum of 25).*

3. Program, Project, or Activity:

- Program, project, or activity does not address emergency food, clothing, or shelter. (These activities are supported by Deschutes County through a separate grant program in conjunction with United Way's Emergency Food and Shelter program.)
- Request is consistent with the fixed dollar amounts indicated in the category/grant amount description at the top of this form.
- Number of individuals to be served is appropriate to the budget and scale of proposed program, project or activity.
- Serves vulnerable and/or underserved populations and/or communities.
- Positively impacts welfare of the community.
- Complements, but does not duplicate, existing Deschutes County services.
- Implementation strategy is suitable to achieving the stated goals and objectives of proposed program, project, or activity.

- Partnerships or collaboration with other agencies are included in implementation strategy.
- Other sources of funds or in-kind support are available to supplement Community Grant funds.

_____ *Points awarded for this section (maximum of 35).*

4. Performance Management:

- Stated outputs are relevant and reasonable to the scale of the proposed program, project, or activity.
- Stated outcomes are relevant and reasonable to the scale of the proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 15).*

TOTAL NUMBER OF POINTS AWARDED:

COMMENTS:

NAME OF RATER:

**Deschutes County
Fiscal Year 2014-15
Community Grant Application**

Submittal Instructions and Cover Sheet

A complete application will consist of the following:

1. This cover sheet, signed and dated.
2. Narrative responses to the attached questions on no more than four single-sided, single-spaced pages.
3. Attachments:
 - a. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
 - b. The first two pages of the organization's most recently submitted IRS 990 or 990 EZ form or, if the organization is not required to file either form with the IRS, a financial statement that provides equivalent information concerning activities and governance, revenue, expenses, and net assets or fund balances.
 - c. An operating budget specific to the proposed operations, program, project, or activity.
 - d. A roster of the organization's Board of Directors.

Submit the complete application electronically to judithu@deschutes.org no later than 5:00 p.m. on October 24, 2014. Incomplete and/or late applications will not be reviewed or considered.

Please complete the following:

Contact Name:

Organization Name:

Address:

City: State: Zip Code:

Telephone Number:

Email Address:

Application is being submitted to which Community Grant Program funding category*?

- ☐ Health, Mental Health, and Addictions Services
- ☒ Arts and Culture
- ☐ Other Essential Services: Includes services to youth; underserved, indigent, and/or vulnerable populations; animal welfare; or the environment.

* Please refer to the funding guidelines for more information.

Certification:

On behalf of the organization specified above, I certify the following:

1. All information included in this application is accurate.
2. I am authorized by the governing board to submit this grant application.
3. This organization is located in Deschutes County.
4. If awarded, Community Grant funds will be used in support of Deschutes County residents only.
5. This organization is in good standing with the U.S. Internal Revenue Service and is currently designated as a 501(c)(3) tax-exempt entity.

Signature: Stacey B Cochran

Print Name: STACEY B. COCHRAN

Title: VOLUNTEER & EVENT COORDINATOR

Date: 10/24/14



10/24/2014

Discover Your Forest Deschutes County Community Grant Program Application



Discover Your Forest (DYF) is pleased to submit a proposal requesting \$2400 in Deschutes County Community Grant Program funds for the Newberry National Volcanic Monument 25th Anniversary Celebration. DYF seeks to enhance and expand our community outreach program, specifically to engage youth and adults from all areas of Deschutes County connecting them, through Interpretive Education and Arts, to Deschutes National Forest.

Discover Your Forest was established in Spring 2012 through a partnership between the Deschutes National Forest and Discover Your Northwest, a 501(3)c non-profit, to serve as stewards of the Deschutes & Ochoco National Forests and Crooked River Grassland. Discover Your Forest is focused on managing volunteers, enhancing visitor services, marketing, fundraising, and providing conservation education opportunities for Central Oregon youth. Key Discover Your Forest objectives include:

- Engage youth to reach the next generation of stewards through educational outreach and career exploration programs.
- Deepen the personal commitment and involvement of the local community through events, stewardship and volunteerism.
- Provide visitor services, interpretive programs and events to increase visitor numbers and diversity.
- Pursue funding to expand educational efforts, community outreach, volunteer stewardship and career exploration programs, and enhance the quality of visitor experiences.

In 2015 Discover Your Forest will support the efforts of over 2000 volunteers, reach over 7000 school kids and host more than 200,000 visitors and locals at various venues and events. Programs that Discover Your Forest provides and/or plans to provide in 2015 are:

- Project S.N.O.W. – (Studying Nature Outdoors in Winter) – providing a rich outdoor winter education experience for over 3,000+ Deschutes County students.
- Junior Ranger Programs including Wilderness Explorer
- Volcano in the Classroom – using hands-on activities and demonstrations to learn about Central Oregon volcanoes.
- “Obsidian Series” Conservation Education and Wildlife speaker series
- Wilderness themed community art events and presentations
- Snowshoe and Hike with a Ranger programs – hike with a Ranger at various Forest Service sites learning local geography, ecology, wildlife and history.
- Ranger Talks at various Forest Service Sites – Ranger lead talks sharing vast knowledge of local outdoor geography, ecology and wildlife and history.
- 25th Anniversary of Newberry National Volcanic Monument celebration – A year-long celebration starting June 2015 to include art, educational, and athletic events.
- Produce and distribute visitor publications, interpretive guides and trail maps.

The Discover Your Forest leadership team consists of:

Jim Adams, Discover Your Northwest Executive Director
Karen Gentry, DYF's Volunteer and Education Programs Director
Gail Whelan, DYF's Retail Manager and Bookkeeper
Stacey Cochran, DYF's Volunteer and Event Coordinator.

Discover Your Forest collaborates with Deschutes National Forest to develop and refine yearly events, education activities, and visitor services.

DYF proposed initiative title for which funds are being requested:

Newberry National Volcanic Monument (NNVM) 25th Anniversary Celebration: A Fiery Past to a Remarkable Monument

Our celebration theme is The 7 Wonders of Newberry National Volcanic Monument representing the seven geographical highlights of the Monument such as Paulina Falls, Big Obsidian Flow, Lava Butte, Lava Cast Forest, Lava River Cave, Newberry Caldera, and Paulina Peak.

Goals and objectives of our proposed initiative:

DYF and Deschutes National Forest's goal is to develop a series of events that celebrate the wonder of Newberry National Volcanic Monument. Our main initiative is to reach local Central Oregon youth and adults to increase their knowledge of the splendor in their backyard. The following are our current list of community events along with aligned and prospect partners and activities.

Event	Partners	Activities
Main Celebration	DYF	Speakers, Walks, Book signing
Art Auction/Reception	DYF	Monument/Wilderness Theme
Newberry at Night	DYF, Sunriver Nature Center, Central Oregon Symphony	Speaker, Quartet in the cave, Sensory hikes, Astronomy speaker, star gazing
Newberry at Night II	Des Chutes Historical Museum, Sunriver Nature Center, Warm Springs or Klamath Tribes	Campfire, storytelling telescopes, astronomy talk, Native American storytelling, Native American dancers.
Scavenger Hunt	DYF	Focus on people getting photos of some key natural items within the Caldera or at Lava Lands Visitor Center to increase awareness of the Monument.
History Pub	Des Chutes Historical Museum	A talk about Newberry's history
Polar Plunge	La Pine Chamber	Athletic
Snow-Mo Tours	Lodgepole Dodgers	Athletic with interpretive talks

We also plan to host special projects such as a Newberry Passport program, development of a Newberry geologic and historic film, Traveling Exhibit and Discovery Carts.

Target Population:

The target population of the Newberry National Volcanic Monument 25th Anniversary Celebration will be Deschutes County residents including youth, children, adults, under-served populations, minorities and people with disabilities.

Geographic areas of Deschutes County which will benefit:

We hope to have all of Deschutes County benefit from the events and services surrounding the Monument's 25th Anniversary celebration.

How will NNVM 25th Anniversary positively impact the community and complement existing services:

The Newberry National Volcanic Monuments 25th Anniversary Celebration events will positively impact the Deschutes County community by increasing awareness of the monument to locals. Many locals are unaware of the seven wonders of the Monument, its rich history and culture. Creative events focused around educating the community of the Monument's splendor will infuse the community with a sense of awe and appreciation.

How our proposed initiative will be implemented:

DYF and Deschutes National Forest's internal planning committee will develop core event details and implementation plan. DYF and Deschutes National Forest will work with the following external partners: La Pine Chamber of Commerce, Children's Forest of Central Oregon, City of La Pine, Sunriver Homeowners Association, Sunriver Resort, Paulina Lake Resort, East Lake Resort, Des Chutes Historical Museum, Deschutes Public Library, Bend Chamber of Commerce, Visit Bend and Central Oregon Visitors' Association to provide additional support and service. DYF and Deschutes National Forest will execute a social media promotion campaign as well as court local press with an extensive Media Press Kit. Volunteers will be recruited to provide educational interpretive services, staff events, and help with promotions. External partners will help to provide practical hands-on instructions for workshops and host community enrichment events. Planning committee will meet bi-weekly with milestone updates.

How requested funds will be used:

DYF's will utilize the Deschutes County Community Grant funds to subsidize the cost of event expenses such as venue site fee(s) for themed evening of film and speakers at McMenamin's, entertainment and musicians, supplies needed for artists and/or art auction reception event, development of artistic promotional pieces, and speaker and stipends for community education events.

Partnering Agencies:

La Pine Chamber of Commerce, Children's Forest of Central Oregon, City of La Pine, Sunriver Homeowners Association, Sunriver Resort, Paulina Lake Resort, East Lake Resort, Des Chutes Historical Museum, Deschutes Public Library, Bend Chamber of Commerce, Visit Bend and Central Oregon Visitors' Association

Other sources of funding:

NNVM25 celebration events will also be funded by the Deschutes National Forest and if chosen, additional grant funds from The Roundhouse Foundation. We will be pursuing new funding opportunities to help subsidize staff salaries and event expenses.



In 2015 Discover Your Forest will support the efforts of over 2000 volunteers, reach over 7000 school kids and host more than 200,000 visitors and locals at various venues and events. DYF will provide at least eight community events within Deschutes County, Enrich the community by sponsoring art, film, and photography events, host at least 20 *Obsidian Series* Outdoor Education community speaker presentations, and lead programs for almost 5,000 school kids at NNVM.

Successful outcomes of the year include increased local knowledge and awareness of the Monument, increased stewardship of the Monument because people have made a connection to the Monument, and that people have found their passion points and are willing to donate or volunteer to help maintain the integrity and splendor of Newberry National Volcanic Monument. Deschutes County will benefit by the 25th celebration because it will bring an increase of visitors to the Monument increasing tourist recreation, lodging and dining funds.

Discover Your Northwest Board of Directors – 2014-2015

Cynthia Dunbar (Chair), Manager REI Adventures, REI

Travic Southworth-Neumeyer (Vice-Chair), COO, Trackers Earth

Johnathan Smith (Secretary-Treasurer), CPA, Tax Credit Group of Marcus & Millichap

Jim Caplan (Past-Chair), Forest Supervisor, US Forest Service (retired)

Jeanne Bennett, Executive Director, Southwest Washington Workforce Development Council

Dale Hom, Olympic National Forest Supervisor (retired)

David Morris, Park Superintendent, National Park Service (retired)

Bob Valen, Public Information Officer, National Park Service (retired)

Chuck Williams, Portland PR Professional

J.D. Williams, Attorney, Williams Johnson LLP Attorneys for Indian Country

Discover Your Northwest
STATEMENT OF FINANCIAL POSITION
For the Eight Months Ending August 31, 2014

	YTD August 2014	YTD August 2013	VARIANCE	VARIANCE %
ASSETS				
Current Assets				
Cash	\$1,181,644	\$1,138,777	\$42,867	3.76%
Investments	0	10,302	(10,302)	-100.00%
Accounts Receivable	135,966	33,937	102,029	300.64%
Total Current Assets	\$1,317,610	\$1,183,016	\$134,594	11.38%
Inventories	648,969	653,332	(4,363)	-0.67%
Inventories- Passes	126,651	167,749	(41,098)	-24.50%
Property and Equipment	17,465	37,484	(20,019)	-53.41%
TOTAL ASSETS	\$2,110,695	\$2,041,581	\$69,114	3.39%
LIABILITIES AND NET ASSETS				
Current Liabilities				
Accounts Payable	\$171,260	\$153,909	\$17,351	11.27%
Payroll Payable	133,072	85,264	47,808	56.07%
Sales Tax Payable	32,488	31,187	1,301	4.17%
SnoPark Passes Payable	(78)	0	(78)	0.00%
Fee Demo Payable	219,264	162,952	56,312	34.56%
Accounts Payable Other	62	0	62	0.00%
TOTAL LIABILITIES	\$556,068	\$433,312	\$122,756	28.33%
NET ASSETS				
Unrestricted	\$1,169,823	\$1,219,330	(\$49,507)	-4.06%
Temporarily Restricted	289,340	240,475	48,865	20.32%
Current Year Income/Loss	95,464	148,464	(53,000)	-35.70%
TOTAL NET ASSETS	\$1,554,627	\$1,608,269	(\$53,642)	-3.34%
TOTAL LIABILITIES AND NET ASSETS	\$2,110,695	\$2,041,581	\$69,114	3.39%

Discover Your Northwest
STATEMENT OF ACTIVITIES
For the Twelve Months Ending December 31, 2013

	Temporarily Restricted	Permanently Restricted	Unrestricted	Total	YTD	YTD	YTD	YTD
					December 2013	December 2012	December 2012	Variance
Revenue								
Educational Product Sales			2,171,636.44		2,171,636.44	2,275,524.81		(103,888.37)
Pass Sales			191,282.64		191,282.64	205,627.90		(14,345.26)
Program Revenue			160,080.06		160,080.06	126,793.57		33,286.49
Memberships			1,307.50		1,307.50	1,260.00		47.50
Grants & Contributions	261,668.63				261,668.63	100,948.11		160,720.52
In-Kind Contributions			173,892.02		173,892.02	176,911.70		(3,019.68)
Other Income			12,408.57		12,408.57	13,387.05		(978.48)
Total Revenues and Public Support	261,668.63	-	2,710,607.23		2,972,275.86	2,900,453.14		71,822.72
Expense								
Cost of Goods Sold			1,177,902.72		1,177,902.72	1,221,413.77		(43,511.05)
Other Selling Expenses			135,131.51		135,131.51	158,485.28		(23,353.77)
Staffing			850,131.70		850,131.70	891,591.14		(41,459.44)
Program Expenses			412,341.90		412,341.90	136,943.03		275,398.87
Aid to Agencies			60,076.71		60,076.71	43,852.37		16,224.34
Other Expense			337,328.98		337,328.98	302,766.95		34,562.03
Total Expenses	-	-	2,972,913.52		2,972,913.52	2,755,052.54		217,860.98
Net Assets Released From Restrictions	(212,802.03)	-	212,802.03		-	-		-
Change in Net Assets	48,866.60	-	(49,504.26)		(637.66)	145,400.60		(146,038.26)
Net Assets, Beginning of Year	240,473.32	-	1,219,322.70		1,459,796.02	1,314,395.42		145,400.60
Net Assets, End of Year	289,339.92	-	1,169,818.44		1,459,158.36	1,459,796.02		(637.66)

**Deschutes County Community Grant Program
2014-15 Application Review
Rating Worksheet**

Applicant: Cascades Theatrical Company

Category/Grant Amount: Arts and Culture / \$2,400

Title: All Aspects Teen Theatre

Review Criteria:

1. Organization:

- Stable and positive history of providing services in Deschutes County.
- Experience delivering similar programs, projects, or activities as those proposed.
- Mission and goals are consistent with proposed program, project, or activity.
- Stable and experienced Board of Directors or other leadership group.
- Adequate staff and/or volunteers to implement proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 25).*

2. Financial Status:

- Adequate financial resources available to conduct and sustain operations.
- Broad and diverse base of funding sources.
- Financial need for a Community Grant to implement proposed program, project, or activity.
- Proposed budget is consistent with and appropriate for the fixed grant amount available in the selected Community Grant category.

_____ *Points awarded for this section (maximum of 25).*

3. Program, Project, or Activity:

- Program, project, or activity does not address emergency food, clothing, or shelter. (These activities are supported by Deschutes County through a separate grant program in conjunction with United Way's Emergency Food and Shelter program.)
- Request is consistent with the fixed dollar amounts indicated in the category/grant amount description at the top of this form.
- Number of individuals to be served is appropriate to the budget and scale of proposed program, project or activity.
- Serves vulnerable and/or underserved populations and/or communities.
- Positively impacts welfare of the community.
- Complements, but does not duplicate, existing Deschutes County services.
- Implementation strategy is suitable to achieving the stated goals and objectives of proposed program, project, or activity.

- Partnerships or collaboration with other agencies are included in implementation strategy.
- Other sources of funds or in-kind support are available to supplement Community Grant funds.

_____ *Points awarded for this section (maximum of 35).*

4. Performance Management:

- Stated outputs are relevant and reasonable to the scale of the proposed program, project, or activity.
- Stated outcomes are relevant and reasonable to the scale of the proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 15).*

TOTAL NUMBER OF POINTS AWARDED:

COMMENTS:

NAME OF RATER:

**Deschutes County
Fiscal Year 2014-15
Community Grant Application**

Submittal Instructions and Cover Sheet

A complete application will consist of the following:

1. This cover sheet, signed and dated.
2. Narrative responses to the attached questions on no more than four single-sided, single-spaced pages.
3. Attachments:
 - a. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
 - b. The first two pages of the organization's most recently submitted IRS 990 or 990 EZ form or, if the organization is not required to file either form with the IRS, a financial statement that provides equivalent information concerning activities and governance, revenue, expenses, and net assets or fund balances.
 - c. An operating budget specific to the proposed operations, program, project, or activity.
 - d. A roster of the organization's Board of Directors.

Submit the complete application electronically to judithu@deschutes.org no later than 5:00 p.m. on October 24, 2014. Incomplete and/or late applications will not be reviewed or considered.

Please complete the following:

Contact Name:

Organization Name:

Address:

City: State: Zip Code:

Telephone Number:

Email Address:

Application is being submitted to which Community Grant Program funding category*?

- ☐ Health, Mental Health, and Addictions Services
- ☒ Arts and Culture
- ☐ Other Essential Services: Includes services to youth; underserved, indigent, and/or vulnerable populations; animal welfare; or the environment.

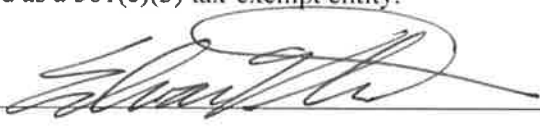
* Please refer to the funding guidelines for more information.

Certification:

On behalf of the organization specified above, I certify the following:

1. All information included in this application is accurate.
2. I am authorized by the governing board to submit this grant application.
3. This organization is located in Deschutes County.
4. If awarded, Community Grant funds will be used in support of Deschutes County residents only.
5. This organization is in good standing with the U.S. Internal Revenue Service and is currently designated as a 501(c)(3) tax-exempt entity.

Signature: _____



Print Name: _____

Edward Victor

Title: _____

Executive Director

Date: _____

10/29/14

**Deschutes County
Fiscal Year 2014-15
Community Grant Applications
Questions**

Organization: Cascades Theatrical Company

1. Describe the history of the organization, including the year the organization was established:

Cascades Theatrical Company – CTC - started in 1978 and is a 501(C)(3) non-profit.

As Central Oregon's oldest community theatre, in our 36th season, we are an integral part of the Central Oregon Community. Our red awning and marquee are familiar landmarks as you drive into downtown Bend!

Other community theatres and companies have come and gone, but CTC remains the Grande Dame of Central Oregon. Our founders procured a great downtown Bend location, used sweat equity to build out our theatre and over a generation, as the Stephen Sondheim lyric states: "Good times and bum times, I've seen them all... And, my dear, I'm still here!" Their legacy to us is a mortgage-free theater.

2. State the organization's mission, goals, and programs or services provided:

The mission of Cascades Theatrical Company is to entertain, educate, engage and enrich the community by offering high-quality theater performances and educational programs. Come create with us!

CTC's goal is to provide the opportunity to participate in the creation of or see a live theatre performance in Central Oregon. We serve residents who might not otherwise experience quality performing arts presentations without traveling to the Oregon Shakespeare Festival in Ashland, or to larger cities such as Eugene or Portland.

CTC will offer 11 productions for a total of 90 performances for our 2014-15 season.

In addition to our 7 Main stage productions, including a musical, we are expanding our programming with the Black Box series. These are dramas with sophisticated subject matter; plays that explore the darker side of life, love and relationships. The initial series will be 3 plays performed in black box format with minimal staging and props. These plays will run one weekend with 4 performances. We expect, at a minimum, 1/4 to 1/3 of our loyal ticket base and our younger audience members to attend these performances. This series gives actors the chance to challenge and enhance their acting skills as well.

We have also started our All Aspects Teen Theatre: a workshop for theatre students ages 13-18. The workshop includes acting, directing, writing, as well as behind -the-scenes education in areas of scenic/set, lighting/sound and costume design. Deschutes County Teens will participate in a hands-on production in April, 2015 of 'William Shakespeare's Land of the Dead: A True and Accurate Account of the 1599 Zombie Plague. Our expanded programming also includes the 2nd annual William Shakespeare Monologue competition and our teen summer workshop July and August. Tuition is \$10 - \$50 dollars. Other teen/children's theatres in Bend charge between \$100 and \$500 dollars per session. Our mission is to make sure our programs are accessible to all Deschutes County youth. We want to train these young adults so in turn they can design, costume, direct and act in our future shows (as well as other places, like OSF in Ashland)! And become part of our future audiences and theatre leadership.

3. Describe the leadership and structure of the organization:

CTC is run by a board of Governors who are elected for a 2 year term. Currently, the Board has ten members. Board Meetings are held the second Wednesday of every month and are open to the members. The Board regularly checks the books and ticket sales, and provides active oversight.

CTC has a staff of two running the front office:

Ed Victor – Executive Director

Janis Sharpe – Production Administrator

All of CTC productions, are designed, constructed, run, directed, and acted by volunteers who have a passion for live theatre. Every production features at least one new face onstage or backstage!

Program, Project, or Activity

1. Provide a title of the proposed initiative for which funds are being requested:

All Aspects Teen Theatre

2. Describe the goals and objectives of the proposed initiative

\$2,400 grants would be used to train these young adults so in turn they can design, costume, direct and act, whether they choose to pursue the performing arts as a profession or an avocation. The culminating events for these teens are their hands-on production in April, 2015 of 'William Shakespeare's Land of the Dead: A True and Accurate Account of the 1599 Zombie Plague'; produce and participate in our second annual "William Shakespeare Monologue Competition as well as a produce and participate in a show (to be determined) at the end of the 2015 summer workshop.

3. Identify the target population which will be served:

Deschutes County Teens ages 13 -18

4. Identify the geographic area(s) of Deschutes County which will benefit

The All Aspects Teen Theatre is open to all Deschutes County Teens ages 13 -18.

5. Describe how the proposed initiative will positively impact the community and complement existing services currently provided by Deschutes County:

All Aspect Teen theatre will give Deschutes Teens the opportunity to learn every aspect of live theatre, with hand on instructions from teachers who have years of experience in their field, i.e., acting, directing, stage design, lighting, etc. This will give Central Oregon a larger talent pool for local theatre to draw upon thus resulting in more and higher quality productions. All Aspect Teen Theatre will complement the existing Deschutes County High Schools' drama programs allowing students more attention and more in-depth individual instruction.

6. Describe in detail how the proposed initiative will be implemented:

William Shakespeare "Land of the Dead": workshops and rehearsals in February and March 2015 with 4 shows at CTC April 2nd – 5th.

The William Shakespeare's monologue competition:

To be held at CTC April 11th

The 2015 Summer Workshop: July-August 2015

Classes held at CTC or CTCN Monday-Friday 11 AM – 3 PM

8 weeks with each week being devoted to one area of the theatre and rehearsal for production at CTC the last weekend of the workshop, exact dates to be determined.

7. Described specifically how the requested funds will be used.

Requested funds will be used:

\$1,000 to off-set low tuition and rent/utilities for CTC – North, our off-site rehearsals/classroom space where AATT workshops will be held

\$300 for "Land of the Dead" play rights

\$300 for "Play to be determined" for summer 2015 Workshop

\$600 for scripts, make-up (Zombies!) and other theatre related props that cannot be made from what we have on hand

\$400 for marketing programs and shows

8. Identify any partner agencies which will collaborate to implement the proposed initiative

We will work and collaborate with the Deschutes County Public High School Drama Departments. CTC has a working relationship with current and past department heads that have acted/directed/worked backstage at CTC! This includes Brad Thompson, Founder of All Aspects Teen Theatre and Middle School teacher at High Desert Middle School, Rick Johnson at Sister High School, Pat Walsh at Bend High School, Joel Clements and Ron McCracken at Mountain View, Lara Okamoto at Summit, and Anita Hoffman at Prineville. Hilda Wagner at Redmond High School, Tori Miller at Redmond Proficiency Academy, Deb DeGrosse, recently retired after 30 years of heading the Drama department at Mountain View High School and Russ Seaton, former drama department head at LaPine High School. Lilli Ann Foreman, who teaches Drama at COCC, is also a wonderful resource. To note as well, CTC makes available all costumes, props as well as technical assistance to all of the Bend-Lapine Schools for their productions.

9. Describe other sources of funding that will support the proposed initiative.

\$600 of tips and coffee donations from our productions are going to fund All Aspects Theatre

15 Kids tuition at \$10 = \$150.00

Ticket Sales from "Land of the Dead" \$3,360 assuming 80% attendance at \$8 a ticket.

Performance Measurement

1. Identify quantifiable outputs anticipated to be achieved through the proposed initiative:

We hope to serve between 60 -75 Deschutes County Teens through the end of Summer 2015.

Two live performances and an acting competition will be produced by these Teens.

Bend Creative Talent pool will be increased and hopefully, these Teens will cultivate a love of the arts with employable skills that they can add to and refine to help them in any career they choose.

2. Describe the anticipated outcomes of the proposed initiative:

60 – 75 Deschutes Teens will have an enjoyable learning experience seeing the end result of the their work. Our work with these teens and with the Deschutes County Drama Department will help establish this program and to have it continue into the future!

**Deschutes County
Fiscal Year 2014-15
Community Grant Applications
Operating Budget**

All Aspects Teen Theatre

Requested funds will be used:

\$1,000 to off-set low tuition and rent/utilities for CTC – North, our off-site rehearsals/classroom space where AATT workshops will be held

\$300 for “Land of the Dead” play rights

\$300 for “Play to be determined” for summer 2015 Workshop

\$600 for scripts, make-up (Zombies!) and other theatre related props that cannot be made from what we have on hand

\$400 for marketing programs and shows

2014-2015 Cascades Theatrical Company Board of Governors

PRESIDENT, Rena Bennett-Dellwo 23158 Butterfield Trail Bend, OR 97702 Email: ctcchatter@cascadestheatrical.org Cell: 541-419-5768 Home: 541-318-1980 Work: 541-550-5011	VICE PRESIDENT, Will Futterman 936 SW Hill Street Bend, OR 97702 Email: wfutterman@aol.com Cell: 203-273-0609 Home: Work:
SECRETARY, Ken Iltz 3921 S.W. Tommy Armour Lane Redmond, OR 97756 Email: kennethiltz@gmail.com Cell: Home: (541) 526-0505 Work:	TREASURER, Bob Goold 5 NW Franklin Ave Bend, OR 97701 Email: goold@bendnet.com Cell: 541-815-4829 Home: 541-382-7009 Work:
BOARD MEMBER, Susan Evans Inman 61750 Cougar Trail Bend, OR 97701 Email: susanspacas@yahoo.com Cell: 541-598-7417 Home: Work:	BOARD MEMBER, Brad Thompson 1556 NW 1st Street Bend, OR 97702 Email: redsoxfamily@msn.com Cell: 530-906-7843 Home: Work:
BOARD MEMBER, Thom Porterfield 842 NW Columbia St Bend, OR 97701 Email: tpdes@bendcable.com Cell: Home: (541) 388-1109 Work:	BOARD MEMBER, Shay Knorr 176 SE 16th St Bend, OR 97702 Email: sknorrprod@aol.com Cell: Home: (503) 860-5733 Work:
BOARD MEMBER, Ron McCracken 1954 NE Yellowstone Ln Bend, OR 97701 Email: rondmc@bendbroadband.com Cell: (971) 645-3982 Home: (541) 312-9587 Work:	BOARD MEMBER, Victor Ortado 61185 SW Hobart Drive Bend, OR 97702 Email: vcoratado@gmail.com Cell: (818) 926-8550 Home: Work:

Form 990-EZ Department of the Treasury Internal Revenue Service	Short Form Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) ▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions) All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form ▶ The organization may have to use a copy of this return to satisfy state reporting requirements	OMB No 1545-1150 <div style="font-size: 2em; font-weight: bold; margin: 10px 0;">2012</div> Open to Public Inspection
--	---	--

A For the 2012 calendar year, or tax year beginning 07-01-2012, and ending 06-30-2013											
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">C Name of organization CASCADES THEATRICAL COMPANY</td> </tr> <tr> <td style="width:50%;">Number and street (or P.O. box, if mail is not delivered to street address) 148 NE GREENWOOD AVE</td> <td style="width:50%;">Room/suite</td> </tr> <tr> <td colspan="2">City or town, state or country, and ZIP + 4 BEND, OR 97701</td> </tr> </table>	C Name of organization CASCADES THEATRICAL COMPANY		Number and street (or P.O. box, if mail is not delivered to street address) 148 NE GREENWOOD AVE	Room/suite	City or town, state or country, and ZIP + 4 BEND, OR 97701		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>D Employer identification number 93-0718913</td> </tr> <tr> <td>E Telephone number (541) 389-0803</td> </tr> <tr> <td>F Group Exemption Number ▶</td> </tr> </table>	D Employer identification number 93-0718913	E Telephone number (541) 389-0803	F Group Exemption Number ▶
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City or town, state or country, and ZIP + 4 BEND, OR 97701											
D Employer identification number 93-0718913											
E Telephone number (541) 389-0803											
F Group Exemption Number ▶											

G Accounting Method ☐ Cash ☒ Accrual Other (specify) ▶ _____

H Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ▶ cascades theatrical org

J Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) () (insert no) ☐ 4947(a)(1) or ☐ 527

K Check ☐ if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 167,307

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	46,332
	2	Program service revenue including government fees and contracts	2	100,611
	3	Membership dues and assessments	3	
	4	Investment income	4	2
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less cost or other basis and sales expenses	5b	0
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	0
Expenses	c	Less direct expenses from gaming and fundraising events	6c	0
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
	7a	Gross sales of inventory, less returns and allowances	7a	9,349
	b	Less cost of goods sold	7b	4,062
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	5,287
	8	Other revenue (describe in Schedule O)	8	11,013
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	163,245
	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	75,906
Net Assets	13	Professional fees and other payments to independent contractors	13	14,001
	14	Occupancy, rent, utilities, and maintenance	14	12,756
	15	Printing, publications, postage, and shipping	15	1,029
	16	Other expenses (describe in Schedule O)	16	66,902
	17	Total expenses. Add lines 10 through 16	17	170,594
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-7,349
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	121,008
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	113,659

Part II Balance Sheets (see the instructions for Part II)Check if the organization used Schedule O to respond to any question in this Part II ☒

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	4,266	26,116
23 Land and buildings	93,809	88,840
24 Other assets (describe in Schedule O)	31,008	20,110
25 Total assets	129,083	135,066
26 Total liabilities (describe in Schedule O)	8,075	21,407
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	121,008	113,659

Part III Statement of Program Service Accomplishments (see the instructions for Part III)Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose?

Community theater

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28 Provided affordable production of live theater to general public and educational experiences to amateur actors, producers, and stage crew. Approximately 3,500 people attended the 6 main stage productions (Grants \$ 164,219). If this amount includes foreign grants, check here ☐

29

(Grants \$)

If this amount includes foreign grants, check here ☐**30**

(Grants \$)

If this amount includes foreign grants, check here ☐**31** Other program services (describe in Schedule O)

(Grants \$)

If this amount includes foreign grants, check here ☐**32** Total program service expenses (add lines 28a through 31a)

164,219

Part IV List of Officers, Directors, Trustees, and Key Employees

List each one even if not compensated (see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
See Additional Data Table				

**Deschutes County Community Grant Program
2014-15 Application Review
Rating Worksheet**

Applicant: Deschutes Public Library Foundation

Category/Grant Amount: Arts and Culture / \$2,400

Title: A Novel Idea

Review Criteria:

1. Organization:

- Stable and positive history of providing services in Deschutes County.
- Experience delivering similar programs, projects, or activities as those proposed.
- Mission and goals are consistent with proposed program, project, or activity.
- Stable and experienced Board of Directors or other leadership group.
- Adequate staff and/or volunteers to implement proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 25).*

2. Financial Status:

- Adequate financial resources available to conduct and sustain operations.
- Broad and diverse base of funding sources.
- Financial need for a Community Grant to implement proposed program, project, or activity.
- Proposed budget is consistent with and appropriate for the fixed grant amount available in the selected Community Grant category.

_____ *Points awarded for this section (maximum of 25).*

3. Program, Project, or Activity:

- Program, project, or activity does not address emergency food, clothing, or shelter. (These activities are supported by Deschutes County through a separate grant program in conjunction with United Way's Emergency Food and Shelter program.)
- Request is consistent with the fixed dollar amounts indicated in the category/grant amount description at the top of this form.
- Number of individuals to be served is appropriate to the budget and scale of proposed program, project or activity.
- Serves vulnerable and/or underserved populations and/or communities.
- Positively impacts welfare of the community.
- Complements, but does not duplicate, existing Deschutes County services.
- Implementation strategy is suitable to achieving the stated goals and objectives of proposed program, project, or activity.

- Partnerships or collaboration with other agencies are included in implementation strategy.
- Other sources of funds or in-kind support are available to supplement Community Grant funds.

_____ *Points awarded for this section (maximum of 35).*

4. Performance Management:

- Stated outputs are relevant and reasonable to the scale of the proposed program, project, or activity.
- Stated outcomes are relevant and reasonable to the scale of the proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 15).*

TOTAL NUMBER OF POINTS AWARDED:

COMMENTS:

NAME OF RATER:

**Deschutes County
Fiscal Year 2014-15
Community Grant Application**

Submittal Instructions and Cover Sheet

A complete application will consist of the following:

1. This cover sheet, signed and dated.
2. Narrative responses to the attached questions on no more than four single-sided, single-spaced pages.
3. Attachments:
 - a. Proof of the organization's 501(c)(3) tax-exempt status in the form of a letter from the Internal Revenue Service (IRS).
 - b. The first two pages of the organization's most recently submitted IRS 990 or 990 EZ form or, if the organization is not required to file either form with the IRS, a financial statement that provides equivalent information concerning activities and governance, revenue, expenses, and net assets or fund balances.
 - c. An operating budget specific to the proposed operations, program, project, or activity.
 - d. A roster of the organization's Board of Directors.

Submit the complete application electronically to judithu@deschutes.org no later than 5:00 p.m. on October 24, 2014. Incomplete and/or late applications will not be reviewed or considered.

Please complete the following:

Contact Name:	<input type="text" value="Suzy Olsen"/>		
Organization Name:	<input type="text" value="Deschutes Public Library Foundation"/>		
Address:	<input type="text" value="P.O. Box 963"/>		
City:	<input type="text" value="Bend"/>	State:	<input type="text" value="OR"/>
		Zip Code:	<input type="text" value="97709"/>
Telephone Number:	<input type="text" value="(541) 312-1027"/>		
Email Address:	<input type="text" value="admin@dplfoundation.org"/>		

Application is being submitted to which Community Grant Program funding category*?

- ☐ Health, Mental Health, and Addictions Services
- ☒ Arts and Culture
- ☐ Other Essential Services: Includes services to youth; underserved, indigent, and/or vulnerable populations; animal welfare; or the environment.

* Please refer to the funding guidelines for more information.

Certification:

On behalf of the organization specified above, I certify the following:

1. All information included in this application is accurate.
2. I am authorized by the governing board to submit this grant application.
3. This organization is located in Deschutes County.
4. If awarded, Community Grant funds will be used in support of Deschutes County residents only.
5. This organization is in good standing with the U.S. Internal Revenue Service and is currently designated as a 501(c)(3) tax-exempt entity.

Signature: _____

Eliescha Stone

Print Name: _____

Eliescha Stone

Title: _____

President, Board of Directors

Date: _____

10/23/14

Deschutes County Fiscal Year 2014-15 Community Grant Application

Organization

1. ***Describe the history of the organization, including the year the organization was established.***

The Deschutes Public Library Foundation was founded by forward-thinking community members in 1993 to provide dependable, sustainable funding that supports and enhances library programs and outreach services that are not funded through taxes. For the last 21 years, the Library has depended on the financial support of the Library Foundation.

2. ***State the organization's mission, goals, and programs or services provided.***

The mission of the Deschutes Public Library Foundation is to provide dependable, sustainable funding that supports and enhances library programs and outreach services that are not funded through taxes. The Deschutes Public Library Foundation supports "A Novel Idea" community read, Early Learning Spaces, Summer Reading, and other Library youth and community programs. Programs such as "A Novel Idea" would not exist without the Foundation's commitment to the Library's outreach programs and services.

3. ***Describe the leadership and structure of the organization.***

The Deschutes Public Library Foundation is led by a Board of Directors consisting of 10 dedicated community members. The Foundation has one contracted part-time employee that serves as their Development Director. The Deschutes Public Library Director and the Deschutes Public Library Community Relations Director provide guidance and serve as advisors during the monthly board meetings.

The Deschutes Public Library and the Deschutes Public Library Foundation have forged a strong collaboration that is pinnacle to the long-lasting success of "A Novel Idea". The role of the Foundation is to provide the necessary funding and volunteers to make this program successful and to achieve its goals. The Library Foundation raises all of the funds for "A Novel Idea." The Foundation fundraises through an annual appeal, contacting local donors who support literary arts, securing business sponsors, and writing grants. The Foundation also provides volunteers to assist with the implementation of the programs. Approximately 40 volunteers assist with the more than 25 cultural programs, the author presentation, and the reception.

The Deschutes Public Library provides the dedicated staffing and experience that continues to make "A Novel Idea" the leading community read program in the state of Oregon. Library staff is highly experienced at organizing and implementing "A Novel Idea" and knows how to engage community residents. The project director and one of the event coordinators have been with the program since its inception 12 years ago. The Library staff provides technical and web support, as well as manages the Library's Facebook page, Twitter feed, Pinterest and Instagram accounts. Library staff also oversee the creation and distribution of marketing materials, such as the readers guide, posters, bookmarks, and print and radio ads.

Program, Project, or Activity

1. ***Provide a title of the proposed initiative for which funds are being requested.***

The funds requested will be used to support "A Novel Idea" community read program. This program broadens cultural, social, educational, and economic areas of community life by

ensuring wide access through our partnerships with local artists, organizations, and businesses. Residents are encouraged to read, discuss, create, and explore the selected community read book together.

2. ***Describe the goals and objectives of the proposed initiative.***

"A Novel Idea" has two major objectives: 1) to provide free and open access to cultural and artistic programs to all residents throughout Deschutes County, and 2) to strengthen and build our communities through the shared experience of one book—reading, discussing, and creating art together.

3. ***Identify the target population which will be served.***

"A Novel Idea" is a countywide program serving all residents of Deschutes County. Targeted participants include all adults, seniors, and teens in Deschutes County.

4. ***Identify the geographic area(s) of Deschutes County which will benefit.***

"A Novel Idea" programs occur in the communities of Bend, Redmond, Sisters, Sunriver, and La Pine. "A Novel Idea" materials, programs, and artistic inspirations are highlighted and discussed on the Library's Facebook page (4,425 followers), Twitter (450 followers), Pinterest (358 followers) and Instagram account.

Community members know the Library as a welcoming place for all individuals regardless of ethnic background, disability, age, gender, sexual orientation, or socioeconomic status. All of the programs, events, discussion groups, and author presentations are free and open to the public. The Library also offers free Internet and computer use in each of its buildings for those who wish to participate online and do not have regular access to a computer. Three of our largest libraries have direct access to public transportation.

5. ***Describe how the proposed initiative will positively impact the community and complement existing services currently being provided by Deschutes County.***

The Deschutes Public Library's community read program, "A Novel Idea," broadens cultural, social, educational, and economic areas of community life by ensuring wide access through our partnerships with local artists, organizations, and businesses. "A Novel Idea" promotes economic vitality through the hiring of scholars, artists, and other experts as presenters at the more than 25 cultural programs. Presenters that are not from Deschutes County will patronize local hotels, restaurants, and stores. As part of "A Novel Idea," the Library will host an unveiling event and private author reception that feature the talents of local caterers and sound engineers. Local artists will create and display their creations for sale at county galleries. In addition, many participants will purchase the featured novel through local book sellers in Bend, Sisters, Sunriver, and Redmond.

The Deschutes Public Library Foundation is encouraging greater awareness of local culture by collaborating with organizations such as the High Desert Museum, the Des Chutes Historical Society, Atelier 6000 Studio and Gallery, COCC, and local art and quilting groups. "A Novel Idea" participants have the opportunity to meet talented individuals from these local organizations and learn more about the services and art they offer.

All of the cultural programs and presentations associated with "A Novel Idea" are free and open to the public. The cultural programs are offered in Bend, La Pine, Redmond, Sisters,

and Sunriver libraries thus offering the opportunity to all Deschutes County residents to participate. "A Novel Idea" breaks down socioeconomic and educational barriers by creating a common place for our residents to come together over one book.

6. Describe in detail how the proposed initiative will be implemented.

The "A Novel Idea" selection committee meets for three to four months to read and select the next book for the community read program. Members of the selection committee include three Library staff, a freelance writer, a literature professor from Central Oregon Community College, a member of the Arts & Culture Commission, a Des Chutes Historical Society board member, a Bend-La Pine School District librarian, a Deschutes Public Library Foundation board member, and an active senior citizen who was the former mayor of Bend and is an artist.

Once the novel is selected, the committee outlines potential partners and collaborators and contacts them to join in the planning of programs with the intent to include an array of artistic and cultural programs. Library staff and community partners meet to outline the major themes of the novel, generate ideas for programs, and determine logistics for successful implementation. Collaboration occurs with local quilters, print and book making artists, photographers, culinary experts, musicians, historians, theatres, book sellers, local restaurants, and art galleries.

More than 300 people attend the celebration of the book's announcement in December and attendees enjoy food and drink from local restaurants and breweries. This celebration is free and open to everyone. Local book stores sell the selected novel and the Library has 500 copies available for check-out. Community members are encouraged to read the book from December through April.

The public is welcome to all events associated with "A Novel Idea." Programs are advertised through the Library's website, online calendar, Facebook page, Twitter, Instagram, Pinterest, and the Library Foundation website. Five hundred copies of the book are distributed through the six libraries in Deschutes County and displays are created in each local library. Approximately 30,000 event guides and 500 posters are printed and distributed throughout Deschutes County libraries, retails stores, schools, senior centers, bookstores, and the Bulletin newspaper. Programs are advertised in regional newspapers, television, radio, and cable ads, as well as through the Library's online newsletter that is distributed to more than 25,000 residents.

Beginning in April, the Library offers three weeks of free cultural programs. These programs are fully accessible for all residents. Cultural programs include historical information, culinary experiences, craft, film, poetry, photography, music, and other artistic expression through quilting and printmaking. These programs enrich the themes of the novel through a variety of different events, presentations, and discussions. "A Novel Idea" culminates with an author presentation held at a local high school at the end of April.

7. Describe specifically how the requested funds will be used.

The funds from the Deschutes County Community Grant will be used towards the purchase of books for Library patrons to check out. We are happy to include a sticker in the books that identify Deschutes County's support.

8. ***Identify any partner agencies which will collaborate to implement the proposed initiative.***

The Library draws experts from community partners such as: Central Oregon Community College; OSU-Cascades; the High Desert Museum; the Des Chutes Historical Society; Robert Agli Photography; Atelier 6000 print studio; Bend Downtowners; Redmond, Bend-La Pine, and Sisters school districts; Tower Theatre; Environmental Center of Central Oregon; Paulina Springs Book Store; the Americana Project; City of Bend; Latino Community Action Team; the Bend Bulletin; Kulpinski Photography; Tin Pan Theater; and Leonardi Media Arts. Professors from the University of Oregon, Portland State University, Reed College, and Lewis and Clark College also regularly lead programs and discussions. The wealth of experts provided to community members is something many local residents would otherwise never have the opportunity to experience. During the last 11 years, we have engaged more than 100 community partners to highlight the specific themes of the novel. It is through these collaborations and partnerships that “A Novel Idea” has become the most successful community read program in the state of Oregon.

9. ***Describe other sources of funding that will support the proposed initiative.***

Funding for “A Novel Idea” is received through the generous donations of the Library Friends groups; grantors such as The Roundhouse Foundation, Oregon Arts Commission, and Deschutes Cultural Coalition; through business sponsorships from Bend Research and OnPoint Community Credit Union; and through donations from private individuals.

Performance Measurement

1. ***Identify quantifiable outputs anticipated to be achieved through the proposed initiative.***

The project is measured a variety of ways. The Library's circulation database provides us the number of times the book was checked out at each library and provides the number of readers. For 2014's selection, 1,096 physical books and 296 digital books were checked out. At each cultural, artistic, and author program we count the number of participants in attendance. In 2014, more than 1,400 community members attended one or more of the 38 cultural programs, exhibits, and discussions offered. We also attain demographic information to understand who is participating in the programs through a demographic survey. We gather sales numbers from local book stores and galleries. We keep count of the number of book club kits that we distribute and the number of participants in each club. In 2014, 121 book club kits were distributed reaching more than 1,260 participants.

2. ***Describe the anticipated outcomes of the proposed initiative.***

The Foundation believes “A Novel Idea” is critical to increase cultural literacy and strengthen the appreciation of arts throughout our region while building a sense of connection to one another. The desired outcome is that we create a space for 6,400 people of all geographic, educational, and socioeconomic backgrounds to come together to discuss, understand, and discover the underlying themes of the novel and draw parallels to their own lives. “A Novel Idea” builds a common place for people to come together to explore our sameness and our differences. It also provides the opportunity for all residents of Deschutes County to participate in cultural, artistic, and author programs free of charge.



"A Novel Idea" Project Budget

Expenses	Description	Cash	In-Kind
Personnel: Admin	Library Staff		10,000
Personnel: Artistic	Author Fee	10,000	
Contracted Services	Presenters for Programs	4,000	
Space Rental	High School auditorium	1,000	
Travel	Round trip airfare and one night hotel for featured author	1,500	
Marketing	Readers' guide, posters, bookmarks, and book club kits	7,500	10,000
Additional Expenses	Books for Library patrons to borrow	8,000	
Total Expenses		32000	20,000

Revenue	Source	Cash Budget	In-Kind
Admissions	All events are free.	0	
Corporate Support	Event Sponsors	7,500	10,000
Foundation Support	The Roundhouse Foundation; Friends of the Library groups; Oregon Arts Commission; Deschutes Cultural Coalition	17,000	
Private Support	Individual donors; sale of beverages and raffle tickets at unveiling event.	5,100	
Government Support	Library Staff		10,000
Grant Request	Deschutes County Community Grant	2,400	
Total Revenue		32000	20000

Deschutes Public Library Foundation Board of Directors 2014-2015

President

Eliescha Stone

Bank of the Cascades

1100 NW Wall Street, Bend, OR 97701

(541) 385-6200

Eliescha@botc.com

Affiliation: Bank of the Cascades - V.P. & Downtown Branch Manager

Years of Service: 3 years

Vice President

Kim Jackson

2629 NW Three Sisters Drive, Bend, OR 97701

(541) 388-1184 home; (541) 350-1579 cell

4jacks@bendbroadband.com

Affiliation: Teacher, School Librarian

Years of Service: 2 years

Treasurer

Richard Jenkins

18160 Cottonwood Road, PMB 751

Sunriver, OR 97707

(541) 598-9031

2livegood2day@gmail.com

Affiliation: University of California, Santa Barbara, Administrator and Professor (retired)

Years of Service: 1 year

Secretary

Cindy Barnes

17673 Paladin Drive, Bend, OR 97701

(541) 617-8618

cindy@barnesview.com

Affiliations: Oregon Health & Science University –Program Manager; Deschutes Health Advisory Board

Years of Service: 2 years

Sandra Freeman

2624 NE Cordata Place, Bend, OR 97701

(541) 350-6015 cell; (541) 389-4028 home

sandy@mahrpcpas.com

Affiliation: Mahr CPAs –Certified Public Accountant

Years of Service: 6 years

Jerry Kerr

U.S. Bancorp Investments, Inc., U.S. Bancorp Insurance Services, LLC

86 SW Century Drive, Bend, OR 97702

(541) 633-1202

jerry.kerr1@usbank.com

Affiliation: Financial Advisor

Years of Service: less than 1 year

Kristin Kovalik

906 NE 11th Street, Bend, OR 97701

(971) 645-6421

Kristin_kovalik@yahoo.com

Affiliations: The Trust for Public Land –Senior Project Manager and Central Oregon Program Director,

Start Making A Reader Today (SMART) Leadership Chapter member and volunteer reader

Years of Service: less than 1 year

Ann Malkin

1832 NW Perspective Drive, Bend, OR 97701

(541) 280-9385

ann.malkin@gmail.com

Affiliations: Bend Research –Communications Director; Deschutes Public Library District Board

Years of Service: 8 years

Gayle McConnell

21862 Boonesborough Drive, Bend, OR 97701

(541) 550-7268

gayle@lutink.com

Affiliations: Development Director (retired) Deschutes County Audit Committee

Years of Service: 3 years

Broc Stenman

3524 Mesa Verde Court, Bend, OR 97701

(541) 633-7034

brocstenman@comcast.net

Affiliations: Department Training Officer, California State Parks (retired)

Years of Service: less than 1 year

Form **990-EZ****Short Form**
Return of Organization Exempt From Income Tax

OMB No. 1545-1150

2012**Open to Public
Inspection**Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

► Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2012 calendar year, or tax year beginning **07/01/12**, and ending **06/30/13****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization**Deschutes Public Library Foundation, Inc**

Number and street (or P.O. box, if mail is not delivered to street address)

507 NW Wall Street

Room/suite

City or town, state or country, and ZIP + 4

Bend**OR 97701****D** Employer identification number**94-3178822****E** Telephone number**541-312-1027****F** Group Exemption

Number ►

G Accounting Method: ☒ Cash ☐ Accrual Other (specify) ►**I** Website: ► **www.dplfoundation.org****J** Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**H** Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).**K** Check ☐ if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.**L** Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ► \$**186,689****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	115,045
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	16,942
	5a	Gross amount from sale of assets other than inventory	5a	2,153
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	2,153
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ 38,300 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	52,549
c	Less: direct expenses from gaming and fundraising events	6c	125,694	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	-73,145	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	60,995	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	13,705
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	1,687
	16	Other expenses (describe in Schedule O)	16	98,447
	17	Total expenses. Add lines 10 through 16	17	113,839
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-52,844
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	266,119
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	213,275

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2012)

Part II Balance Sheets (see the instructions for Part II)Check if the organization used Schedule O to respond to any question in this Part II ☒

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	252,369	22	213,275
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	13,750	24	
25 Total assets	266,119	25	213,275
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	266,119	27	213,275

Part III Statement of Program Service Accomplishments (see the instructions for Part III)Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose?

See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28	Programs to encourage children and adults to read		
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	92,554
29			
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30			
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31	Other program services (describe in Schedule O)		
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32	Total program service expenses (add lines 28a through 31a)	32	92,554

Part IV List of Officers, Directors, Trustees, and Key Employees List each one even if not compensated (see the instructions for Part IV)Check if the organization used Schedule O to respond to any question in this Part IV ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Sandra Freeman President	5.00	0	0	0
Elousie Mattox Vice President	5.00	0	0	0
Richard Jenkins Treasurer	5.00	0	0	0
Cindy Barnes Secretary	5.00	0	0	0
Amy Bahrman Director	2.00	0	0	0
Ann Evenson Director	2.00	0	0	0
Kim Jackson Director	2.00	0	0	0
Ann Malkin Director, DPL Liason	5.00	0	0	0
Gayle McConnell Director	2.00	0	0	0
Susie Penhollow Director	2.00	0	0	0
Eliescha Stone Director	2.00	0	0	0
Mike McGean Director	2.00	0	0	0

**Deschutes County Community Grant Program
2014-15 Application Review
Rating Worksheet**

Applicant: Women's Civic Improvement League, DBA KPOV

Category/Grant Amount: Arts and Culture / \$2,400

Title: Sustain and Increase Coverage of Arts and Culture in Deschutes County

Review Criteria:

1. Organization:

- Stable and positive history of providing services in Deschutes County.
- Experience delivering similar programs, projects, or activities as those proposed.
- Mission and goals are consistent with proposed program, project, or activity.
- Stable and experienced Board of Directors or other leadership group.
- Adequate staff and/or volunteers to implement proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 25).*

2. Financial Status:

- Adequate financial resources available to conduct and sustain operations.
- Broad and diverse base of funding sources.
- Financial need for a Community Grant to implement proposed program, project, or activity.
- Proposed budget is consistent with and appropriate for the fixed grant amount available in the selected Community Grant category.

_____ *Points awarded for this section (maximum of 25).*

3. Program, Project, or Activity:

- Program, project, or activity does not address emergency food, clothing, or shelter. (These activities are supported by Deschutes County through a separate grant program in conjunction with United Way's Emergency Food and Shelter program.)
- Request is consistent with the fixed dollar amounts indicated in the category/grant amount description at the top of this form.
- Number of individuals to be served is appropriate to the budget and scale of proposed program, project or activity.
- Serves vulnerable and/or underserved populations and/or communities.
- Positively impacts welfare of the community.
- Complements, but does not duplicate, existing Deschutes County services.
- Implementation strategy is suitable to achieving the stated goals and objectives of proposed program, project, or activity.

- Partnerships or collaboration with other agencies are included in implementation strategy.
- Other sources of funds or in-kind support are available to supplement Community Grant funds.

_____ *Points awarded for this section (maximum of 35).*

4. Performance Management:

- Stated outputs are relevant and reasonable to the scale of the proposed program, project, or activity.
- Stated outcomes are relevant and reasonable to the scale of the proposed program, project, or activity.

_____ *Points awarded for this section (maximum of 15).*

TOTAL NUMBER OF POINTS AWARDED:

COMMENTS:

NAME OF RATER:

**Deschutes County
Fiscal Year 2014-15
Community Grant Application Cover Sheet**

Please complete the following:

Contact Name: Pearl Stark

Organization Name: Women's Civic Improvement League, DBA KPOV

Address: 501 NW Bond St.

City: State: Zip Code: Bend, OR 97701

Telephone Number: 541-322-0863

Email Address: pearl@kpov.org

Application is being submitted to which Community Grant Program funding category?

■ Arts and Culture

Certification:

On behalf of the organization specified above, I certify the following:

1. All information included in this application is accurate.
2. I am authorized by the governing board to submit this grant application.
3. This organization is located in Deschutes County.
4. If awarded, Community Grant funds will be used in support of Deschutes County residents only.
5. This organization is in good standing with the U.S. Internal Revenue Service and is currently designated as a 501(c)(3) tax-exempt entity.

Signature: Pearl Stark

Print Name: Pearl Stark

Title: Station Manager

Date: 10/24/14

Organization

1. Describe the history of the organization, including the year the organization was established.

KPOV is a dba for the Women's Civic Improvement League, a 501(c) 3 tax-exempt corporation founded in February 2003.

The vision of KPOV began in 2001 with a coalition of seven local organizations that shared a dream of building a local community radio station to serve the needs of Central Oregonians. In 2005 KPOV went on the air with 35 local shows and 70 volunteer DJs.

In 2006 KPOV focused on increasing youth involvement in our station. We began teaching summer camps for youth and we started a youth radio hour hosted by teens once a week (now expanded to twice a week).

In 2007 and 2008 KPOV increased our internet presence by becoming the first local station to stream 100% of our content, then by adding on-demand access to our local shows. In 2009 and 2010 we focused on improving our live broadcasting from events around town including local music festivals and political debate forums to help inform our citizens.

After three years of work, and with help from citizens and groups including Deschutes County, in 2011 KPOV was able to increase our broadcast power and range (to become FCC designated "full power"). We now serve much more of Central Oregon including Bend, Redmond, Sisters and Terrebonne.

In the past two years we raised capacity building funds to hire a development director. We also launched our first locally produced *daily* public affairs show to provide a new platform from which to inform our community. These two projects remain high priorities.

KPOV is one of the founding members of a new coalition (started in 2013) called "Oregon Community Media" made up of community radio stations across the state. This past April we hosted the state-wide, bi-annual meeting here in Bend. KPOV serves on the steering committee for OCM and will be part of making this grassroots coalition an important resource for nonprofit media outlets all around Oregon.

2014 has also brought renewed focus on growing our youth programming. We have expanded our youth radio camps to include 12-14 year olds, increased participation in our twice weekly Youth Radio Hour, and we recently received a grant from the Equity Foundation towards the creation of a regular LGBTQ teen produced radio segment to air on KPOV.

KPOV is the only locally originating non-profit "full power" station broadcasting to Deschutes County.

2. State the organization's mission, goals, and programs or services provided.

Mission statement: *KPOV is radio by the people and for the people of Central Oregon. We strengthen community and democracy through grassroots participation in independent, non-commercial radio.*

Programming focuses on issues important to a strong, healthy community, including economic and environmental sustainability, human rights, arts and culture, health and spirituality, and other programming often ignored by the mainstream media. The station offers a forum for diverse views, both regionally and around the world. KPOV features 70 volunteer hosts producing 40 local shows, such as The Point (civic affairs), Open Air (interviews), Center Stage (local music), Youth Radio Hour (hosted by local teens ages 13–20) and syndicated programming including Democracy Now, Bioneers, and a 3-hour block of Spanish language programming on Monday mornings.

KPOV has been the only non-profit radio station originating from Bend since we went on the air in 2005. For over nine years we have engaged our community in creating media specifically for Central

Oregonians. Over our history we have carried shows on local performing and visual artists, parenting, local women's accomplishments, several local Latino shows, live coverage of the League of Women Voters candidate forums, and many more.

KPOV is providing real opportunities for local residents to learn radio, computer, and communication skills otherwise unavailable in Deschutes County. These skills provide residents (both youth and adults) with unique opportunities. For example, several of KPOV's trained volunteers have been hired as DJs on local commercial stations. We also work with several local organizations and schools to bring in office volunteers with disabilities and train them in various job skills.

KPOV broadcasts live from cultural and political events around town including local music festivals and political debates. We also make those broadcasts available "on-demand" at our website. KPOV holds annual events, such as the Beatles Singalong, featuring local musicians. With our annual events, as well as our broadcasts of live music, KPOV is an important resource for Central Oregon's local musicians.

3. Describe the leadership and structure of the organization.

KPOV is governed by a board of directors and advised by a Community Advisory Board, both from a broad cross-section of the community. Three part-time staff people and one underwriting representative support and organize operations, administration, communications and fund-raising.

All the local voices on KPOV's airwaves are volunteers from the community. As a listener-supported, volunteer-powered station, KPOV has more than 100 volunteers who donate more than 20,000 hours annually to everything from technology to office work to programming. We currently train more than 50 adults and youth per year on basic radio skills and FCC regulations, preparing volunteers to host music and talk shows. KPOV's primary funding comes from listeners with other funds coming from business underwriting, grants, and special events.

Program, Project, or Activity

1. Provide a title of the proposed initiative for which funds are being requested.

We are asking for funds to "Sustain and increase our coverage of arts and culture in Deschutes County". We will update our production studio, facilitating live performances by local bands, better sound quality for recorded interviews of visiting speakers and local artists, and the ability to record phone interviews.

2. Describe the goals and objectives of the proposed initiative.

KPOV's production studio is the site of prerecorded interviews, live band performances, and show editing. We are currently using a mixer board donated to KPOV in 2008. Because this board was obsolete when we got it, it uses antiquated technology and is beginning to fail. Replacement parts are no longer being manufactured. The complexity and delicacy of running this outdated board has been prohibitive for some of our show hosts who wish to schedule local bands for live performances.

The wiring on the board will also no longer allow us to conduct phone interviews for advance coverage of cultural events.

Radio is a ubiquitous technology available to residents regardless of income. Through the medium of radio KPOV brings cultural information directly into the homes of Deschutes County. We provide our local bands an outlet to be heard throughout the region. We interview local arts and culture organizations allowing them to inform our community about their work and their events.

With new equipment in our production studio, we can showcase more local bands. The ability to record phone interviews will allow us to feature more local and visiting authors, artists and speakers, and provide greater access to Deschutes County arts and culture for our whole community.

3. Identify the target population which will be served.

Deschutes County has a vibrant arts and culture scene. Talented local musicians, plus visiting regional and national artists form an exciting music scene. Likewise, we are home to a variety of authors, artists and intellectuals as well as those who visit, or whose work reaches us in other ways (books, art tours, etc). It is a struggle for organizers to inform people about the cultural events and opportunities here, and those who do know are often looking for more information about the artists.

To meet this need KPOV features local musicians live in our studio and in broadcasts from local festivals. We bring local and national actors, artists, authors and others on the air for interviews about their work and upcoming events.

Radio is a widely used and easily accessible technology. It is a powerful medium to reach entire communities. This project will serve all residents, but especially those wishing to learn more about the arts and culture of Deschutes County, get to know the people involved, and enjoy interviews and local music live on the air.

4. Identify the geographic area(s) of Deschutes County which will benefit.

KPOV's broadcast signal serves most of Deschutes County including Bend, Redmond, Sisters, Tumalo, and Terrebonne. Due to geographic interference our signal is not as strong in Sunriver and to the South. Our on-line streaming and show archives, however, allow all communities in Deschutes County to listen to KPOV through the internet.

5. Describe how the proposed initiative will positively impact the community and complement existing services currently provided by Deschutes County.

No other media outlet in Central Oregon is as committed to informing our community about local news, events, arts and culture as KPOV is. We also have the people power to get the job done with our large and diverse group of local program hosts and DJs. We need to update our studio technology so it will match our human capacity and desire to cover local arts and culture.

KPOV has strong ties to our local music scene. Our locally produced "Center Stage" brings live bands into the studios every week. Other shows on KPOV also feature periodic live music including touring bands – helping to promote Central Oregon as a cultural hotspot and engaging our community in cultural events.

Upgrading the failing equipment in our production studio will allow us to continue our current work to showcase local musicians, and to more easily train additional hosts to use the equipment to include live performances in their shows. The result will be more live local music performances on KPOV.

Deschutes County will also gain additional access to travelling authors, artists, and speakers who are only in town for a day and cannot appear live in the studios. With new equipment we will be able to pre-record phone interviews in advance of the appearances to help promote events as well as provide a taste of the cultural breadth of our area to people unable to attend the event. We will also be able to pre-record interviews of authors, artists, and intellectuals who don't visit Bend to offer local residents access to a broader cultural experience.

6. Describe in detail how the proposed initiative will be implemented.

7. Describe specifically how the requested funds will be used.

6&7: KPOV will purchase a new mixer board, mics, CD players, and other equipment to produce high quality audio performances in our production studio. Purchases will be made by January of 2015. We will hire a local radio engineer to install and tune the equipment in January. Staff will schedule trainings

for our volunteer hosts on the use and opportunities with the new studio equipment by February of 2015. Hosts will begin to schedule and air phone interviews and live performances using the new equipment starting in February of 2015.

8. Identify any partner agencies which will collaborate to implement the proposed initiative.

KPOV works closely with a number of non-profit and for-profit businesses. We regularly bring non-profits on the air to talk about their upcoming events and to educate our communities. Improvements to our production studio will make scheduling interviews more convenient and allow us to interview more organizations. KPOV also works with for-profit businesses like the Sunriver Bookstore and Paulina Springs Bookstores to interview their scheduled authors in advance of their appearances. Some of these advance interviews have been cancelled due to the wiring issues for our phone connection.

KPOV will also continue to work with local performing arts organizations including the Central Oregon Symphony, CTC, Second Street Theater, BEAT, the Tower, Cascade School of Music, the Central Oregon Songwriters Association, and others to bring in participants from their organizations for interviews and performances.

9. Describe other sources of funding that will support the proposed initiative.

KPOV will ask Deschutes Cultural Coalition for grant funding towards this project as well. The remainder of the funds will be from KPOV's general revenue and from targeted individual donations.

Performance Measurement

1. Identify quantifiable outputs anticipated to be achieved through the proposed initiative.

The goal of this project is to increase the visibility of our local musicians and artists; to provide community access to high quality recordings of visiting talent; and to expand opportunities for Deschutes County residents to experience the arts.

Outputs:

- Weekly live local music performances on "Center Stage".
- Monthly live local music performances on other KPOV shows.
- Weekly interviews of visiting artists, authors, speakers pre-recorded.
- Twice weekly short segments prerecorded to air on our live talk shows.
- 50 Local youth/year interviewed and recorded during our kids camps & KPOV's "Storyland".
- Deschutes County residents exposed to daily arts and cultural information about Central Oregon.

2. Describe the anticipated outcomes of the proposed initiative.

Through improved equipment in our production studio KPOV will be able to continue to showcase local musicians and increase the number and quality of appearances. New hosts will feel more comfortable scheduling live bands and pre-recording interviews. KPOV will be able to record phone interviews more reliably.

We will be able to conduct more artist, author, musician, and cultural interviews, enabling KPOV to further increase the visibility of the arts in Deschutes County. Listeners will gain a breadth and depth of understanding of our local culture not available elsewhere.

Through KPOV's coverage, Deschutes County events will gain publicity and increase attendees. Through increased cultural programming, KPOV will gain listeners and supporters.

Budget for: Deschutes County Grant 2013			
Submitted by Women's Civic Improvement League (dba KPOV)			
Date: 10/24/14			
INCOME	Request		
Grants			
Deschutes County	\$2,400		
Deschutes Cultural Coalition	\$2,000		
KPOV General revenue & Community contributions	\$1,750		
In-kind donations of Services	\$940		
Total Income	\$7,090		
EXPENSES	In-kind	Cash	Total
Personnel <i>*See calculation details on reverse</i>			
1 Staff time at \$14/hr		\$140	\$140
2 Staff time at \$17/hr		\$680	\$680
3 Volunteer time calculated at \$18.77/hr	\$940		\$940
4 Engineering time to install and tune up equipment		\$500	\$500
Personnel Sub-total	\$940	\$1,320	\$2,260
Non-personnel			
AEQ BRAVO-TT 12-Ch Console with Hybrids		\$2,780	\$2,780
Mic Booms (2) - OC White ProBoom Black 2 Pack & Studio Mic Booms With 12" Risers		\$180	\$180
Mics (2) - Heil PR40		\$540	\$540
CD Players, Broadcast quality (2)		\$1,200	\$1,200
Microphone stands for performance (3)		\$120	\$120
Non-personnel Sub-total	\$0	\$4,820	\$4,820
Total Expenses	\$940	\$6,140	\$7,080
Calculations			
1 Staff time @14/hr X 10 hours = \$140			
Includes: Ordering & purchasing equipment, communicating with hosts			
2 Staff time @17/hr x 40 hours = \$680			
Includes: Training hosts, coordinating with engineer			
5 Volunteer time calculated at \$18.77/hr x 50 = \$940			
Includes: Fine tuning equipment, attending trainings, and facilitating live performances (first month)			

KPOV Roster of Board of Directors

10/24/14

Board Members:

Bob Newhart, Board President.

Victoria Berry, Board Vice President

Judy Petullo, Board treasurer

Marcia Koff, Board secretary

Michael Funke

Rick Miller

Wyndee Philips

Ted Schoenborn

Form **990-EZ****Short Form**
Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except private foundations)

OMB No. 1545-1150

2013Department of the Treasury
Internal Revenue Service

► Do not enter Social Security numbers on this form as it may be made public.

► Information about Form 990-EZ and its instructions is at www.irs.gov/form990.Open to Public
Inspection**A** For the 2013 calendar year, or tax year beginning

, 2013, and ending

B Check if applicable:

- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Terminated
- ☐ Amended return
- ☐ Application pending

C **WOMEN'S CIVIC IMPROVEMENT LEAGUE**
DBA KPOV
501 NW BOND STREET
BEND, OR 97701

D Employer identification number

20-0733873

E Telephone number

541-322-0863

F Group Exemption
Number**G** Accounting Method: ☒ Cash ☐ Accrual Other (specify) _____**I** Website: **WWW.KPOV.ORG****H** Check ☒ if the organization is not
required to attach Schedule B (Form
990, 990-EZ, or 990-PF).**J** Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c)() (insert no.) ☐ 4947(a)(1) or ☐ 527**K** Form of organization: ☐ Corporation ☐ Trust ☐ Association ☐ Other**L** Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total
assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. **\$ 131,587.****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I. ☒

REVENUE	1	Contributions, gifts, grants, and similar amounts received	1	121,486.
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	10,101.
6c	Less: direct expenses from gaming and fundraising events	6c	1,717.	
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	8,384.	
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	129,870.	
EXPENSES	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	70,745.
	13	Professional fees and other payments to independent contractors	13	8,191.
	14	Occupancy, rent, utilities, and maintenance	14	6,436.
	15	Printing, publications, postage, and shipping	15	1,575.
	16	Other expenses (describe in Schedule O) SEE SCHEDULE O	16	36,185.
	17	Total expenses. Add lines 10 through 16	17	123,132.
18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	6,738.	
ASSETS	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	48,777.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	55,515.

BAA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2013)

Part II	Balance Sheets (see the instructions for Part II)
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Check if the organization used Schedule O to respond to any question in this Part II

X

		(A) Beginning of year	(B) End of year
22	Cash, savings, and investments	45,289.	22 57,638.
23	Land and buildings.	5,526.	23 5,094.
24	Other assets (describe in Schedule O) SEE SCHEDULE O	16,854.	24 15,425.
25	Total assets.....	67,669.	25 78,157.
26	Total liabilities (describe in Schedule O) SEE SCHEDULE O	18,892.	26 22,642.
27	Net assets or fund balances (line 27 of column (B) must agree with line 21).....	48,777.	27 55,515.

Part III	Statement of Program Service Accomplishments (see the instructions for Part III)
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Check if the organization used Schedule O to respond to any question in this Part III. ☒ X

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

What is the organization's primary exempt purpose? SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28 WCIL OPERATES A COMMUNITY RADIO STATION, KPOV, BROADCASTING ON 88.9
FM 24 HOURS A DAY, 7 DAYS A WEEK, SERVING THE COMMUNITIES OF BEND,
REDMOND, SISTERS, PRINEVILLE AND SURROUNDING AREAS.

(Grants \$) If this amount includes foreign grants, check here.

28 a	78,499.
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29

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1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 1222 1223 1224 1225 1226 1227 1228 1229 1230 1231 1232 1233 1234 1235 1236 1237 1238 1239 1240 1241 1242 1243 1244 1245 1246 1247 1248 1249 1250 1251 1252 1253 1254 1255 1256 1257 1258 1259 1260 1261 1262 1263 1264 1265 1266 1267 1268 1269 1270 1271 1272 1273 1274 1275 1276 1277 1278 1279 1280 1281 1282 1283 1284 1285 1286 1287 1288 1289 1290 1291 1292 1293 1294 1295 1296 1297 1298 1299 1300 1301 1302 1303 1304 1305 1306 1307 1308 1309 1310 1311 1312 1313 1314 1315 1316 1317 1318 1319 1320 1321 1322 1323 1324 1325 1326 1327 1328 1329 1330 1331 1332 1333 1334 1335 1336 1337 1338 1339 1340 1341 1342 1343 1344 1345 1346 1347 1348 1349 1350 1351 1352 1353 1354 1355 1356 1357 1358 1359 1360 1361 1362 1363 1364 1365 1366 1367 1368 1369 1370 1371 1372 1373 1374 1375 1376 1377 1378 1379 1380 1381 1382 1383 1384 1385 1386 1387 1388 1389 1390 1391 1392 1393 1394 1395 1396 1397 1398 1399 1400 1401 1402 1403 1404 1405 1406 1407 1408 1409 1410 1411 1412 1413 1414 1415 1416 1417 1418 1419 1420 1421 1422 1423 1424 1425 1426 1427 1428 1429 1430 1431 1432 1433 1434 1435 1436 1437 1438 1439 1440 1441 1442 1443 1444 1445 1446 1447 1448 1449 1450 1451 1452 1453 1454 1455 1456 1457 1458 1459 1460 1461 1462 1463 1464 1465 1466 1467 1468 1469 1470 1471 1472 1473 1474 1475 1476 1477 1478 1479 1480 1481 1482 1483 1484 1485 1486 1487 1488 1489 1490 1491 1492 1493 1494 1495 1496 1497 1498 1499 1500 1501 1502 1503 1504 1505 1506 1507 1508 1509 1510 1511 1512 1513 1514 1515 1516 1517 1518 1519 1520 1521 1522 1523 1524 1525 1526 1527 1528 1529 1530 1531 1532 1533 1534 1535 1536 1537 1538 1539 1540 1541 1542 1543 1544 1545 1546 1547 1548 1549 1550 1551 1552 1553 1554 1555 1556 1557 1558 1559 1560 1561 1562 1563 1564 1565 1566 1567 1568 1569 1570 1571 1572 1573 1574 1575 1576 1577 1578 1579 1580 1581 1582 1583 1584 1585 1586 1587 1588 1589 1590 1591 1592 1593 1594 1595 1596 1597 1598 1599 1600 1601 1602 1603 1604 1605 1606 1607 1608 1609 1610 1611 1612 1613 1614 1615 1616 1617 1618 1619 1620 1621 1622 1623 1624 1625 1626 1627 1628 1629 1630 1631 1632 1633 1634 1635 1636 1637 1638 1639 1640 1641 1642 1643 1644 1645 1646 1647 1648 1649 1650 1651 1652 1653 1654 1655 1656 1657 1658 1659 1660 1661 1662 1663 1664 1665 1666 1667 1668 1669 1670 1671 1672 1673 1674 1675 1676 1677 1678 1679 1680 1681 1682 1683 1684 1685 1686 1687 1688 1689 1690 1691 1692 1693 1694 1695 1696 1697 1698 1699 1700 1701 1702 1703 1704 1705 1706 1707 1708 1709 1710 1711 1712 1713 1714 1715 1716 1717 1718 1719 1720 1721 1722 1723 1724 1725 1726 1727 1728 1729 1730 1731 1732 1733 1734 1735 1736 1737 1738 1739 1740 1741 1742 1743 1744 1745 1746 1747 1748 1749 1750 1751 1752 1753 1754 1755 1756 1757 1758 1759 1760 1761 1762 1763 1764 1765 1766 1767 1768 1769 1770 1771 1772 1773 1774 1775 1776 1777 1778 1779 1780 1781 1782 1783 1784 1785 1786 1787 1788 1789 1790 1791 1792 1793 1794 1795 1796 1797 1798 1799 1800 1801 1802 1803 1804 1805 1806 1807 1808 1809 1810 1811 1812 1813 1814 1815 1816 1817 1818

(Grants \$) If this amount includes foreign grants, check here.

7. The amount included for gift grants, check here:	
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1

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(Grants \$) If this amount includes foreign grants, check here.

Other program services (describe in Schedule O):

(Grants \$) If this amount includes foreign grants, check here.

Total program service expenses (add lines 28a through 31a)

IV. List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated)

Check if the organization used Schedule O to respond to any question in this Part IV.

Part IV List of Officers, Directors, Trustees, and Key Employees

(list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV.

[illegible]