

# SWNI Fiscal Sponsorship Policy and Instructions

## Appendix B

### Application Form

Proposing Entity: Friends of Woods Park, a sub-committee of Crestwood Neighborhood Association

Oregon Corporate Registration #: N/A

Mailing Address: \_\_\_\_\_

Contact Name: Jim Ure

Contact Phone Number: 503-327-6303 Contact Email: jure@comcast.net

List of your Executive Director and Officers:

Kevin Duff, Chair \_\_\_\_\_

~~\_\_\_\_\_~~ \_\_\_\_\_

Jim Ure, Neighborhood Association Representative, Trails Project Lead \_\_\_\_\_

Project Description: (attach separate sheet if more is needed)

Friends of Woods Park is planning efforts to expand our trail system and enhance watershed protection within the Park. This includes work in the newly acquired parcel on the west side of the park. Expansion of the trail system will include building new trails and extending some existing trails with a goal of improving neighborhood accessibility into the Park. Trails will also be constructed and maintained with watershed protection in mind so that increased traffic into the park does not degrade watershed or environmental quality.

Expanding the trail system will require trail planning, permitting, trail construction, plantings, and other watershed protection activities. Some of this work will be integrated with our regular monthly work parties. Trail expansion work will incur costs for permits (Portland Bureau of Development Services), construction materials, and potentially other areas. Planting and watershed protection will require materials, plants, etc. Planning services from Portland Parks and Recreation may also be needed. To take on this work, Friends of Woods Park will need fund raising activity – including seeking donations and grants. A fiscal agent is sought to receive donations within a tax-exempt context and to pay out funds as needed.

Proposed Project Start Date: December, 2011 Approximate Completion Date: TBD - 2014

Designated Project Managers: 1) Jim Ure 2) Kevin Duff

Project Manager Reports Due by: N/A

Jim Ure Applicant's Signature Dec. 13, 2011 Date

Approved by SWNI Board on: \_\_\_\_\_

**Sylvia**

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**From:** <jure@comcast.net>  
**To:** "Sylvia" <sylvia@swni.org>  
**Sent:** Saturday, December 17, 2011 7:42 PM  
**Subject:** FoWP fiscal sponsorship statement  
Sylvia,

Thanks for getting back to me about the fiscal sponsorship for Friends of Woods Park. Here is the additional information you requested. Let me know if this is adequate and if you need anything else.

Jim Ure  
Friends of Woods Park  
Crestwood Neighborhood Association

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**Statement in support of Application for Fiscal Sponsorship**

Budget - short term

Our immediate need is to receive a donation of \$1,100 to be used in support of permitting and trail construction for new trails.

Long-term need

Our long term need is to have a means to receive donations and grant funds over the next five years. Our intent is to continue fund-raising and seek grant opportunities to support stewardship, neighborhood pedestrian connections, and improvement activities in the park as a whole as well as in the new land acquisition area. A major component of spending going forward will be to enhance the trail system to provide neighborhood connection, access, and erosion control to protect Woods Creek.

Funds will be used for activities to improve Woods Park and may include the following: trail construction, planning, safety features, permitting, administrative costs, mitigation, erosion control, contractors, plants, outreach, city staff time, communications, mailings and support to facilitate non-FOWP volunteer groups to do work parties in the park.

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## APPENDIX C

### BUDGET WORKSHEET (tentative)

Expense Line Item	Dollars Budgeted
Professional Services – Trail planning and design	~\$2,000
Technical Services (i.e., Website development and/or maintenance)	
Meeting Space Rental Fees	
Utilities	
Office Supplies	
Tools and Equipment/ Trail and Watershed protection materials	~\$5,000
Refreshments	
Printing	
Postage and Shipping	
Travel expenses	
Other – Trail Permit, Portland Bureau of Development Services	~\$3,000
<b>TOTAL BUDGET (</b>	<b>~ \$10,000</b>