

**Northwest Neighborhoods Parks and Recreation Fund
of the Oregon Community Foundation**

Grant Application Cover Sheet

Please fill in the requested information on this cover sheet and enclose it with the required attachments. You may reproduce the form on a computer using the same format. Proposals are due by November 1, with funding decisions to be announced in February.

Applicant Name: Hillside Community Center (Portland Parks and Recreation)

Address: 653 NW Culpepper Terrace
Portland, OR 97200

Contact Person: Tim Hammock, Recreation Supervisor
503-823-3181

Proposal Summary Information

- I. Project location and description: Hillside Community Center
653 NW Culpepper Terrace
Portland, OR 97210

The Hillside Community Center currently serves more than 50 families through the preschool program offered Monday through Friday to children in the community, ages 2-5. For over ten plus years, the preschool classroom located in the southwest lower level of the community center, floods during the heavy rains. For example, in the 2012/2013 school year, the room flooded eight times. When the flooding occurs, the preschool classes are cancelled or when possible, moved to other locations in the building. This creates more challenges as the facility, is already at capacity. Over the years, the flooding has destroyed multiple rugs, classroom furniture and educational equipment due to the deterioration from rust and wood damage. Due to the elevated moisture levels in the room when the flooding occurs, mold spots are appearing on the walls causing unsafe conditions for young children and the floor needs to be replaced.

Portland Parks and Recreation has tried several methods to fix the problem including, installing a sump pump, waterproofing the space between the sidewalk and building and most recently installing a French drain underneath the sidewalk. Unfortunately, the repairs have met with little success and PP&R lacked the financial resources to accurately fund a project of this magnitude. Since the 2012/2013 budget year, Hillside Community Center no longer receives general fund support and the community center is required to be financially self sustaining. A request has been submitted for a Capital Improvement Project but due to other projects on the priority list, funding would not be available until 2018.

(Please see both pages of this form)

With funding assistance from the NW Neighborhoods Parks and Recreation Fund, Hillside Community Center would be able to fund the construction costs to properly waterproof the foundation and install a drainage system to divert the water from the building in order to protect the assets that are deteriorating from the constant water damage.

2. Total project cost: \$32,500

3. Amount requested from NW Neighborhoods Parks and Recreation Fund: \$32,500

Organization description: Portland Parks & Recreation provides care to over 10,000 acres of parks and natural areas, and offers thousands of programs for all ages at its community centers, swim pools, and other recreation facilities. It is a premier City of Portland bureau that depends on a workforce of 400 permanent employees, 1,000 part-time employees, and over 6,000 volunteers who help us extend and enhance our services and programs.

OUR VISION

Portland's parks, public places, natural areas, and recreational opportunities give life and beauty to our city. These essential assets connect people to place, self, and others. Portland's residents treasure and care for this legacy, building on the past to provide for future generations.

OUR MISSION

Portland Parks & Recreation contributes to the city's vitality by:

- Establishing and safeguarding the parks, natural resources, and urban forest that are the soul of the city, ensuring that green spaces are accessible to all;
- Developing and maintaining excellent facilities and places for public recreation, building community through play and relaxation, gathering and solitude; and
- Providing and coordinating recreation services and programs that contribute to the health and well being of residents of all ages and abilities.

OUR ORGANIZATIONAL VALUES

- Quality, responsive service to our diverse customers and partners.
- Community participation in program and project planning.
- Innovation, creativity, and excellence in all we do.
- Openness, honesty, and respect in all relationships.
- A diverse and culturally competent workforce.
- Transparent, ethical, and accountable decision making.

PROJECT NARRATIVE

Designed in the 1940s by noted local architect Pietro Belluschi, the community center originated as the Catlin Gabel School. After the school moved, the Portland Art Association purchased the property for use as an artists' cooperative. Finding the property too costly to maintain, the Art Association decided to sell it, and word spread that the most likely buyer was a developer of condominiums. Since many of the homes in the area are situated on steep lots with no backyards, residents felt that the site would be better used as a park and community center. The community was given a year to raise \$106,500 to purchase the land and the buildings on it. After an exhaustive neighborhood fundraising effort, plus contributions from the City Council and private foundations, the community was still \$25,000 short.

To make up the difference, twelve families took out second mortgages on their homes to guarantee the loan that finalized the purchase. In spring of 1974, the neighbors turned the property over to the City of Portland, which accepted it as a public park and agreed to maintain it and staff a community center there.

What specific recreational needs does the project meet and how were they determined? Hillside Community Center serves over 50 families yearly in the pre-school program offered Monday through Friday. The project would give the preschoolers a consistent learning environment to engage in enriching activities to further their growth and development. Unexpectedly changing a child's environment to a non classroom space like the gymnasium creates an unstable situation which leads to a disruptive learning experience.

What specific members of the community will benefit from the project? Hillside Community Center serves the entire NW community. Located in a dense neighborhood with limited parks, this location has a high level of use from the immediate community, as well as the families of neighboring schools. The Hillside Community Center serves 25,000 people yearly.

How has community support been developed for the project? The Hillside Neighborhood Associations is supportive of the project and it was their recommendation that Hillside apply for funding. Attached are three letters of support from parents whose children have been affected by the flooding problem and are encouraged about the project opportunity.

Why is your organization the most appropriate one to pursue this project? Portland Parks & Recreation is the property owner and manages the staff on-site. Neighborhood supported grant opportunities like this allow community centers the ability to leverage community support for needed projects.

How will you leverage other resources for the project, including financial, volunteer and in-kind contributions? The Hillside Neighborhood Association has been supportive of this project and they have the resources to work with the community to possibly find other funding sources. PP&R staff would be available to assist with the project scope and design.

4. Date established: Hillside Community Center 1972
PP&R 1852
5. Number of employees: Hillside 2 permanent employees, 20 part-time
PP&R Approximately 400 permanent employees, 1,000 part-time
6. Number of board members: 11 Parks Board Members.
Hillside Community Center works closely with the Hillside Neighborhood Association which consists of 6 board members.
7. Number of volunteers: Hillside 20
PP&R more than 6,000
8. Other sources of support for this project (please specify, including which sources are committed and which are pending): PP&R has committed hundreds of hours over the years in staff time cleaning up the flooding mess along with repairs to fix the problem. If the project receives funding PP&R would also assign a staff to oversee the project and act as the project manager. Additional funding sources are also being explored through the Oregon Parks and Recreation Department Local Government Grant Program. It may also be possible to solicit funds through the Hillside Neighborhood and the community center users.

Authorizing Official (chairperson or executive officer)

Name (please type)

Title

Signature

Date

A complete application includes:

1. One copy of a letter of support from Portland Parks and Recreation authorizing changes to city property if your project involves improvement or renovation of city property
2. Eight copies of a project narrative of no more than five pages, including responses to the following questions in order:
 - What specific recreational needs does the project meet and how were they determined?
 - What specific members of the community will benefit from the project?
 - How has community support been developed for the project?
 - Why is your organization the most appropriate one to pursue this project?
 - How will you leverage other resources for the project, including financial, volunteer and in-kind contributions?
 - What is the project timetable?
 - What is your project evaluation plan? Who will evaluate it and what specific measurements will be used to gauge its effect?
3. Eight copies of the original application cover sheet (including the original)
4. Eight copies of an itemized budget for the project
5. Eight copies of a current fiscal year budget summary for your organization
6. Eight copies of resumes of key project personnel
7. Eight copies of a list of the organization's officers and board of directors with daytime phone numbers
8. One copy of the most recent audited financial statement for your organization
9. One copy of your IRS determination letter for 501(c)(3) tax-exempt status

Submit application packets to:

Northwest Neighborhood Parks & Recreation Fund of The Oregon Community Foundation
c/o Neighbors West/Northwest
2257 NW Raleigh, Portland OR 97210

What is the project timetable?

Design	1/14 to 5/14
Permits	5/14 to 7/14
Bid/Contract	7/14 to 10/14
Construction	11/14 to 2/15
Closeout	2/15 to 4/15

What is your project evaluation plan? In 2012/2013 the classroom flooded a total of eight times which resulted in several cancelled classes. The goal is to eliminate the flooding problem and the project will be evaluated successful if water flow is stopped into the build and no more classes are cancelled.