

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-718-2487

COMMUNITY EVENTS FUNDING REQUEST

Due: February 10, 2012

Event Name: Tigard Area Farmers Market (part of the Tigard Area Chamber of Commerce)
Address: PO Box 230421
City, State, Zip: Tigard, Or 97223
Contact Name: Kim Marshall
Telephone Number: 503-639-2900
E-mail address: manager@tigardfarmersmarket.org

1. **Request** (express in whole dollar amounts only)

Cash \$8500.00

In-Kind Services-hours (use of City property, City staff support,
etc. Please explain the services requested on a separate sheet) _____

Total Request \$8500.00

2. **Purpose of Funding Request:**

The TAFM is focused on bringing farmers, community and non-profits together in a way that benefits all. Farmers grow local produce, plants, and flowers; our Tigard Community members gather together to buy these products; and weekly non-profit booth space gives all the opportunity to give back. Tigard Area Farmers Market. GROW. GATHER. GIVE.

Funds will be used to:

- Support staff efforts
- Increase marketing to improve the connection of the community to the market
- Do healthy food demonstrations
- Purchase earth friendly bags

3. **How will this event benefit the Tigard Community?**

- Encourages customer attendance through community outreach - special events and programs designed to enhance the customers experience at the market.
- Promotes the market through its website, newsletter, social media sites, relevant farmers market brochures, chamber marketing programs and other key community relationships such as the City of Tigard.
- Supports non-profit organizations by giving them the opportunity to sell in our Community Service Booth with profits going directly to the organization.
- Provides space for the Master Gardener volunteers to dispense gardening advice to customers, answering their questions and helping them with garden related problems.
- The customers that shop at the Market come to buy locally grown and produced agricultural products, and to feel good about participating in a more sustainable food system. The responsibility for implementing sustainable practices falls to all of us in the market community, not just to our farmers. For that reason, the Tigard Area Farmers Market has made a commitment to work towards becoming a more earth friendly event. In a sustainable food system, it's not only the food that's important, but also how it is packaged and carried home. We will provide earth friendly bags for customers.

- Provide broad access to fresh produce and artisan items, including to our residents who may be disabled.
- Through the SNAP/EBT (food stamp) match we were able to help our Tigard area citizens stretch their food budgets. Our patrons were able to buy more fresh local fruits and vegetables for themselves and their families.
- The market supports community feeling of Tigard: A Place to Call Home. Our goal is to communicate the benefits of buying local fresh produce:
 - Local foods are fresher and taste better
 - Local foods are seasonal
 - Local foods usually have less environmental impact
 - Local foods preserve green space and farm land
 - Local foods promote food safety
 - Local foods support our local economy
 - Local foods promote variety
 - Local foods create community

4. How many Tigard residents do you anticipate participating in this event (or these events)?

We see an average of 1500 residents come to the market each Sunday, roughly 62,500 residents over a 25 week season.

5. Please submit the following information with this request:

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

11:45 AM
02/08/12
Cash Basis

Tigard Area Farmers Market
Profit & Loss
January through December 2011

	<u>Jan - Dec 11</u>
Income	
Charitable Fundraiser Income	550.00
Grant Income	11,000.00
Interest Income	0.19
Other Income	20.35
Space Fees	<u>33,800.00</u>
Total Income	45,370.54
Expense	
Accounting/Bookkeeping	600.00
Bank Fee's	1,527.90
Charitable Contributions	350.00
Contract Labor	28,555.00
Depreciation Expense	4,700.00
Dues and Subscriptions	811.00
Insurance	3,622.97
Market Operating Expenses	2,947.80
Marketing	1,612.92
Office Supplies	1,052.65
Professional Services	1,870.72
Telecommunications	1,420.81
Token Processing	-497.22
Web Hosting	<u>1,153.45</u>
Total Expense	<u>49,728.00</u>
Net Income	<u><u>-4,357.46</u></u>

Tigard Area Chamber of Commerce
Profit & Loss Budget Overview
July 2012 through June 2013

	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Total
Ordinary Income/Expense													
Revenue													
Farmers Market Income													
FM Application Fees	0.00	500.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	1,500.00
FM Sponsorships	0.00	0.00	0.00	250.00	250.00	250.00	250.00	250.00	0.00	0.00	0.00	0.00	1,000.00
FM Space Fees	0.00	1,000.00	2,000.00	300.00	6,653.00	5,890.00	5,980.00	3,483.00	7,000.00	2,000.00	0.00	0.00	34,311.00
FM City of Tigard Grant	0.00	0.00	0.00	0.00	0.00	0.00	8,500.00	0.00	0.00	0.00	0.00	0.00	8,500.00
FM New Seasons Grant	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
Total Farmers Market Income	0.00	4,000.00	2,500.00	400.00	7,008.00	6,240.00	14,830.00	3,833.00	7,000.00	2,000.00	0.00	0.00	47,811.00
Total Revenue	0.00	4,000.00	2,500.00	400.00	7,008.00	6,240.00	14,830.00	3,833.00	7,000.00	2,000.00	0.00	0.00	47,811.00
Expense													
Farmers Market Expenses													
FM Admin	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
FM Allocations	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
FM Bank Fees	35.00	35.00	35.00	235.00	235.00	235.00	235.00	235.00	235.00	235.00	35.00	35.00	1,820.00
FM Depreciation Expense	151.67	151.67	151.67	151.67	151.67	151.67	151.67	151.67	151.67	151.67	151.67	151.67	1,820.04
FM Website Hosting	131.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.00
FM Telecommunications	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	420.00
FM Office Supplies	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
FM Marketing	200.00	0.00	0.00	333.33	333.33	333.33	433.33	433.33	433.33	433.33	0.00	0.00	2,599.98
FM Market Operating Expenses	609.00	0.00	0.00	312.00	312.00	312.00	354.00	354.00	354.00	354.00	0.00	0.00	2,649.00
FM Insurance	102.50	102.50	102.50	102.50	102.50	102.50	102.50	102.50	102.50	102.50	102.50	102.50	1,230.00
FM Leased Staff	2,205.90	2,205.90	2,205.90	3,036.45	3,036.45	3,036.45	2,938.14	2,938.14	2,938.14	2,938.14	2,205.90	2,205.90	31,060.86
Total Farmers Market Expenses	4,070.07	3,130.07	3,330.07	4,805.95	4,805.95	4,805.95	4,849.64	4,849.64	4,849.64	4,849.64	3,130.07	3,130.07	48,930.88
Net Income	(4,070.07)	869.93	(630.07)	(2,930.07)	2,202.05	1,434.05	9,980.36	(1,016.64)	2,150.36	(2,849.64)	(3,130.07)	(3,130.07)	(1,119.88)