

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

## COMMUNITY EVENTS FUNDING REQUEST

Due: February 14, 2013

Event Name: Tigard Area Farmers Market  
Address: Po Box 230421  
City, State, Zip: Tigard Or , 97223  
Contact Name: Kim Marshall, Market Manager  
Telephone Number: 503-201-2631  
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)	_____
<b>Total Request</b>	<b>\$8500.00</b>

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
  - With our new location at Public Works we will increase signage
- Do healthy food demonstrations
- Support our Market Sprouts Program. A program to bring fresh fruits and veggies to children.

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.

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Cash Basis

Ordinary Income/Expense

Income

Tigard Area Chamber of Commerce

	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13
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July 2012 through June 2013

Farmers Market Income												
FM Application Fees		500.00	500.00	100.00	100.00	100.00	100.00	100.00	100.00			
FM City of Tigard Grant		2,500.00										
FM New Seasons Grant		2,000.00										
FM Space Fees			500.00	3,500.00	7,000.00	5,821.00	4,660.00	5,830.00	4,000.00			
FM Sponsorships				250.00	250.00	250.00	250.00					
Total Farmers Market Income	0.00	5,000.00	500.00	3,850.00	7,350.00	14,671.00	5,010.00	5,930.00	4,000.00		0.00	0.00
<b>Expense</b>												
Farmers Market Expenses												
FM Admin & Allocations	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00
Total FM Bank Fees	187.00	118.00	118.00	118.00	118.00	121.25	72.75	72.75	72.75	72.75	72.75	72.75
Total FM Insurance	2,205.90	2,205.90	2,205.90	3,036.45	3,036.45	3,036.45	3,036.45	3,036.45	3,036.45	3,036.45	2,205.90	2,205.90
Total FM Leased Staff												
FM Marketing												
FM Promotional Giveaways												
Total FM Marketing												
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
Total FM Operating Expenses												
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
FM Cell Phones	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Total FM Telecommunications												
FM Website Hosting	131.00											
Total Farmers Market Expenses	3,158.90	2,958.90	2,958.90	4,343.45	4,343.45	5,346.70	4,798.20	4,798.20	4,798.20	4,798.20	2,913.65	3,433.65
<b>Net Ordinary Income</b>	(3,158.90)	2,041.10	(2,458.90)	(493.45)	3,006.55	9,324.30	211.80	1,131.80	(798.20)	(798.20)	(2,913.65)	(3,433.65)

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 Cash Basis  
 Ordinary Income/Expense  
 Income

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

TOTAL  
Jul '12 - Jun 13

Farmers Market Income	
FM Application Fees	1,600.00
FM City of Tigard Grant	8,500.00
FM New Seasons Grant	2,500.00
FM Space Fees	33,311.00
FM Sponsorships	1,000.00
<b>Total Farmers Market Income</b>	<b>46,911.00</b>

<b>Expense</b>	
Farmers Market Expenses	
FM Admin & Allocations	6,600.00
Total FM Bank Fees	1,200.00
Total FM Insurance	1,262.00
Total FM Leased Staff	31,454.10

FM Marketing	500.00
FM Promotional Giveaways	2,000.00
<b>Total FM Marketing</b>	<b>2,500.00</b>

FM Office Supplies	600.00
<b>Total FM Operating Expenses</b>	<b>2,644.00</b>

FM Telecommunications	0.00
FM Cell Phones	420.00
<b>Total FM Telecommunications</b>	<b>420.00</b>

FM Website Hosting	131.00
<b>Total Farmers Market Expenses</b>	<b>46,811.10</b>

Net Ordinary Income	99.90
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## Profit & Loss

January through December 2012  
2012 Actuals

### Ordinary Income/Expense

#### Farmers Market Income

Farmers Market Merchandise	46.00
FM-MISC	140.00
FM Advertising	225.00
FM Application Fees	1,325.00
FM City of Tigard Grant	8,500.00
FM New Seasons Grant	2,500.00
FM Space Fees	34,348.40
FM Sponsorships	450.00

Total Farmers Market Income 47,534.40

#### Farmers Market Expenses

FM Admin.	4,800.00
FM Allocations	1,800.00
Total FM Bank Fees	1,353.34
Total FM Insurance	1,226.23
Total FM Leased Staff	28,379.55
Total FM Marketing	4,307.19

FM Office Supplies	139.76
Total FM Operating Expenses	3,146.47
Total FM Telecommunications	496.31

FM Website Hosting	131.22
Farmers Market Expenses - Other	338.40

Total Farmers Market Expenses 46,118.47

Net Ordinary Income 1,415.93

Net Income 1,415.93