

**COMMUNITY EVENTS FUNDING REQUEST**

Due: February 13, 2014

Event Name: Tigard Safety Town  
Address: PO Box 230726  
City, State, Zip: Tigard, OR 97281-0726  
Contact Name: Andrea Nichols  
Telephone Number: 503-684-6621  
E-mail address: andreaknichols@yahoo.com

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

**Cash** \$4,000

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

**Total Request** \$4,000

2. **Purpose of Funding Request:**

*See attached*

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

*See attached*

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

*See attached*

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.

## Community Events Funding Request – Tigard Safety Town

- 1- The purpose of the funding request is to help maintain a relatively low cost program for participants. Tigard Safety Town is dedicated to providing a quality program that is affordable for families. In 2011 and 2012 the cost to operate Tigard Safety Town increased. We would like to use the city funds to offset the recent increase in charges we have incurred from the Tigard Tualatin School District for the use of Mary Woodward Elementary.
- 2- Tigard Safety Town benefits the Tigard community by providing safety instruction to kindergarteners and first graders. Safety Town is a nine day program that teaches children ages 5 and 6 about safety through the use of live speakers, films, art projects, music and hands on activities such as riding Kett Cars in our own little Safety Town. Children learn about bicycle, pedestrian, water, home, fire, electrical, and personal safety. The community based, volunteer program partners with organizations such as the Tigard Police Department, Tualatin Valley Fire Department, PGE, and Poison Prevention to provide meaningful safety instruction to young children. In addition to providing safety instruction to incoming kindergarteners and incoming first graders, we provide service opportunities for middle school students. Approximately 20 middle school students are interviewed and trained by our certified teachers to serve as students instructors. Many of the student instructors participated in Tigard Safety Town as 4-6 year olds and return to serve other children. In 2012 Tigard Safety Town celebrated its 40<sup>th</sup> year serving the children and youth in our community. Tigard Safety Town is coordinated each year by a committed group of parent volunteers who serve on the Board of Directors.
- 3- We anticipate 170 Tigard residents will participate in the program.
- 4- Supplemental financial information. Tigard Safety Town has been saving and planning for capital improvements. We also carry a balance in the event that unexpected expenses arise as they did recently with the increase in rent from Tigard Tualatin School District. Our commitment is to keep the program cost for participants low, while still providing a quality safety program.

**Tigard Safety Town  
Financial Statement  
2013 Budget Year**

<b>INFLOWS</b>	<b>2013 Budget</b>	<b>2013 Actual</b>
Donations Received	3000	3500
Grants	4000	4000
Tuition	9425	9300
<b>TOTAL INFLOWS</b>	<b>\$16,425.00</b>	<b>\$16,800.00</b>
Financial Aid - Scholarships	300	190
<b>OUTFLOWS</b>		
Bank Charges	0	
Board Expenses	450	412.00
Equipment	0	434.00
Gift Certificates - Student Helpers	960	960.00
Gifts - Speakers	200	180.00
Gifts - Sponsors	200	
Insurance	3000	772.00
Maintenance : House and Car	2000	1416.00
Maintenance : Painting Blacktop	0	
Miscellaneous	200	39.97
Post Office Box Rental	70	88.00
Payroll Expenses	3700	3700.00
Postage	100	34.00
Printing	400	261.60
Publicity	150	
Rent	4550	3658.50
Special Programs	0	
Supplies		
Art Supplies	150	98.55
Lanyards	2300	2292.43
Office Supplies	100	81.23
Supplies/Other	200	183.71
Registration	50	
Student Instructor Party	150	132.00
T-shirts	1200	1397.50
Tax and Licenses	60	60.00
Website Set-up and Maintenance	200	
<b>TOTAL OUTFLOWS</b>	<b>\$20,390.00</b>	<b>\$16,201.49</b>
<b>NET CASH INFLOW (OUTFLOWS)</b>	<b>-\$3,965.00</b>	<b>\$598.51</b>
<b>BEGINNING CASH</b>	<b>\$20,178.46</b>	<b>\$20,178.46</b>
<b>ENDING CASH</b>	<b>\$16,213.46</b>	<b>\$20,776.97</b>

**Tigard Safety Town  
Financial Statement  
2014 Budget Year**

<b>INFLOWS</b>	<b>2014 Budget</b>	<b>2014 Actual</b>
Donations Received	3000	
Grants	4000	
Tuition	9300	
<b>TOTAL INFLOWS</b>	<b>\$16,300.00</b>	<b>\$0.00</b>
Financial Aid - Scholarships	300	
<b>OUTFLOWS</b>		
Bank Charges	0	
Board Expenses	450	
Equipment	450	
Gift Certificates - Student Helpers	960	
Gifts - Speakers	200	
Gifts - Sponsors	200	
Insurance	1000	
Maintenance : House and Car	100	
Maintenance : Painting Blacktop	0	
Miscellaneous	200	
Post Office Box Rental	90	
Payroll Expenses	3800	
Postage	100	
Printing	400	
Publicity	150	
Donor Signage	600	
Rent	3600	
Supplies		
Art Supplies	150	
Lanyards		
Office Supplies	100	
Supplies/Other	200	
Registration	50	
Student Instructor Party	150	
T-shirts	1400	
Tax and Licenses	60	
Website Set-up and Maintenance	200	
<b>TOTAL OUTFLOWS</b>	<b>\$14,610.00</b>	<b>\$0.00</b>
<b>NET CASH INFLOW (OUTFLOWS)</b>	<b>\$1,690.00</b>	<b>\$0.00</b>
<b>BEGINNING CASH</b>	<b>\$20,781.97</b>	<b>\$20,781.97</b>
<b>ENDING CASH</b>	<b>\$22,471.97</b>	<b>\$20,781.97</b>