

# CITY OF ASHLAND



## Application for Economic Development, Cultural, Tourism and Sustainability Grants

\*\*\*\*DUE NO LATER THAN 4:00 pm March 22, 2017\*\*\*\*

**One (1) single sided, signed hard copy to  
NO STAPLES PLEASE**  
In an envelope titled:  
**City of Ashland**  
**Attn: Diana Shiplet, Administration Department**  
**Grant Application**  
**20 East Main Street, Ashland, OR 97520**

<b>Applicant/Organization</b>	Rogue Valley Farm to School (RVF2S)		
<b>Mailing Address</b>	P O Box 898 Ashland OR 97520		
<b>Contact Name</b>	Tracy Harding	<b>Contact Phone #1</b>	541-488-7884
<b>Email #1</b>	<a href="mailto:tracy@rvfarm2school.org">tracy@rvfarm2school.org</a>		
<b>Contact Name #2</b>	Melina Barker	<b>Contact Phone #2</b>	541-890-7004
<b>Email #2</b>	<a href="mailto:melina@rvfarm2school.org">melina@rvfarm2school.org</a>		
<b>Federal Tax ID</b>	██████████	<b>IRS Class (Exemption)</b>	501(c)(3)
		<b>Total Grant Request (\$5,000 min)</b>	\$12,000

### Application Submittal Checklist

**In addition to the completed application form to be mailed and emailed, all submittals must contain the following;**

1. List of all board members, their occupations, and years on the board;
2. Organizational client demographic profile;
3. Grant program budget (for activities/programs/events that are part of this grant application);
4. Organization 501© letter verifying your no-profit status;
5. Organization corporate bylaws;
6. Organization's most recent Form 990 IRS filing (summary page only);
7. Organization's previous year financial statement summarizing expenses and revenues.

## **Application for Economic Development, Cultural, Tourism and Sustainability Grants**

1. Briefly describe the purpose and objectives of your organization and mission statement (*please limit to approximately 500 words*)

Rogue Valley Farm to School educates children about our food system through hands-on farm and garden programs, and by increasing local foods in school meals. We inspire an appreciation of local agriculture that improves the economy and environment of our community and the health of its members.

Rogue Valley Farm to School (RVF2S) provides programs and services to schools, teachers, farms, and families through a variety of education experiences. RVF2S nutrition education programs on farms, in classrooms, school gardens, and the cafeteria maximize impacts so students understand the value of and their place in making healthy decisions for their bodies and the environment.

For nearly ten years, RVF2S has offered thousands of students the opportunity to learn about nutrition, where their food comes from, food preparation, and the connection between food production, the environment, and the local economy through farm field trips and school garden programs. RVF2S creates connections between local growers and the school cafeteria with Tasting Table and Farm to Cafeteria programs. RVF2S partners with schools and farms to provide authentic experiences for K-12 students to confront and address real-life challenges, interact with food production, and learn through service.

By expanding fresh foods in school meals and providing relevant hands-on farm to school programs RVF2S is challenging food system injustice by reducing barriers to including healthy food in school meals by teaching students where their food comes from, how to grow food, and by connecting children to their health and the health of their community and the environment. This is increasingly important, as 24% of children in Oregon are overweight or obese. According to the American Heart Association, today's children may be the first generation in U.S. history to have a shorter life expectancy than their parents due to diet-related diseases and physical inactivity.

RVF2S's goals are to; 1) Improve the nutritional health of children in the Rogue Valley, 2) improve the local economy by supporting local agriculture, 3) provide important life skills to underserved children in the Rogue Valley, 4) support teachers in meeting academic goals through hands-on learning.

2. Reference the list of eligible activities provided in the 2012 Policy for Economic, Cultural, Tourism, and Sustainability Grant (page 10) to briefly describe how the City grant would be used and how your activities meet the eligibility criteria (*please limit to approximately 1,000 words*)

### Ashland School District Garden & Nutrition Education \$9,000

RVF2S requests funds to support Ashland School District (ASD) school gardens, the School Garden Coordinator (SGC) program, and Tasting Table program nutrition education taking place in the school cafeterias.

The ASD has had a school garden at every school since community members built the last ASD garden at Bellview Elementary School in 2009. School gardens have been a steadily increasing area of focus for RVF2S as well as schools all over Oregon. The Oregon Department of Education reports 651 school gardens in Oregon. The RVF2S School Garden Coordinator (SGC) program is a model program.

SGC are community volunteers who receive a small annual stipend (\$450) for maintaining a school garden year-round and involving students, parents, teachers, and community members in garden activities such as recess and after school garden clubs. RVF2S provides supervision, resources, and best practice trainings in gardening, student management, volunteer coordination, food safety, and fundraising. Since 2010, SGC positions have expanded from one to seven school districts, based on the success of the ASD SGC program. Students gain invaluable hands-on experience in gardening and self-sufficiency skills as well as experiences that hold the potential to influence lifelong behavior choices.

The RVF2S and City of Ashland support will allow school gardens to be an increased source of fresh fruits and vegetables for classroom snacks, in-garden education lessons, and special local lunch school meals. School gardens and the education taking place in the gardens build community and create health awareness as well as providing fresh nutritious food. All of the schools in the ASD have supportive administrations that value and appreciate RVF2S programs and are enthused to have their school gardens be outdoor classrooms. The ASD SGC retention has been outstanding; the stipend is a key factor.

RVF2S also provides support to the ASD through our Tasting Tables program that takes place in school cafeterias. The program is in coordination with school meals and coupled with classroom materials and promotions using Oregon Harvest for Schools materials. RVF2S has been able to provide these exposures to locally grown produce with the support of service members and by coordinating volunteers. Tasting Tables offer students samples of a local, seasonal fruit or vegetable prepared in two ways in their own cafeteria. After sampling, students receive a recipe to take home and vote on what they thought about the new foods. Interactive table-top materials provide an opportunity for students to learn nutrition facts about the featured item. Curriculum is provided to teachers to incorporate the monthly fruit or vegetable into classroom activities. Research says that it takes 10-12 exposures to a new food before a child accepts it. Tasting Tables are provided monthly throughout the school year. At Rogue Valley Farm to School (RVF2S), we work to expose students to foods through growing, cooking, and eating new things. Tasting Tables and school garden programs are great ways to offer multiple exposures for students.

Data collected by Tasting Tables will measure: 1) Changes in attitudes and behaviors around healthy eating and local agriculture, 2) the expansion of nutrition education into the classroom, and 3) increased interest and purchasing of locally grown produce. Success will entail a positive increase in each of these categories.

Children are faced with a multitude of health issues, establishing healthy eating habits early in a child's life is critical for preventing diet-related diseases later in life. The World Health Organization states that providing nutrition education and nutritious food to children in elementary schools reduces the incidence of children's health issues while improving learning potential, test scores, and student behavior. Studies find that students participating in hands-on food production have increased appreciation for and likelihood of consuming fresh vegetables. The amount of time spent outside while engaged in physical activity is dropping at an alarming rate creating an increasing population of overweight and obese children who lack connections to the environment. Altering this trend means changing people's attitudes towards food. Incorporating nutrition education and healthy food options in schools is shown to decrease health issues of students while improving learning potential, test scores, and student behavior. Studies find that students participating in hands-on food production not only have an increased appreciation for consuming fresh vegetables, and are also more likely to make healthy lifestyle choices as they grow into adulthood.

Our strategy is to layer program exposures, engaging students in multiple places; on working farms, in their classrooms, and in the cafeteria to maximize impact. Having an introduction to our food system that encompasses the eating experience including harvesting, cooking, and eating engages students so they can understand the value of and their place in making healthy decisions for their bodies, the environment, and the local agricultural economy.

City of Ashland grant funds will be used to continue the SGC stipends and associated staff time to support the SGC program and support to the Tasting Table program in the Ashland School District.

#### Siskiyou Challenge Marketing & Promotion \$3,000

RVF2S requests funds for the **Siskiyou Challenge** to create targeted marketing efforts to promote the event to non-local participants. The Siskiyou Challenge strengthens Ashland's outdoor recreation sector of the tourism economy. The Siskiyou Challenge appeals to a broad range of ages and athletic abilities by offering a 1-mile Fun Run and a five-leg multi-sport relay race. New in 2017, RVF2S is working with Mudslinger Events out of Bend to manage race logistics, increase out of area promotions, and increase race operations efficiencies. Mudslinger advised eliminating one race leg to shorten the course by 10 miles to increase accessibility to solo racers as well as to teams. The Siskiyou Challenge is an event that embodies RVF2S goals of community

building, environmental protection, healthy lifestyles and the importance of a strong local economy.

RVF2S partners with local businesses to produce the fundraising event. We are very proud of our business partnerships. The businesses who believe in the work RVF2S does in the community are very enthusiastic both about the organization's mission and the Siskiyou Challenge as a great community event to associate their businesses with. Many have been with us from the beginning.

2.1. If your grant request is for date specific events, programs or activities, please complete the following table

Program/Event Title	Anticipated Dates of Event		Funding Request
	Start	End	
Ashland School District Garden & Nutrition Education	07/17	06/18	\$9,000
Siskiyou Challenge Marketing & Promotion	01/18	06/18	\$3,000

3. Which grant category (or categories) does your request fall under? *(please check all that apply)*

<input checked="" type="checkbox"/>	Grant Category	Grant Request
	<b>Economic Development</b>	\$
Per Economic Development eligible activities (page 10), please explain how your activities qualify <i>(please limit to approx. 250 words)</i> :		
	<b>Cultural</b>	\$
Per Cultural Development eligible activities (page 11), please explain how your activities qualify <i>(please limit to approx. 250 words)</i> :		
	<b>Tourism</b>	\$3,000
Per Tourism eligible activities (page 11), please explain how your activities qualify <i>(please limit to approx. 250 words)</i> :		
<p>Each year the Siskiyou Challenge attracts competitors from near and far. In 2016 the Siskiyou Challenge attracted racers (and their families) from both southern Oregon and those who travel over 50 miles to participate. Racers came from California, Minnesota, Montana, Michigan, New York, Washington, and throughout Oregon. The Siskiyou Challenge is sponsored by local businesses, among them the Neuman Hotel Group. The family owned hospitality business extends a discounted room rate at the Ashland Hills Hotel to Siskiyou Challenge participants.</p> <p>The Siskiyou Challenge takes place in April and strengthens Ashland's outdoor recreation sector of the tourism economy. The Ashland Chamber of Commerce reports that half of the 300,000 people who visit Ashland come for the remarkable outdoor recreation. The Siskiyou Challenge utilizes the existing tourist and recreation infrastructure that Ashland provides, the event is an attraction that appeals to the citizens of Ashland, the greater Rogue Valley, and visitors who form their travel itineraries around the Siskiyou Challenge.</p>		

<b>Sustainability</b>	<b>\$</b>
<p>Per Sustainability eligible activities (page 11), please explain how your activities qualify (please limit to approx. 250 words):</p> <p>Rogue Valley Farm to School is founded on the importance of educating children about where their food comes from and the connection local agriculture has to the health of individuals as well as the health of the local economy and environment. RVF2S is dedicated to sustainability and the use of durable materials to reduce the impact on the environment and for cost effectiveness. Our programs are zero-waste and incorporate conservation ethics throughout to include water and energy use efficiency as they relate to food production, processing, distribution, consumption, and waste. All RVF2S programs use local ingredients and supplies purchased from local businesses. All food waste is composted on-site or fed to farm animals.</p>	

4. If you do not receive the full amount of your request, describe how your organization would use a smaller amount of funds in each of the categories being applied for (please limit to approximately 250 words)

If the full amount of our request were not granted, we would establish priorities and be forced to decrease support of the Ashland School District Garden & Nutrition Education program, as well as the School Garden Coordinator program and positions.

The expenses related to producing and promoting an event like the Siskiyou Challenge must be subtracted from the donations made via the athlete's registration fees. Without the requested funding it is likely that the outreach for the event would fall to word of mouth rather than strategic marketing to increase participation from outside the Rogue Valley.

5. Using the attached City of Ashland Policy for Economic, Cultural, Tourism and Sustainability Grants, Section III (page 12), please explain how you will measure success or desired outcomes. (please limit to approximately 250 words)

RVF2S uses QuickBooks to track restricted grant funds. All expenses and hours worked are charged to the appropriate funding source to allow concise and accurate reporting.

SGC keep formatted School Garden Logs containing: their volunteer hours as well as the hours of other people volunteering in the gardens; the community events offered and outreach strategy; weekly garden observations and maintenance; and garden needs. SGC are also encouraged to record quotes by the students and notable impacts in the logbooks. RVF2S Program Director, Melina Barker reviews the logs regularly. RVF2S tracks the number of students who participate in school garden activities.

SGC also track garden productivity including what and how much go into school meals. RVF2S uses a cloud-based online service that allows staff and SGC to login from anywhere to do reporting.

Tasting Table volunteer hours are tracked, the local purchasing farm businesses is tracked, as is student response to new foods and community engagement/promotion of local fresh produce.

The Siskiyou Challenge requires meticulous data collection to ensure a smooth event. All racer information is collected both through a RVF2S set-up database as well as through the online race registration platform. The Siskiyou Challenge uses an online marketing email distribution service to communicate with racers both before and after the race. The racers are asked to participate in a post-race survey that informed the organizers as to the effectiveness of our outreach, event organizing, and communication with the racers.

Thank you for your time and efforts in preparing this information for consideration by the Grants Committee.

By signing below you certify that:

You, the grantee, understand that you must comply with all federal, state and local requirements applicable for the activities funded by this grant. Award of a grant by the City does not waive the grantee's obligation to obtain, at grantee's sole expense, all applicable permits that may be required for grantee's program or project.

And, that a grant may be conditioned on submission or other approvals to the City of a Certificate of General Liability Insurance in the amount of up to **\$1,000,000** naming the City of Ashland, its officers and employees as additional insured.

And, that you the undersigned have legal authority to submit the above information on behalf of the organization named above.

Name (print) Tracy Harding

Name (signature) Tracy Harding

Title Executive Director

## ADDITIONAL SUBMITTAL INFORMATION & REFERENCE MATERIALS

The following requirements and forms are provided to assist applications in submitting a complete application package. Use of the form templates provided is not a submittal requirement, but rather an optional tool for the applicant to use if they choose to provide the required information in this format.

### I. Grant Requirements (from 2012 Policy for Economic, Cultural, Tourism and Sustainability Grants)

- A. Grantee shall be registered as a 501(c) non-profit \*
- B. Grantee shall be a non-government entity
- C. The minimum grant amount that can be *applied* for is \$5,000 and the minimum award *granted* is \$1,000 per category and \$5,000 per grant application
- D. Grant award shall be utilized consistent with the associated applicant proposal and shall be primarily oriented to the grantee's Ashland activities and programs. Grant funds may also be utilized for a proportionate share of Grantee's overall administrative expenses.
- E. An applicant can apply for grant funds from more than one category, however, it is the responsibility of the applicant to specify the categories and funds requested for each category and clearly describe how the proposal meets the criteria for each category.
- F. Grantees must submit the application to the City prior to the deadline, which is established each year by the City. **Absolutely no late applications will be accepted.**
- G. Incomplete applications (see application cover page) will NOT be forwarded to the grant review committee for consideration.
- H. Materials submitted beyond those required and listed on the application cover page and application form will NOT be forwarded to the grant review committee as part of the application packet.

### II. Grant Submittal

- A. Grant applications for BN2017-19 are due on **March 22, 2017 by 4:00 p.m.**
- B. Completed application packets can delivered in person to the Utility Billing offices at City Hall, 20 East Main St \*\* or mailed to:

City of Ashland  
c/o Diana Shiplet  
20 East Main St  
Ashland, OR 97520

- C. Questions regarding the BN 2017-19 Grant Program can be directed to Diana Shiplet, Administrative Analyst by phone at 541-552-2100 or [diana.shiplet@ashland.or.us](mailto:diana.shiplet@ashland.or.us).

*\*If your organization is being sponsored by or legally affiliated with a registered non-profit, a letter from that organizations Board of Directors recognizing the affiliation and a copy of the 501 (c) verification of the sponsoring non-profit*

*\*\* City of Ashland office hours are Monday to Friday 8:30am to 5:00pm.*

**Tourism**

As required by State law, a portion of the grant program funds must be awarded and utilized for specific tourism related activities. The grant program typically awards tourism funds in excess of the minimum amount required to meet Oregon Revised Statute (ORS) definition and criteria relating to tourism promotion.

Applicants requesting grant funds for activities that meet the ORS definition and criteria of tourism should highlight how the grant request meets the following ORS criteria:

§ 320.300 <sub>1</sub>
(6) 'Tourism' means economic activity resulting from tourists.
(7) 'Tourism promotion' means any of the following activities:
(a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
(b) Conducting strategic planning and research necessary to stimulate future tourism development;
(c) Operating tourism promotion agencies; and
(d) Marketing special events and festivals designed to attract tourists.
(10) 'Tourist' means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the persons community of residence, and that trip:
(a) Requires the person to travel more than 50 miles from the community of residence; or
(b) Includes an overnight stay.



**Applicant Organization Board Member Information Reporting Sheet**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Occupation</b>	<b>Title</b>	<b>Term of Office</b>
Joshua Bakke	46 Alida Street Ashland OR 97520	541-973-3364	Certified Public Account	Treasurer	Since 2015
Erik Glatte	7715 Rapp Lane Talent OR 97540	541-772-1977	Attorney	Board Member	Since 2015
Deborah Gordon, MD	2770 Anderson Creek Road Talent, OR 97540	541-535-3646	Physician	Secretary	Since 2011
Robin Pike, MD	163 Max Loop Talent OR 97540	541-897-2016	Physician	Board Member	Since 2014
Joan Thorndike	369 Granite Street Ashland OR 97520	541-482-0201	Organic farmer	Founding Board Member	Since 2001
David Tourzan	395 Granite Street Ashland OR 97520	541-488-1001	Teacher	President	Since 2013
Laura Roll	95 Scenic Drive Ashland, OR 97520	541-482-1504	Registered Dietitian	Advisory Council and Past Board Member	Since 2006
Dan Thorndike	369 Granite Street Ashland OR 97520	541-482-0201	Attorney	Advisory and Legal Council	Since 2001
Dana Yearsley	600 Tyler Creek Road Ashland OR 98520	541-482-8650	Teacher	Advisory Council and Founding Board Member	Since 2001

## City of Ashland Customer Demographic Profile

The primary goal of the grant award process is to allocate funds to organizations that are providing economic, tourism, cultural and/or sustainability programs, services or events that reach a demographically diverse customer base, both locally and from outside our region. The following questions are intended to provide guidance for the possible types of customer demographics that would help the grant review/award sub-committee understand the customer types that your application would likely reach.

**\* If your organization tracks this data or other related data, in other formats, please feel free to submit that format directly. This form is provided as a template and is not required to be completed in this format, but customer demographic information is an application submittal requirement.**

Organization Name: Rogue Valley Farm to School  
 Program/Event Name: Ashland School District Garden & Nutrition Education  
 For the Twelve month period of: July 2017 - June 2018

**I. Customer Age (percentage)**

Youth 0 to 17 years	100%
Adult 18 to 39 years	_____ %
Adult 40 to 64 years	_____ %
Adult 65 and over	_____ %
Unknown	_____ %
<b>Total</b>	<b>100%</b>

**II. Staff Residence (percentage)**

Ashland	100%
Rogue Valley	_____ %
Other	_____ %
<b>Total</b>	<b>100%</b>

**II. Customer Residence (percentage)**

Ashland	100%
Rogue Valley	_____ %
Other (within 50 miles)	_____ %
Other (greater than 50 miles)	_____ %

**III. Of the Customers identified above, what percent do you estimate stayed overnight to attend your program, service or event? \_\_\_\_\_%**

Organization Name: Rogue Valley Farm to School  
 Program/Event Name: 7th annual Siskiyou Challenge  
 For the Twelve month period of: July 2017 - June 2018

**I. Customer Age (percentage)**

Youth 0 to 17 years	10%
Adult 18 to 39 years	55%
Adult 40 to 64 years	35%
Adult 65 and over	_____ %
Unknown	_____ %
<b>Total</b>	<b>100%</b>

**II. Staff Residence (percentage)**

Ashland	100%
Rogue Valley	_____ %
Other	_____ %
<b>Total</b>	<b>100%</b>

**II. Customer Residence (percentage)**

Ashland	65%
Rogue Valley	10%
Other (within 50 miles)	10%

Other (greater than 50 miles) 15%

**III. Of the Customers identified above, what percent do you estimate stayed overnight to attend your program, service or event? 15%**

**CITY OF ASHLAND  
GRANTS PROGRAM BUDGET**

Please use this form to identify costs associated with the program, activity or event that you are requesting funds for. This form is provided as a template to use. If your organization tracks grant related financials in a different reporting format, please submit in that format if you choose.

APPLICANT/ORGANIZATION: Rogue Valley Farm to School

PROGRAM/EVENT TITLE: Ashland School District Garden & Nutrition Education and Siskiyou Challenge Marketing & Promotion

PROJECT PERIOD: July 1, 2017 to June 30, 2018

<b>REVENUE</b>		
City of Ashland Grant Funds		\$12,000
Jackson County Funds /Identify:		\$0
Other State or Federal Funds /Identify:		\$0
Other Funds /Identify		
Siskiyou Challenge – local business sponsorships		\$5,500
ASD School Garden & Tasting Table program support – foundation & individual donors		\$5,230
Other Funds (cont)		\$4,800 in-kind
ASD Tasting Table program support – in-kind donation volunteer 400 hours @ \$12/hour = \$4,800		
<b>TOTAL REVENUE</b>		<b>\$22,730</b>
<b>EXPENDITURES</b>		
<b>A. PERSONAL SERVICES (List costs by job title or function)</b>		
Total Salaries	% of time to project	
1. Executive Director	1.8%	\$1,000
2. Program Director	12%	\$3,500
3. Support staff members time	26%	\$6,650
4. School Garden Coordinator stipends (7 @ \$450)		\$1,200
Total Benefits		\$
1. _____		
2. _____		
3. _____		
4. _____		
<b>TOTAL PERSONAL SERVICES</b>		<b>\$12,350</b>
<b>B. MATERIALS &amp; SERVICES:</b>		
Siskiyou Challenge race management		\$4,500
Siskiyou Challenge promotion & outreach materials		\$2,000
Siskiyou Challenge licenses, fees and permits		\$1,000
ASD School Garden & Tasting Table program materials		\$2,880
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$10,380</b>
<b>TOTAL EXPENDITURES</b>		<b>\$22,730</b>

OGDEN UT 84201-0046

In reply refer to: 0423246387  
June 11, 2010 LTR 252C E0  
93-1322736 000000 00  
00004517  
BODC: TE

ROGUE VALLEY FARM TO SCHOOL  
% CHRISTINA AMMON  
PO BOX 898  
ASHLAND OR 97520-0030



043292

Taxpayer Identification Number: 93-1322736

Dear Taxpayer:

Thank you for the inquiry dated Apr. 13, 2010.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

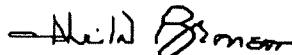
If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Sincerely yours,



Sheila Bronson  
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):  
Copy of this letter

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 25 2006**

Employer Identification Number:

██████████  
DENT: ██████████

EAGLE MILL FARMING EDUCATION  
PROJECT  
100 EAGLE MILL RD  
ASHLAND, OR 97520-0000

Contact Person: SHAWNDEA KREBS ID# 31072  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated February 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

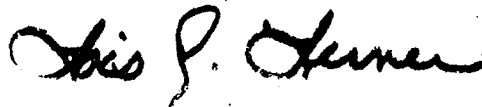
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

**BYLAWS  
OF  
Rogue Valley Farm to School  
an Oregon nonprofit corporation**

**ARTICLE I  
MEMBERSHIP; CORPORATE RIGHTS AND INTERESTS**

Section 1.1     Membership

The corporation shall have no members, as that term is defined in the Oregon Nonprofit Corporation Act. However, the directors may establish categories of supporting or sustaining members without voting rights.

Section 1.2     Corporate Rights and Interests

All rights and interests of this corporation as a member, shareholder or otherwise in other corporations, partnerships, ventures, organizations and entities shall be exercisable solely by the Board of Directors of this corporation, except to the extent such authority is delegated by the Board of Directors to one or more of its officers either generally or with respect to specific matters.

**ARTICLE II  
BOARD OF DIRECTORS**

Section 2.1     Management

The affairs of the corporation shall be managed by a Board of Directors, and each member thereof individually shall be known as a Director. Election, appointment, terms and removal of Directors shall be as set forth in Article 5 of the corporation's Articles of Incorporation. There shall be at least three Directors.

Section 2.2     Annual Meetings

An annual meeting of the Board of Directors shall be held each year at the regular meeting set for November, or at such other date as may be fixed by the Board of Directors. At such meeting, the Board of Directors shall elect officers and shall appoint such standing committees as have been or which may be established, if any. Notice of the annual meeting shall be given not less than 7 and not more than 50 days before the date of the meeting. Such notice may be given in any reasonable manner, including electronically.

Section 2.3     Regular Meetings

Regular meetings of the Board of Directors shall be held at such times as the Board of Directors may determine. If these times are changed at any subsequent meeting, the Secretary shall give notice by any reasonable manner, including electronically, to any Director who was not present at such meeting. Otherwise, no further notice of such regular meetings need be given.

Section 2.4     Special Meetings

Special meetings of the Board of Directors may be called by the President or any other officer or upon the written request to the President by two or more of the Directors, setting forth the business they wish to have conducted at the special meeting. Notice of special meetings shall be given at least 24 hours before the meeting if called by the President or any other officer, and at

**Bylaws of Rogue Valley Farm to School**  
**Page Two**

least 72 hours beforehand if called by the Directors. Such notice may be given by any reasonable manner, including electronically .

**Section 2.5**     Place of Meetings; Other Means of Communication

All meetings of the board of Directors shall be held at such place as is designated in the notice of meeting. Any or all Directors may participate in any meeting, or conduct any meeting through, the use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting. A Director participating in a meeting by such means shall be deemed present in person at the meeting.

**Section 2.6**     Quorum; Board Action

A quorum shall consist of those Directors present in person at any meeting. The act of a majority of these Directors shall be the act of the Board of Directors, unless otherwise provided in the Articles of Incorporation, these Bylaws, or by law.

**ARTICLE III**  
**OFFICERS**

**Section 3.1**     Designation and Qualification

The officers of the corporation shall be a president, secretary and treasurer. Only Directors shall be eligible to serve as officers, and any such Directors so serving shall fully retain their right to vote as Directors. The officers shall serve without compensation, except for the reimbursement of such expenses as may be approved by the Board of Directors. An individual director may serve as both secretary and treasurer.

**Section 3.2**     Election and Vacancy

(a)     The officers shall be elected each year by the Board of Directors present at the annual meeting.

(b)     A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled by the Board of Directors, at any meeting, for the unexpired portion of the term of such office.

**Section 3.3**     Term

Each officer shall hold office from the date of the annual meeting at which they were elected, or from the date they were appointed, until their successor is elected at the annual meeting for the year following.

**Section 3.4**     Removal and Resignation

An officer may be removed at any time by the Board of Directors. Likewise, an officer may resign at any time by giving written notice to the Board of Directors.

**Section 3.5**     President

The president shall preside at all meetings of the Board of Directors. In addition, the president shall perform the customary duties of a chief executive officer and shall serve ex officio



**Bylaws of Rogue Valley Farm to School**  
**Page Three**

on all committees. The president shall have such other powers and perform such duties as the Board of Directors or these Bylaws may prescribe.

Section 3.6     Secretary

In the absence of the president, the secretary shall perform the duties and possess the powers of the president. In addition, the secretary shall cause minutes to be kept of all meetings of the Board of Directors and of the Executive Committee, and shall cause appropriate notices to be given in accordance with the Articles of Incorporation, these Bylaws, or as otherwise required by law. The secretary shall have such other powers and perform such duties as the Board of Directors or these Bylaws may prescribe.

Section 3.7     Treasurer

The treasurer shall be responsible for the financial affairs of the corporation, and shall perform the customary duties pertaining to the office of treasurer, together with such other duties as the Board of Directors or these Bylaws may prescribe.

Section 3.8     Assistants

The Board of Directors may appoint or authorize the appointment of assistants to the secretary or treasurer or both. Such assistants may exercise the power of the secretary or treasurer, as the case may be, and shall perform such duties as the Board of Directors may prescribe.

**ARTICLE IV**  
**COMMITTEES**

Section 4.1     Board Committees

In addition to the committees prescribed by these Bylaws, the Board of Directors may designate such other board committees as it deems necessary. Each committee shall consist of at least one Director and such other individuals as the Board of Directors may appoint or approve. A chair of each committee shall be named by the Board of Directors.

Section 4.2     Executive Committee

(a)     The Executive Committee shall consist of the president, secretary, treasurer and such additional Directors as may be appointed by the president.

(b)     Between meetings of the Board of Directors, the Executive Committee shall have and exercise all of the authority of the Board of Directors except as prohibited by law. Unless a separate Nominating Committee is created by the Board of Directors, the Executive Committee shall propose to the Board of Directors the nominees to serve as officers of the corporation, as well as new or replacement Directors.

(c)     The Executive Committee shall keep written minutes of its meetings, which shall be transmitted to the Board of Directors.

**ARTICLE V  
AMENDMENTS**

These Bylaws may be amended or repealed or new Bylaws adopted upon receiving the affirmative vote of a majority of Directors at any meeting .

**ARTICLE VI  
GENERAL PROVISIONS**

Section 6.1     Action Without a Meeting

Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action taken, shall be signed by all Directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote.

Section 6.2     Waiver of Notice

Attendance at a meeting shall constitute a waiver of notice of such meeting. Notice of the time and place of holding an adjourned meeting need not be given if such time and place is fixed at the meeting adjourned.

Adopted : \_\_\_\_\_, 2001  
Last Rev. : \_\_\_\_\_, \_\_\_\_\_

EXTENDED TO NOVEMBER 15, 2016

# Return of Organization Exempt From Income Tax

OMB No. 1545-0047

# Form 990

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

# 2015

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.  
Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**A** For the 2015 calendar year, or tax year beginning and ending

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization: **ROGUE VALLEY FARM TO SCHOOL**  
 Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**223 5TH ST**  
 City or town, state or province, country, and ZIP or foreign postal code  
**ASHLAND, OR 97520**

**D** Employer identification number: [REDACTED]

**E** Telephone number: **5414887884**

**F** Name and address of principal officer: **TRACY HARDING**  
**SAME AS C ABOVE**

**G** Gross receipts \$: **191,502.**

**H(a)** Is this a group return for subordinates? Yes  No   
**H(b)** Are all subordinates included? Yes  No   
 If "No," attach a list. (see instructions)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **RVFARM2SCHOOL.ORG**

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Year of formation: **2001** **M** State of legal domicile: **OR**

**Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities:	<b>SEE SCHEDULE O</b>	
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	6
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	6
	5	Total number of individuals employed in calendar year 2015 (Part V, line 2a)	5	16
	6	Total number of volunteers (estimate if necessary)	6	150
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, line 34	7b	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 155,137.	Current Year 163,301.
	9	Program service revenue (Part VIII, line 2g)	19,157.	19,681.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	17,756.	1,211.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	192,050.	184,193.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
14		Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	100,844.	116,230.
16a		Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b		Total fundraising expenses (Part IX, column (D), line 25)	4,829.	
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	67,296.	70,967.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	168,140.	187,197.
19		Revenue less expenses. Subtract line 18 from line 12	23,910.	-3,004.
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 58,116.	End of Year 53,703.
	21	Total liabilities (Part X, line 26)	1,409.	0.
	22	Net assets or fund balances. Subtract line 21 from line 20	56,707.	53,703.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**  
 Signature of officer: **TRACY HARDING, EXECUTIVE DIRECTOR**  
 Date: [REDACTED]

**Paid Preparer Use Only**  
 Print/Type preparer's name: **APRIL STITH**  
 Preparer's signature: **APRIL STITH**  
 Date: **10/21/16**  
 Check if self-employed:   
 PTIN: [REDACTED]  
 Firm's name: **MOSS ADAMS LLP**  
 Firm's EIN: [REDACTED]  
 Firm's address: **221 STEWART AVENUE SUITE 301 MEDFORD, OR 97501**  
 Phone no.: **541-857-1040**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Rogue Valley Farm To School  
 Profit and Loss Standard  
 January through December 2016

	<u>Jan - Dec '16</u>
Income	
Donation	72,985.06
Fundraiser	29,284.81
Fee for Services	42,554.47
Grant	96,230.00
Merchandise	135.00
Total Income	<u>241,189.34</u>
Expense	
Bank Service Charge	272.55
Culinary Equipment	1,036.33
Curriculum/Program Support	12,731.54
Dues and Subscriptions	20.00
Farm/Garden Expense	96.65
Fundraising Expense	13,938.35
Insurance	9,622.21
Kitchen Supply	102.66
Licenses & Fees	140.00
Marketing/Outreach	2,339.02
Office Supply	1,769.62
Service Member Fees	21,700.00
Personnel	153,581.21
Professional Development	1,246.87
Professional Fees	3,160.00
Rent	11,135.00
Supplemental Ingredients	4,826.01
Telecommunications	2,220.26
Travel	11,793.15
Staff/Volunteer Meeting	408.97
waiting for info	30.00
Total Expense	<u>252,170.40</u>
Net Income	<u><u>-10,981.06</u></u>