



**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 Shippet, Administration Department**

**Grant Application**

**20 East Main Street, Ashland, OR 97520**

<b>Applicant/Organization</b>	<b>Ashland Cultural Of Peace Commission</b>		
<b>Mailing Address</b>	33 First St., Suite 1, Ashland, OR 97520		
<b>Contact Name</b>	David Wick	<b>Contact Phone #1</b>	541-552-1061
<b>Email #1</b>	davidwick.acpc@gmail.com		
<b>Contact Name #2</b>	Irene Kai	<b>Contact Phone #2</b>	541-552-1363
<b>Email #2</b>	irenekai@gmail.com		
<b>Federal Tax ID</b>	██████████	<b>IRS Class (Exemption)</b>	501(C)(3)
		<b>Total Grant Request (\$5,000 min)</b>	\$90,000.00

**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*)

THE ASHLAND CULTURE OF PEACE COMMISSION - A community-wide movement dedicated to transforming our attitudes, behaviors, and institutions into ones that foster harmonious relationships with each other and the natural world.

### Background

In 1980 David Wick, ACPC Executive Director, helped launch the United Nations NGO, Pathways To Peace which assisted the adoption of the UN's International Day of Peace in 1981. David also led the global Culture of Peace Initiative, a United Nations-designated "Peace Messenger Initiative".

Bringing the concept for a Culture of Peace to Ashland, Oregon, on March 17, 2015, Mayor Stromberg and Ashland City Council unanimously adopted the Culture of Peace Proclamation with the concluding paragraph stating, "NOW, THEREFORE, the City Council and the Mayor of Ashland strongly encourage residents to work toward development of a Culture of Peace community, and pledge to lend appropriate encouragement and support to that effort." This was inspired by a citizen led group where alignment of values with the city government was found and then further developed.

On September 21, 2015, the International Day of Peace, the Ashland Culture of Peace Commission (ACPC) was launched. The Commission is a community initiative, an independent citizens' commission which has grown organically from the ground up. It is made up of volunteer Commission Members and an integrally woven group of Action Teams who conduct the work of ACPC. The Commission Members have been chosen to represent segments of Ashland's culture. This includes: education, business, media, the arts, science, environment, spirituality, law, and habitat.

ACPC community benefit activities include: community talking circles, providing homeless and travelers a safe place to talk, peace education experiences through interfacing with Ashland School District and students, Peacebuilding skills training programs for volunteers, bi-weekly Culture of Peace articles in the Ashland Daily Tidings, development of a network of community non-profit organizations, leadership through values and the Ashland City Candidates Forum. Significant community impact has been established in one year.

ACPC is focused on the transition from the culture of violence and war that unfortunately we live within, to a new culture, a culture of peace. There are many factors, influences and choices that have brought communities the issues, difficulties, and challenges dealt with every day. Since the national election fears and challenges have increased, we are exploring ways to bring people from a broad political spectrum of beliefs and perspectives together to find common values and care in this community. We are being proactive rather than waiting to be reactive. Community is the result of daily choices and agreements we all make, and over time we create our environment and culture.

With our unique approach, Ashland is seen by people associated with the United Nations and the International Cities of Peace as a model of this new culture for cities around the world. It is about shifting mindset and behavior in all aspects of our societies to embrace humanity's interconnectedness as we move from force to reason, from discord and violence to dialogue and peacebuilding. Ashland as a City of Peace is the long term goal of ACPC.

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 has rapidly come to the forefront of global initiatives to recognize and co-create a Culture of Peace through the Ashland Culture of Peace Commission (ACPC). This creative local-global initiative has positive contributions to make in all sectors of our community, and is seen as a model for other cities.

Establishing Ashland as a **City of Peace** was envisioned publicly on September 21, 2013, on the International Day of Peace during the communitywide Feast for Peace celebration. From the beginning, this was the overarching plan as the Ashland Culture of Peace Commission came into being.

This grant request is based on the following:

- The Ashland Chamber Visitor & Convention Bureau's 2015-2016 report on 1/31/2017, states, "The overarching goal is to deliver a unique travel experience that engages the visitor, encourages repeat visitation and converts visitors into Ashland residents." The current pillars of the Ashland Brand are Culture, Culinary and Outdoors.
- One of Ashland VCB's 2017-2019 targets is, "Expanded promotion and coordination/support of group, tour and conference business given the re-opening of the conference facilities at Ashland Hills."
- The Ashland City Council Goals and Objectives Approved November 4, 2014 for 2015 – 2017 under Economy states: "20. Embrace and plan ahead for emerging social trends that might impact the economy and vitality of the community."
- Oregon Revised Statute (ORS) 320.300 (EDCTS grant guideline, page 6)
  - **(7) Tourism promotion:**
    - **(b) Conducting strategic planning and research necessary to stimulate future tourism development.**
    - **(d) Marketing special events and festivals designed to attract tourists.**

**Project Goal: Establish Ashland as a City of Peace, a fourth brand pillar, through strategic planning, research and development which will result in:**

- 1) Membership in the International Cities of Peace;
- 2) Development and dedication of the World Peace Flame Monument - September 21, 2018 (the first in the world outside of Wales!);
- 3) Producing and conducting a Global Peace Conference – September 21, 2018;
- 4) Establishing the brand of Culture of Peace Hospitality and Peace Tourism;
- 5) Following the 500 year old tradition of the Rogue Valley being a Native American "neutral zone", a place of Peace, the **Ashland City of Peace** will honor this legacy for generations to come.

These five results, establishing Ashland as a **City of Peace**, are achievable with sufficient support for strategic planning, research and development. The following outlines the basis for this plan.

### **1. International Cities of Peace**

Ashland has been invited to join International Cities of Peace which includes 160 cities around the world. Mr. Fred Arment, the Executive Director, sees Ashland, with its Culture of Peace Commission, as a leader and model and wants to develop a case study for the global cities. Their vision is: "To foster peace as a consensus value in Cities of Peace around the world." This provides Ashland with another avenue of international recognition, communication and tourism promotion. Ashland's City Council will meet on April 17 to develop a resolution to join the International Cities of Peace.

### **2. Development and dedication of the World Peace Flame Monument**

Irene Kai, a co-founder of ACPC discovered the World Peace Flame Monument in Snowdonia, Wales. The World Peace Flame was created in July 1999. Seven flames were lit by peacemakers on the five continents of the world. They were flown across the oceans by military air forces and commercial airlines, and united into one eternally burning flame in Wales. Irene has started the process of bringing the monument to Ashland and the Board of Directors of the World Peace Flame Foundation, in the Hague Netherlands, has given permission for Ashland to build a replica of the Wales monument. This will be the first monument of its kind in North America, a beacon for peace in our country and a major tourism attraction in Ashland.

### **3. Global Peace Conference – September 21, 2018**

In 1984, David Wick helped launch the first major United Nations International Day of Peace in San Francisco as a director of Pathways To Peace (PTP), an NGO of the UN and International Secretariat of the Culture of Peace Initiative. The Culture of Peace Initiative (CPI) is a UN-designated "Peace Messenger Initiative" with participants in all the world's regions

ACPC plans to host a Global Peace Conference in Ashland during the lighting ceremony of the World Peace Flame Monument on the International Day of Peace September 21, 2018. We will invite peace activists and leaders to hold a vision that a culture of peace is vital and worth co-creating. This high impact conference is an expansion of the practices of creating a culture of peace beyond Ashland and will be promoted nationally and internationally while highlighting the offerings and enjoyment to be found in Ashland and Southern Oregon. This will also establish Peace Tourism in Ashland as a City of Peace.

### **4. Brand of Culture of Peace Hospitality and Peace Tourism**

On December 14, 2014, Mr. Louis D'Amore, the Founder and President of the International Institute for Peace through Tourism (IIPT), told David Wick that he would support having a Global Summit on Peace-Through-Tourism, here in Ashland. "...could be an IIPT Oregon Conference – or a Pacific Northwest Conference that could include Oregon – Washington and British Columbia..." The Ashland Hills Hotel is a perfect venue to become a Culture of Peace Hospitality Center.

### **5. Honor a Rogue Valley legacy and develop it significantly**

The Southern Oregon Regional Peace Pole was dedicated and placed in the ground in Medford's US Cellular Park by the Co-Founders of ACPC, David Wick and Irene Kai. On May 31, 2014, the Harmony with Difference: A Local – Global Peace Pole and Flag Ceremony was conducted. Among others, Agnes Baker Pilgrim – Member of International Council of 13 Indigenous Grandmothers were there representing the Takelma tribe.

On June 17, 2015, The Opening Ceremony of the World Peace and Prayer Day/Honoring Sacred Sites was held at the Southern Oregon Regional Peace Pole. This international event featured Chief Arvol Looking Horse, Agnes Baker Pilgrim, and Red Earth Descendants.

Similar events will be led from the Ashland City of Peace.

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	
Not applicable			\$
			\$
			\$
			\$
			\$

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

<input checked="" type="checkbox"/>	Grant Category	Grant Request
	Economic Development	\$
Per Economic Development eligible activities (page 10), please explain how your activities qualify (please limit to approx. 250 words):		
	Cultural	\$

Per Cultural Development eligible activities (page 11), please explain how your activities qualify (*please limit to approx. 250 words*):

<b>X</b>	<b>Tourism</b>	\$90,000
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Per Tourism eligible activities (page 11), please explain how your activities qualify (*please limit to approx. 250 words*):

As is outlined in #2, this project goal is to establish Ashland as a City of Peace and develop this as a fourth tourism pillar in the Ashland brand along with the Culture, Culinary and Outdoors pillars. It is realistic and doable and this is the right time, right place and right people to be successful. There are times when the alignment of factors create an opportunity, which when recognized and acted upon, can have a major positive impact and open unknown possibilities.

We recognize that this is taking a step into the unfamiliar, a City of Peace, a Culture of Peace, what is that? Yet, this is part of the Ashland spirit that adds to the blessing of being here, to step into the new and create a greater quality of life that is very attractive to visitors.

The culinary tourism pillar began in 2005-2006 with a cooking demonstration at the Growers Market. The opportunity was recognized and cultivated, and this has developed into a major tourism attraction with innovative growth. The five objectives listed in #2 will do the same. They are aligned to establish Ashland as a City of Peace and they are very real with substantial backing. If one considers the development and dedication of the World Peace Flame Monument alone, there is already significant support for it in the community, on the City Council, in the Chamber of Commerce, and at OSF.

Each of the criteria listed on page 11 will be realized.

	<b>Sustainability</b>	\$
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Per Sustainability eligible activities (page 11), please explain how your activities qualify (*please limit to approx. 250 words*):

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*)

This grant proposal is for:

- **(7) Tourism promotion:**
  - **(b) Conducting strategic planning and research necessary to stimulate future tourism development.**
  - **(d) Marketing special events and festivals designed to attract tourists.**

**Project Goal: Establish Ashland as a City of Peace, a fourth brand pillar, through strategic planning, research, and development which will result in:**

- 6) Membership in the International Cities of Peace,
- 7) Development and dedication of the World Peace Flame Monument - September 21, 2018 (the first in the world outside of Wales!)
- 8) Produce and conduct a Global Peace Conference – September 21, 2018,
- 9) Establish the brand of Culture of Peace Hospitality and Peace Tourism,
- 10) Following the 500 year old tradition of the Rogue Valley being a Native American “neutral zone”, a place of Peace, the **Ashland City of Peace** will honor this legacy for generations to come.

A reduction in the funds requested would result in a reduced capacity in strategic planning, research and marketing of the five objectives listed above. The funds received would go to the priority areas of numbers 2, 3, and 1 in that order. Numbers 4 and 5 would be woven in as time and attention allows.

The advent of the Ashland Culture of Peace Commission has opened the door of this tourism opportunity which will be supported by colleague Todd Davidson, CEO of Travel Oregon. When considering the Return On Investment in a few years, it is significant.

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*)

**The funds from this grant will allow us to engage in, “Conducting strategic planning and research necessary to stimulate future tourism development” which provides the action steps, milestones and timelines for:**

- Membership in the International Cities of Peace,
- Development and dedication of the World Peace Flame Monument
- Produce and conduct a Global Peace Conference
- Establish the brand of Culture of Peace Hospitality and Peace Tourism,
- Honor the legacy of a Native American place of Peace

Between July 1, 2017 and June 30, 2018 the desired outcomes of these objectives will be identified in the strategic plans established for each one. The plans will include:

- Prepare and define the scope of the activities
- Analyze strengths, weaknesses, opportunities and threats
- Formulate strategies
- Assess resources to implement strategies
- Get all stakeholders on the same page
- Measure and motivate for success
- Optimize use of resources

The measurement of success for this phase of establishing Ashland as a City of Peace will be quarterly meetings with the designated person(s) with the City of Ashland and the Chamber of Commerce. Generally on: September 30, 2017, December 29, 2017, March 30, 2018, and June 29, 2018.

Ultimately the desired outcomes of this goal are: the pride expressed by the citizens of Ashland, being a model City of Peace highlighted by national and international media, significantly increased tourist visitors within the US and internationally, newly established businesses and services developing the many supports for this brand.

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) David R, Wick

Name (signature) 

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**

Name	Address	Phone	Occupation	Title	Term of Office
Joe Charter	258 A Street, Suite 1 Ashland, OR 97520	541-944- 4297	Jackson County Justice of the Peace	President	1 <sup>st</sup> Year
Joyce Segers	336 Mowetza Dr. Ashland, OR 97520	541-601- 1100	Sales Person	Vice President	1 <sup>st</sup> Year
Jack Gibbs	180 Lithia Way, Suite 102 Ashland, OR 97520	541-488- 3600	President, Fortress Financial Group	Treasurer	1 <sup>st</sup> Year
Chris Harding	258 A St., Suite 1-69 Ashland, OR 97520	801-512- 0488	Consultant, Luminary Communications	Secretary	1 <sup>st</sup> Year
Patricia Sempowich	108 Nob Hill Ashland, OR 97520	541-552- 0870	Retired SOU Professor	Director	1 <sup>st</sup> Year
David Wick	33 First St., Suite 1 Ashland, OR 97520	541-552- 1061	Representative, Public Diplomacy	SVP of Operations, Executive Director	1 ½ Years

## 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: \_\_\_\_\_ Ashland Culture of Peace Commission \_\_\_\_\_

Program/Event Name: \_\_\_\_\_ Ashland City of Peace \_\_\_\_\_

For the Twelve month period of: \_\_\_\_\_ July 1, 2017 – June 30, 2018 \_\_\_\_\_

**I. Customer Age (percentage)**

Youth 0 to 17 years	_____ 5 _____ %
Adult 18 to 39 years	_____ 30 _____ %
Adult 40 to 64 years	_____ 40 _____ %
Adult 65 and over	_____ 25 _____ %
Unknown	_____ _____ %
<b>Total</b>	<b>_____ 100 _____ %</b>

**II. Staff Residence (percentage)**

Ashland	_____ 70 _____ %
Rogue Valley	_____ 30 _____ %
Other	_____ 0 _____ %
<b>Total</b>	<b>_____ 100 _____ %</b>

**II. Customer Residence (percentage)**

Ashland	_____ 10 _____ %
Rogue Valley	_____ 10 _____ %
Other (within 50 miles)	_____ 25 _____ %
Other (greater than 50 miles)	_____ 55 _____ %

**III. Of the Customers identified above, what percent do you estimate stayed overnight to attend your program, service or event? \_\_\_\_\_ 65 \_\_\_\_\_ %**

**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:  Ashland Culture of Peace Commission

PROGRAM/EVENT TITLE:  Ashland City of Peace

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

<b>REVENUE</b>		
City of Ashland Grant Funds		\$ 90,000
Jackson County Funds /Identify:		\$
Other State or Federal Funds /Identify: Oregon Cultural Trust		\$ 49,600
Other Funds /Identify		\$
Other Funds (cont)		\$
		\$
<b>TOTAL REVENUE</b>		<b>\$ 139,600</b>
<b>EXPENDITURES</b>		
<b>A. PERSONAL SERVICES (List costs by job title or function)</b>		
Total Salaries	% of time to project	\$
1. Organization Development – Executive Director	100 %	45,000
2. Peace Flame Monument Project Manager	100 %	15,000
3. Global Peace Conference Project Manager	100 %	15,000
4. Administrative Assistant	50 %	10,000
Total Benefits		\$
1. N/A		
2.		
3.		
4.		
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 85,000</b>
<b>B. MATERIALS &amp; SERVICES:</b>		
Fund Development		\$ 5,000
PR, social media, print, TV and Radio		\$ 24,000
Website development		\$ 20,000
Marketing Material		\$ 2,000
Communication software		600
Travel, lodging, gas and food		3,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>\$ 54,600</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 139,600</b>

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

DEPARTMENT OF THE TREASURY

Date: **NOV 10 2016**

CULTURE OF PEACE COMMISSIONS  
33 N FIRST STREET STE 1  
ASHLAND, OR 97520-0000

Employer Identification Number:

DLN:

Contact Person:

CUSTOMER SERVICE ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

September 20, 2016

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

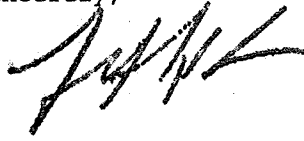
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

CULTURE OF PEACE COMMISSIONS

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Cooper', written in a cursive style.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

**BYLAWS**  
**OF**  
**CULTURE OF PEACE COMMISSIONS**

ARTICLE I: NAME AND PURPOSE

Section 1: Name. The name of the organization shall be **Culture of Peace Commissions**. It shall be a nonprofit organization incorporated under the laws of the State of Oregon.

Section 2: Purpose. **Culture of Peace Commissions** is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The purpose of this nonprofit is: "A community-wide movement dedicated to transforming our attitudes, behaviors, and institutions into ones that foster harmonious relationships with each other and the natural world." This corporation is a public benefit corporation organized under ORS 65.047.

ARTICLE II: MEMBERSHIP

Section 1: Eligibility for membership. Application for voting membership shall be open to any current resident, property owner, business operator, or employee of the Counties of Jackson or Josephine in Oregon that supports the purpose statement in Article I, Section 2. Membership is granted after completion and receipt of a membership application and annual dues. All memberships shall be granted upon a majority vote of the Board of Directors.

Section 2: Annual dues. The amount required for annual dues shall be \$10 each year, unless changed by a majority vote of the Board of Directors. Continued membership is contingent upon being up-to-date on membership dues.



Section 3: Rights of members. Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

Section 4: Resignation and termination. Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues. A member can have their membership suspended or terminated by a majority vote of the membership so long as the member is given: (A) not less than 15 days' prior written notice by first class mail sent to the last address of the member shown on the corporation's records of the expulsion, suspension or termination and the reasons therefor; and (B) An opportunity for the member to be heard, orally or in writing, not less than five days before the effective date of the expulsion, suspension or termination.

Section 5: Non-voting membership. The board shall have the authority to establish and define non-voting categories of membership. A person or organization cannot automatically be made a member or without consent of the person or organization, express or implied.

### ARTICLE III: MEETINGS OF MEMBERS

Section 1: Annual meetings. An annual meeting of the members shall take place in the month of November, the specific date, time and location of which will be designated by the Board of Directors. At the annual meeting the members shall elect directors and officers, receive reports on the activities and financial condition of the corporation, and determine the direction of the association for the coming year.

Section 3: Special meetings. Special meetings may be called by the Executive Committee, or a simple majority of the Board of Directors. A petition signed by twenty percent (20%) of voting members may also call a special meeting.

Section 4: Notice of meetings. Printed notice of each meeting shall be given to each voting member, by mail or email, not less than seven days prior to the meeting. The notice shall

state the place, day and hour of the meeting. In case of a special meeting, notice shall also state the purpose or purposes for which it was called.

Section 5: Quorum. The members present at any properly announced meeting shall constitute a quorum.

Section 6: Voting. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

#### ARTICLE IV: DIRECTORS

Section 1: Generally. The business and affairs of the corporation shall be managed by the Board of Directors, who shall exercise or direct the exercise of all corporate powers. There shall be not less than three, nor more than seven, Directors. The number of directors may be changed periodically, within the minimum and maximum, by the Board of Directors. Nothing contained herein shall prevent the members from increasing the number of Directors on the Board by amending these Bylaws. The members of the first Board of Directors shall hold office until the first annual meeting of members and until their successors shall have been elected and qualified. The first annual meeting of members shall elect directors to terms of 1, 2, and 3 year terms so that the replacement of retiring directors will be staggered. Thereafter, the term of each Director shall begin upon his or her election and shall continue until his or her successor shall have been elected and qualified. The board receives no compensation other than reasonable expenses.

Pursuant to ORS 65.341, any action required to be taken at a meeting of the directors may be taken without a meeting if a written consent setting forth the action so taken shall be signed by all of the directors entitled to vote with respect to the subject matter thereof. An electronic signature pursuant to ORS 84.004 is effective. Such consent shall have the same force and effect

as a unanimous vote of such directors and may be stated as such in any articles or other document filed with the corporation.

Pursuant to ORS 65.337, any or all directors may participate in a regular or special meeting by, or conduct the meeting through, use of any means of communication by which either: (a) All directors participating may simultaneously hear or read each other's communications during the meeting; or (b) All communications during the meeting are immediately transmitted to each participating director, and each participating director is able to immediately send messages to all other participating directors.

Section 2: Vacancies. Any vacancy occurring on the Board of Directors may be filled by a majority of the remaining Directors. Each director so elected shall hold office for the balance of the unexpired term of the director's predecessor.

Section 3: Regular Meetings. A regular annual meeting of the Board of Directors shall be held following the annual meeting of the members and at such time and place as shall from time to time be determined. The Board of Directors may provide by resolution for the holding of other regular meetings and may set the time and place thereof.

Notice of any regular meeting of the Board of Directors shall not be required to be given, and if given, need not specify the purpose of the meeting; provided, however, that in case the Board of Directors shall fix or change the time or place of any regular meeting, notice of such action shall be given to each director who shall not have been present at the meeting at which such action was taken within the time, and in the manner set forth in paragraph (b) of Section 4 of this Article IV, with respect to special meetings, unless such notice shall be waived in the manner set forth in paragraph (c) of such Section 4.

Section 4: Special Meetings; Notice.

(a) Special meetings of the Board of Directors shall be held whenever called by the President or by two of the Directors, at such time and place as may be specified in the respective notice of waivers of notice thereof.

(b) Notice of special meeting shall be sent by mail or email directly to each Director, addressed to him or her at the Director's residence or usual place of business, at least seven (7) days before the day on which the meeting is to be held.

(c) Notice of any special meeting shall not be required to be given to any Director who shall attend such meeting without protesting prior thereto or at its commencement, the lack of notice, or who submits a signed waiver of notice, whether before or after the meeting.

Section 5: Quorum. A majority of the Directors shall constitute a quorum for the transaction of business. The action of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 6: Removal. Any number of Directors may be removed by a vote of the majority of the directors, whenever, in their judgment, the best interest of the corporation will be served thereby, provided that such proposed action is stated in the notice of meeting.

#### ARTICLE V: OFFICERS

Section 1: Generally. The Officers of this corporation shall be a President, Vice President, Secretary, Treasurer, Senior Vice President of Operations (who shall be the Executive Director of the Ashland Culture of Peace Commission) and such other Officers as the Board of Directors shall, from time to time, appoint. The officers shall be elected by the Board of Directors at its first meeting, and thereafter at annual meetings, and shall hold office until their successors shall have been elected and qualified. Any two or more offices may be held by the same person. The Officers may act as an Executive Committee in making decisions regarding the operations of the corporation, in coordination with the Executive Director.

The President shall convene regularly scheduled board meetings, and shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice President, Secretary, and then Treasurer. The President shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall have general charge and supervision of the affairs of the corporation. The Vice President shall chair committees on special subjects as designated by the board, and shall serve as the President during his or her absence or disability. The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting notices, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. If the Secretary is absent from any meeting, a temporary Secretary shall be chosen at the meeting and shall exercise the duties of the secretary at the meeting. The Treasurer shall make a report at each board meeting. The Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

Section 2: Removal. Any Officer of the corporation may be removed from office by a majority of the Board of Directors whenever, in its judgment, the best interests of the corporation will be served thereby.

Section 3: Vacancies. Vacancies in any office may be filled by the Board of Directors at any meeting.

#### ARTICLE VI: COMMITTEES

Section 1: Committee formation. The Board of Directors may create committees as needed, such as fundraising, public relations, etc. The President appoints all committee chairs. Ad hoc committees can be created for a time period set by the Board of Directors.

Section 2: Finance Committee. The Treasurer is the chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal policies, fundraising plans, and the annual budget with staff and the Board of Directors. The Board of Directors must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Executive Committee. The fiscal year shall be the calendar year. Monthly and annual reports are required to be submitted to the Board of Directors showing income, expenditures, and comparison of budgeted and actual income and expenses to date. The financial records of the organization shall be made available to the membership, board members, and the public.

#### ARTICLE VII: DIRECTOR AND STAFF

Section 1: Executive Director. The Executive Director is hired by the board. The Executive Director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Executive Director will attend all board meetings, report on the progress of the organization, answer questions of the Board of Directors, and carry out the duties described in the job description.

#### ARTICLE VIII: INDEMNIFICATION

Section 1. The corporation shall indemnify any Officer or former Officer or any Director or former Director of this corporation, and their respective heirs, administrators, successors and assigns, against any and all costs and expenses, including but not limited to, counsel fees, judgments paid and amounts paid in settlement (before or after legal proceedings are commenced) actually and reasonably incurred in connection with the defense of any claim, action, suit or proceeding, whether civil, criminal, administrative or otherwise in nature, in which he or she may be involved by reason of having been such Director or Officer of this corporation. The corporation shall indemnify any of the above-named parties if they acted in good faith and in

a manner they reasonably believed to be in or not opposed to the corporation's best interest. A conviction or judgment, whether based on a plea of guilty or nolo contendere or its equivalent, or after trial, in a criminal action, suit or proceeding shall not be deemed an adjudication of liability for negligence or misconduct in the performance of duty to this corporation, if such Director or Officer acted in good faith in which he or she considered to be the best interests of this corporation, and with no reasonable cause to believe that the action was illegal. The foregoing indemnification shall not be deemed to be exclusive of any other rights to which such Director or Officer may be entitled under any Bylaws, agreement, vote of members or Directors, or otherwise. The corporation, its Directors, Officers, employees or agents shall be fully protected in taking any action or making any payment under this Article, or in refusing to do so upon advice of counsel. The right of indemnification under this section shall be a contract right inuring to the benefit of the Officers and Directors entitled to be indemnified hereunder and no amendment or repeal of this section shall adversely affect any right of such Officers and Directors existing at the time of such amendment or repeal. The corporation may procure insurance to this end.

#### ARTICLE IX: WAIVER OF NOTICE

Section 1. Whenever any notice is required to be given, under the provisions of the statutes of the state of Oregon or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be equivalent to the giving of such notice. Appearance at any such meeting shall also serve as a waiver respecting the person appearing.

#### ARTICLE X: TRANSACTIONS BETWEEN CORPORATION AND OFFICERS AND DIRECTORS

Section 1. No contract or transaction entered into by the corporation shall be affected by the fact that a Director of the corporation was personally interested in the contract or transaction, or was personally interested in or a Director or Officer of a corporation that was personally interested in the contract or transaction, if at the meeting of the Board of Directors making, authorizing and confirming such contract or transaction, the interested Director discloses his or her interest therein, and the material facts of the transaction, and such contract or transaction is adopted or ratified by a majority of the other Directors present. No Director so interested shall vote on such contract or transaction, but he or she may be counted for purpose of determining a quorum. A Director has an indirect interest in a transaction if: (a) Another entity in which the Director has a material interest or in which the Director is a general partner is a party to the transaction; or (b) Another entity of which the Director is a director, officer or trustee is a party to the transaction.

#### ARTICLE XI: AMENDMENTS

Section 1. Any or all of these Bylaws may be altered, amended, repealed or suspended by a majority of the Board of Directors. New Bylaws may be adopted in like manner.

#### ARTICLE XII: COMPLIANCE WITH INTERNAL REVENUE CODE

Section 1: No Private Benefit. No part of the organization's assets or net earnings may inure to the benefit of any individual. This does not preclude the payment of reasonable amounts for goods or services provided to the organization.


Section 2: Dissolution. Upon dissolution, the assets of the organization shall be distributed to another nonprofit organization that is exempt under section 501 (c) (3) of the Internal Revenue Code.

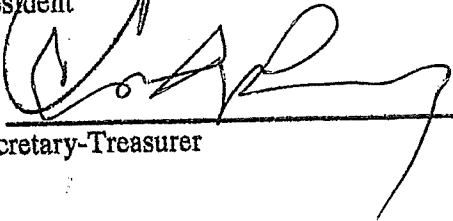
Section 3: No Political Activity. The organization shall not, as a substantial part of its activities, carry on propaganda or otherwise attempt to influence legislation, except to the extent



permitted by section 501 (h) of the Internal Revenue Code, nor shall it participate to any extent in any political campaign for or against any candidate for public office.

THESE BYLAWS were adopted by Culture of Peace Commissions as its Bylaws this 17th day of November, 2016.

By   
President

By   
Secretary-Treasurer



March 22, 2017

Diane Shiplet  
City of Ashland  
20 E. Main St.  
Ashland, OR 97520

Dear Diane,

The Ashland Culture of Peace Commission Inc is a federally registered non-profit tax exempt organization and accordingly will be filing Form 990 to the IRS, however, that tax return has not yet been completed for 2016, the first year of the ACPC's creation.

We will be filing the tax return by the May 15, 2017 deadline, and can forward you a copy when available.

Thank you!

Sincerely,

A handwritten signature in blue ink that reads "Jack Gibbs". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jack Gibbs, CPA

Treasurer of Ashland Culture of Peace Inc

1:13 PM  
01/26/17  
Cash Basis

**Ashland Culture of Peace Commission**  
**Profit & Loss**  
**January through December 2016**

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	<u>Jan - Dec 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Direct Public Support	
Individ, Business Contributions	28,022
<b>Total Direct Public Support</b>	28,022
<b>T Shirts</b>	
Cost of Shirt Sales	(1,008)
Shirt Revenue	2,200
<b>Total T Shirts</b>	1,192
<b>Total Income</b>	29,214
<b>Expense</b>	
Advertising / Social Media	2,484
Bank Fees	15
Contract Services	
Outside Contract Services	2,125
Speakers	515
<b>Total Contract Services</b>	2,640
<b>Events</b>	
Parade	175
<b>Total Events</b>	175
<b>Facilities and Equipment</b>	
Depr and Amort - Allowable	400
Rent, Parking, Utilities	9,405
<b>Total Facilities and Equipment</b>	9,805
<b>Lodging</b>	202
<b>Membership Dues</b>	125
<b>Operations</b>	
Meals & Entertainment	11
Postage, Mailing Service	15
Supplies	2,010
Web Hosting	1,084
<b>Total Operations</b>	3,121
<b>Other Types of Expenses</b>	
Insurance - Liability, D and O	555
<b>Total Other Types of Expenses</b>	555
<b>Professional Development</b>	375
<b>Taxes and Licenses</b>	375
<b>Unknown</b>	42
<b>Utilities</b>	10
<b>Total Expense</b>	19,923
<b>Net Ordinary Income</b>	9,290
<b>Net Income</b>	<u>9,290</u>

1:12 PM  
01/26/17  
Cash Basis

Ashland Culture of Peace Commission  
**Balance Sheet**  
As of December 31, 2016

	<u>Dec 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Chase Bank Checking	5,665
Chase Bank Savings	<u>2,801</u>
<b>Total Checking/Savings</b>	8,466
<b>Other Current Assets</b>	
Inventory	
T-Shirts - count 90 @ 12/31/16	<u>825</u>
<b>Total Inventory</b>	<u>825</u>
<b>Total Other Current Assets</b>	<u>825</u>
<b>Total Current Assets</b>	9,290
<b>Fixed Assets</b>	
<b>Furniture and Equipment</b>	
Leasehold - Accum. Depr.	(400)
Leasehold Improvements	<u>400</u>
<b>Total Furniture and Equipment</b>	<u>0</u>
<b>Total Fixed Assets</b>	<u>0</u>
<b>TOTAL ASSETS</b>	<u><u>9,290</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	<u>9,290</u>
<b>Total Equity</b>	<u>9,290</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>9,290</u></u>