

CITY OF ASHLAND



Application for Economic Development, Cultural, Tourism and Sustainability Grants

5

******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

Applicant/Organization	Rogue Valley Peace Choir		
Mailing Address	P.O. Box 825, Ashland OR 97520		
Contact Name	Su Rolle	Contact Phone #1	(541) 482-0093 (541) 840-7881
Email #1	surole3@gmail.com		
Contact Name #2	Karen Serrett	Contact Phone #2	(541) 488-4410
Email #2	karenserrrett@gmail.com		
Federal Tax ID	██████████	IRS Class (Exemption)	501c3
		Total Grant Request (\$5,000 min)	\$7,605

Application Submittal Checklist

Please note: items 1 and 2 in the checklist below are within the body of this grant. Items 3-7 are attached and numbered corresponding to the numbers in list below.

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 RVPC mission:

The Rogue Valley Peace Choir is a non-sectarian community choir dedicated to creating peace in our lives, community and world through song.

The RVPC vision is:

We sing music that inspires us and our listeners to live and act in ways that promote peace, social justice, and responsible stewardship of the earth. We model good communication skills, showing respect and compassion for others. Through our singing, we open our hearts and minds to connect with others in the celebration of life.

No other choir in Southern Oregon has this same purpose, with our outreach unique in providing access to low income people (our concerts are free and open to the public) in contrast to many other area musical groups.

Unlike most local choirs, we go out into the community to share our message. We purposely take our choir to schools, senior sites and local events to ensure access for a wide range of local citizens.

Our choir does not audition, thus having a wide range of musical skills, attracting many who resonate with our vision and mission; some do not read music and others are more accomplished musicians. This challenges us to be a learning organization where we are constantly improving what we do and how we sing, allowing for many opportunities for volunteer leadership and member participation.

Since its inception in 2003, the RVPC has attracted between 80 to 100 choir members each year. Many live in Ashland, but a number come from as far as Medford, Gold Hill, and the Applegate Valley to sing and bring our message to our communities. The majority of our members are seniors or retired individuals – providing a special opportunity to build connection across generations through performance.

In past years we have performed eight concerts per year, and this year have expanded that to 14. These expanded concerts have been for local schools (John Muir, Helman, Sam's Valley, Jackson, Roosevelt, etc.) and elder venues (Rogue Valley Manor, OLLI). We take advantage of diverse opportunities as they arise, such as performing at the Women's March in Lithia Park in January, and a flash performance at Rogue Valley Mall during holidays, both events covered by local TV stations.

Past performances have also included the Green Show, the Daedalus project at the OSF Bowmer theatre, Ashland Downtown Christmas caroling, Coyote Trails Arbor Day, Earth Day Celebration, the Rotary Dinner for Shut-ins, and the MLK gathering in Medford. Additionally, we have performed for non-traditional audiences such as the Jackson County Detention Center and the Grants Pass Correctional Facility. RVPC has traveled to perform in joint peace choirs in Seattle, Portland, Eugene, and in Hiroshima, Japan.

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*)

Under the **Tourism goal:**

In February 2018, during the local “shoulder” season in Ashland, the RVPC is coordinating a two-day **Oregon/Northern California Peace Choir Festival:**

This will include hosting four to five peace choirs traveling from Portland, Eugene, and Willits, CA as well as our own RVPC choir. Choir members, their friends and families, will come to Ashland where they will stay overnight (one or two nights) to participate in a Saturday workshop, a catered dinner, and a FREE PUBLIC Sunday afternoon performance. In 2015, RVPC hosted a similar event which filled the SOU Recital Hall – leaving standing room only.

The estimated 120-150 visiting choir members and their families will frequent many businesses during their time in Ashland including restaurants, hotels/motels/B&Bs, retail businesses, and perhaps other performance venues such as OSF.

1) Event Success -- We are requesting funds for rental of performance and workshop venues, costs for our added event duties for our music director and accompanist, and funds for a publicity campaign.

2) Event Preparation -- We are requesting funds for a consulting coordinator for this 2-day event. The RVPC volunteer leadership teams (performance, music, membership, facilities, publicity, social, and acts of kindness) will also be extensively involved in making this event successful. **However, a paid consulting coordinator would facilitate the smooth flow of these two days of events and the many preparatory tasks necessary to make this work: publicity (including social media); facilities management; event logistics and helping visitors with their needs.**

The RVPC extensively uses its own volunteer board of directors and eight volunteer leadership teams (comprised of four or more members, with some such as music and performance with 10 members) for most of the work of the choir. Best estimates are that 2200 hours of volunteer time are contributed over the season each year. The only (modestly) paid contractual positions are for the music director and the accompanist, and for limited bookkeeping assistance.

Business beneficiaries of the joint concert will be the potential host sites (SOU, Ashland Suites, etc.), which will gain rental fees for their performance venue and associated costs, catering the Saturday dinner, and workshop venue rental costs. Local members attract their friends and families to hear our concerts, bringing customers to Ashland’s businesses from across the Rogue Valley.

Under the **Cultural Development goal:**

To continue our successful free public performances that enrich the citizens of the Rogue Valley through access to uplifting, free public performances and school performances, we need to ensure two main infrastructure items are secured for this upcoming year.

We request help in funding 50% of the cost of our practice recordings (CDs). This is one of our largest costs for the choir, one that ensures older members and those with more limited vocal experience or who do not read music, can succeed alongside more experienced choir members. It especially benefits those who are older, easing the way for them to fully participate within our choir. These practice CDs will be necessary for our choir to successfully prepare for

their own performance at the Joint Peace Choir event in February. In the past, our choir membership fees were generating enough revenue to cover the entire cost of producing these CDs (\$3400). We now have a large number of scholarship members and seniors on fixed incomes that prevent members from being able to fully cover the cost of the production.

We are requesting funding for replacing aging sound equipment and performance instruments. As we go out into the community, we most often need our own sound equipment and keyboard. Our current equipment is old, and some is borrowed. We would like to purchase a keyboard, stool, amplifier, microphones, and speakers so that we can use these when visiting schools, nursing homes, outdoor concerts and other venues that do not have sound equipment or keyboard. Owning this equipment would give us greater flexibility as to where and when we can perform. This, in effect, is the infrastructure we require for successful outreach in atypical venues.

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	
I. Oregon/Northern California Bi-State Peace Choir Festival: (Tourism)	2/10/18	2/11/18	
A. Music director and accompanist fees to conduct rehearsals and performance (3x \$100 + 3x \$85)	2/10/18	2/11/18	\$ 555
B. Venue rental costs for performance and workshops	2/10/18	2/11/18	\$ 2,500
C. Consulting Event Coordinator	2/10/18	2/11/18	\$ 500
D. Pre-Concert Publicity	2/10/18	2/11/18	\$ 300
Total requested for Festival (Tourism):			\$ 3,855
II. One-half of production costs of choral songs practice CD (costs are musicians, recording technicians, duplication) – to enable choir to learn and perform at all FREE public performances. (Cultural)	9/2017	5/2018	\$ 1,700
III. Replacement of aging sound equipment and purchase of keyboard and stool for use at all FREE public performances (Cultural)	9/2017	5/2018	\$ 2,050
Total requested (Cultural):			\$ 3,750

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

	Grant Category	Grant Request
<input checked="" type="checkbox"/>	Tourism	\$3,855

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

We request funding to support the creation of a two-day Oregon/Northern California Peace Choir Festival:

- 1) A consulting event coordinator (\$500),**
- 2) Venue and publicity costs to host bi-state joint choir concert (\$2,800)**
- 3) Funding for event duties for our music director and accompanist (\$555)**

- Our 2-day joint choral event with choirs from Portland, Eugene and Willits, CA will result in increased hotel/motel/B&B/resident occupancy and increased local restaurant business for the 2-day event. The last such event here in 2015 saw 116 singing members from these other choirs come to Ashland, along with friends and family.
- This event takes place in February 2018, within the October-April time frame.
- This event is slated to become a growing, ongoing annual event – with Ashland as the potential annual host site.

	Grant Category	Grant Request
<input checked="" type="checkbox"/>	Cultural	\$3,750

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

We request funding for:

1) 50% cost of producing CDs and recordings for concert preparation and sharing entire season at eight to 14 FREE public performances (50% of \$3,400 = \$1,700). This covers the costs of hiring recording engineers, musicians and vocalists to create learning tracks for members to follow plus duplication.

2) Replacement of aging and/or borrowed sound equipment and keyboard to be used for eight-14 FREE public performances (\$950 for sound + \$1,100 for keyboard/stool)

- We anticipate reaching 1800 school children, 100 seniors and 3,000 community members with song and inspiring messages throughout our choral performance season.
- Our cultural offerings are unique because no other musical group specifically addresses peace, social justice, and environmental stewardship. We provide FREE performances out in the community - improving low-income people, school children, seniors and those with limited arts opportunities.
- The long-term success in our cultural outreach would come from our audiences being inspired to do more to address peace, social justice, and environmental stewardship in our communities at this crucial time.
- Collaboration with other cultural and educational programs is absolutely essential to our

outreach efforts, such as with the schools to provide as rich an educational and cultural experience and exchange as possible.

- Access for low-income people and families is guaranteed by our policy of free concerts in public venues and events (MLK Celebration, World AIDS day, Ashland public marches, etc.).
- The infrastructure for the sound and keyboard equipment is a one-time investment that will ensure free public performances over many years ahead, and guarantees that we can successfully perform at such venues in schools, elder facilities, and other outdoor events.

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*)

We have two main plans to address this situation. We can seek additional funding elsewhere and/or we can reduce costs.

Although we would like to avoid this due to our members' limited incomes, we can request our members to pay an "at-cost" price for the production of the rehearsal CD's in addition to their normal dues. If we choose to seek funding elsewhere, we would prioritize seeking grant funds first for our performance goals and then secondarily, for equipment.

If we opt to reduce costs, we can delay the purchase of our much-needed equipment to a subsequent year. We would continue with the old equipment and hope for the best, prioritizing the most needed. If not possible (if equipment fails), we would seek donations, grants, or crowd funding.

For the Tourism February joint concert event, we would charge our visiting choirs participation fees (that may reduce attendance/participation).

We intend to submit additional grant applications to the Cow Creek Umpqua Indian Foundation and other as-yet-to-be-identified small foundations that support programs that increase access to the arts for seniors, children and communities.

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*)

For the Tourism Grant, we would:

- Track attendance from the various participating choirs (Eugene, Portland, Willits, and Rogue Valley).
- Estimate audience attendance at the venue (in 2015 the SOU Recital Hall was at full capacity).
- Create a short survey included in the concert program asking about their use of occupancy, restaurants, other activities, and request that people fill it out and leave it with us for tallying and presentation to the City.
- Record any collaboration with existing cultural programs or new opportunities presented.
- Document the extent of publicity outreach efforts. However, it will be less possible to identify to what extent our audience is low-income.
- Record event expenditures for the event coordinator, music director, accompanist, and all other expenditures (all are receipted).

For the Cultural Grant:

- We will document the number of free public concerts completed, and if at schools, the attendance. It is less possible to do this at outdoor events (for example, attendance at the Women's March at the Butler Bandstand in January 2017 was vast, with some estimates at between 5000 and 10,000 but no conclusive numbers exist.)
- It will also be easy to document the purchase of sound equipment and keyboard, complete with receipts, as well as costs to produce the practice CD's.

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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): Su Rolle

Name (signature): 

Title: Treasurer, Rogue Valley Peace Choir Board of Directors

### **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)

- Grantee shall be registered as a 501(c) non-profit \*
- Grantee shall be a non-government entity
- 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
- 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.
- 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.
- 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.**
- 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

**Rogue Valley Peace Choir Board of Directors**

| <b>Name</b>                                                                               | <b>Address</b>                      | <b>Phone</b>          | <b>Occupation</b>                                           | <b>Title</b>           | <b>Term*<br/>of<br/>Office</b> |
|-------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|-------------------------------------------------------------|------------------------|--------------------------------|
| <b>Bill<br/>Hahey</b>                                                                     | <b>278 Idaho St. #2<br/>Ashland</b> | <b>(541) 821-6774</b> | <b>Musician,<br/>composer, piano<br/>technician</b>         | <b>Board member</b>    | <b>July<br/>2019</b>           |
| <b>Julie<br/>Raefield</b>                                                                 | <b>1639 Parker St.<br/>Ashland</b>  | <b>(541) 380-1154</b> | <b>Communications<br/>Consultant</b>                        | <b>Board President</b> | <b>2019</b>                    |
| <b>Karen<br/>Serrett</b>                                                                  | <b>662 Vasant St.<br/>Ashland</b>   | <b>(541) 488-4410</b> | <b>Emeritus<br/>professor,<br/>Occupational<br/>Therapy</b> | <b>Board member</b>    | <b>2017</b>                    |
| <b>Dawn<br/>Sinnott</b>                                                                   | <b>2585 David Lane<br/>Medford</b>  | <b>(541) 535-3065</b> | <b>Farm and home<br/>manager</b>                            | <b>Board Secretary</b> | <b>2018</b>                    |
| <b>Su Rolle</b>                                                                           | <b>311 High St.<br/>Ashland</b>     | <b>(541) 482-0093</b> | <b>Retired Natural<br/>Resource<br/>Manager</b>             | <b>Board Treasurer</b> | <b>2017</b>                    |
| <b>Note: *refers to ending date when one's 3-year term is over (June 30 of that year)</b> |                                     |                       |                                                             |                        |                                |



## 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 Peace Choir

Program/Event Name: Oregon/Northern California Bi-State Peace Choir Festival 2/10-2/11 2018, and the RVPC Choir season

For the Twelve month period of: July 1, 2017 - June 30, 2018

**I. Audience/Participants Age (total participants/all activities)      II. Choir Member Residency**

**Projected 5,600** participants for 2017-2018 – based on  
2016-2017 attendance and projected new programs

|                      |             |              |             |
|----------------------|-------------|--------------|-------------|
| Youth 0 to 17 years  | 20%         | Ashland      | 85%         |
| Adult 18 to 39 years | 20%         | Rogue Valley | 15%         |
| Adult 40 to 64 years | 30%         | Other        |             |
| Adult 65 and over    | 30%         |              |             |
| <b>Total</b>         | <b>100%</b> | <b>Total</b> | <b>100%</b> |

**III. Audience/Visitors Residence (percentage) of projected 5,600 participants in 2016-2017**

|                               |     |
|-------------------------------|-----|
| Ashland                       | 70% |
| Rogue Valley                  | 15% |
| Other (within 50 miles)       | 5%  |
| Other (greater than 50 miles) | 10% |

**IV. Of the Customers identified above, what percent do you estimate stayed overnight to attend your program, service or event?** We anticipate that approximately 90% of our projected 120 visiting choir members and their families (adding another 150 people) will be spending the night next year. That is approximately 4%.



CITY OF ASHLAND  
GRANTS PROGRAM BUDGET

**Please see attached spreadsheet:**

**3. Grant Program Budget.RVPC Proposed Budget 2017-2018**

Our organization tracks grant related financials in the above referenced format.  
Thank you.

3. Grant Program Budget City of Ashland  
**ROGUE VALLEY PEACE CHOIR**  
 July 1, 2017 - June 30, 2018

3/20/2017

City of A  
Request

**INCOME**

Choir Income

|                                                                       |        |
|-----------------------------------------------------------------------|--------|
| Membership dues: 90 members (75 members x \$190, 15 on scholarship)   | 14,250 |
| Camelot Theatre fundraiser (net income after buying/selling tickets)  | 2,300  |
| Member hosted fundraisers: "Party of parties"                         | 600    |
| Spring Concert Program Ads                                            | 800    |
| Performance stipends and other community donations                    | 800    |
| Member and Individual Donations                                       | 1,700  |
| Spring concert donations                                              | 1,300  |
| Spring concert CD's (net income making/selling 40 at \$3 profit each) | 120    |
| Foundation Grant (TBD)                                                | 1,325  |
| City of Ashland Grant: Tourism                                        | 3,855  |
| City of Ashland Grant: Cultural                                       | 3,750  |

**TOTAL INCOME**

**\$30,800**

**EXPENSES**

Contracted Services

|                                                                      |       |
|----------------------------------------------------------------------|-------|
| Musical director compensation (\$930 x 9 months includes 8 concerts) | 8,370 |
| Director compensation for all choir retreat                          | 250   |
| Director extra performance for Schools/Seniors (4 x \$100)           | 400   |
| Piano accompanist - practices (35 weeks x \$85)                      | 2,975 |
| Piano accompanist - performances (8 x \$85)                          | 680   |
| Piano accompanist - retreat                                          | 200   |
| Piano accompanist - Schools/Seniors (4 x \$85)                       | 340   |

**Total Contracted Services - Director/Accompanist Expenses**

**13,215**

Operations of Choir

|                               |     |
|-------------------------------|-----|
| Liability insurance           | 250 |
| Licenses and permits          | 50  |
| Office supplies & printing    | 150 |
| PO Box rental & postage       | 100 |
| Website Domain Reg. & Hosting | 120 |
| Taxes (yearly state)          | 25  |
| Accounting                    | 140 |
| Bookkeeping                   | 400 |

**Total Operations Expense**

**1,235**

Rehearsal Expenses

|                                                        |       |
|--------------------------------------------------------|-------|
| Rehearsal space rental (church)                        | 2,625 |
| Advertising/Marketing (JPR cost) Fall membership drive | 225   |
| Copyright/music fees                                   | 1,500 |
| Music printing                                         | 400   |

Practice CDs - 50% cost share with City of Ashland Grant  
 (musicians, accompanist, recording technicians, duplication)

3,400

\$1,700

**Total Rehearsal Expenses**

**8,150**

Programs & Misc. Expenses

|                                                                                          |       |              |
|------------------------------------------------------------------------------------------|-------|--------------|
| Pre-season Leadership team retreat                                                       | 100   |              |
| Fall advertising/marketing for new members                                               | 150   |              |
| Fall choir retreat (rental space, materials)                                             | 125   |              |
| Social Committee (Talent Show)                                                           | 200   |              |
| Replace old sound equipment - City of Ashland Grant<br>(mics, speakers, amplifier, cord) | 950   | \$950        |
| Purchase keyboard and stool - City of Ashland Grant                                      | 1,100 | \$1,100      |
| <b>Total Misc. Expenses</b>                                                              |       | <b>2,625</b> |

Oregon/Northern California Bi-State Choir Festival

|                                                                   |       |              |
|-------------------------------------------------------------------|-------|--------------|
| Director fees for Choir Festival (3 x \$100) - City of A Grant    | 300   | \$300        |
| Piano accompanist for Choir Festival (3 x \$85) - City of A Grant | 255   | \$255        |
| Festival venue and workshop rental fees - City of A Grant         | 2,500 | \$2,500      |
| Consulting Event Coordinator                                      | 500   | \$500        |
| Choir Festival Publicity                                          | 300   | \$300        |
| <b>Total Bi-State Choir Festival Expenses</b>                     |       | <b>3,855</b> |

Spring Concerts Performance Costs

|                                                  |     |              |
|--------------------------------------------------|-----|--------------|
| Advertising/Marketing (JPR advertising cost)     | 210 |              |
| Concert Programs                                 | 500 |              |
| Performance space rental & donation (2 churches) | 435 |              |
| Performance sound person – CD recording/editing  | 475 |              |
| Miscellaneous – flowers, gifts, etc.             | 100 |              |
| <b>Total Concert Expenses</b>                    |     | <b>1,720</b> |

**TOTAL EXPENSES** **\$30,800**

**Total Request for City of Ashland Grant** **\$7,605**



4.

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

DEPARTMENT OF THE TREASURY

Date: FEB 01 2005

ROGUE VALLEY PEACE CHOIR  
C/O MARTIN H LEVINE  
PO BOX 465  
ASHLAND, OR 97520-0016

Employer Identification Number:

DIN:

Contact Person: LORI PERRY ID# 31107  
Contact Telephone Number: (877) 829-5500  
Accounting Period Ending: JUNE 30  
Public Charity Status: 170(b)(1)(A)(vi)  
Form 990 Required: YES  
Effective Date of Exemption: OCTOBER 12, 2004  
Contribution Deductibility: YES  
Advance Ruling Ending Date: JUNE 30, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

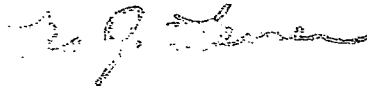
Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

ROGUE VALLEY PEACE CHOIR

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c) (3)  
Form 872-C

**BYLAWS OF**  
**the ROGUE VALLEY PEACE CHOIR**  
**An Oregon Non-Profit Corporation**

ARTICLE I

NAME AND PURPOSE

Section 1. NAME

The name of the corporation shall be the ROGUE VALLEY PEACE CHOIR (hereinafter the "Corporation") and the same is hereby incorporated as an Oregon public benefit non-profit corporation with members.

Section 2. PURPOSE

The Corporation is dedicated to creating peace in individual lives and the world by means of a secular community choir, sharing their message of peace and inspiring each other and the community, nation, and world through song.

Section 3. TAX EXEMPT STATUS

(a) Charitable Purpose. All of the purposes and powers of the Corporation shall be exercised exclusively for charitable and educational purposes in such manner that supports the Corporation's status as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as it is currently and shall thereafter be in force and effect.

(b) Prohibited Activities. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Corporation shall not participate in, nor intervene in, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision herein, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal and state taxation under Section 501(c)(3) of the Internal Revenue Code and applicable state law as the same may be amended from time to time.

(c) Profits. The Corporation is formed solely for charitable and educational purposes. The Corporation is not organized for, nor shall it be operated for, the primary purpose of generating pecuniary gain or profit, and it will not distribute any gains, profits or dividends to the members thereof, or to any individual, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its specific and primary purposes. The property, assets, profits, and



net income of the Corporation are irrevocably dedicated to charitable and educational purposes and no part of the profits or net income of the Corporation shall inure to the benefit of any director, office or member thereof.

(d) Dissolution. Upon dissolution of the Corporation, the assets of the Corporation remaining after payment of, or provision of payment of, all debts and liabilities of the Corporation, shall be used exclusively for the purposes of the Corporation in such manner, or to such organization of organizations which are organized and operated exclusively for charitable and educational purposes, and which shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law) as the board of directors and membership shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the State of Oregon, County of Jackson, exclusively for such purposes or to such organization or organizations as such Court shall determine.

## ARTICLE II

### MEMBERSHIP

#### Section 1. QUALIFICATIONS FOR MEMBERSHIP

Membership shall be open to any individual person wishing to participate in the choir. No special music ability is required, though the ability to sing on key is very helpful. Each member shall pay a monthly membership fee for each of the 9 months of the choir season, which shall be due and payable no later than the 3rd Thursday practice. The current membership fees are as follows:

|                |                      |
|----------------|----------------------|
| Monthly:       | \$18.00              |
| Quarterly:     | \$40.50              |
| Semi-Annually: | \$81.00              |
| Full Season    | \$162.00 (preferred) |

The membership fees shall be used by the Corporation to pay the music director and accompanist, the space usage fee, to photocopy music, to make CDs, and for other choir related expenses as determined by the board. The board may change the membership fees from time to time.

Any person wishing to join the choir, and who is unable for any reason to pay the membership fees as set forth herein or as determined by the board, may make special arrangements with the treasurer of the Corporation for membership.

#### Section 2. NEW MEMBERS

The choir season follows the academic year (September through May). Weekly practices shall be held each Thursday evening from 7 to 9 pm. New members shall be admitted only in

September, except as otherwise allowed by the board of directors. Each new member must attend a one-day orientation session, held 45 minutes prior to practice on the first two Thursday practices in September, and is encouraged to participate in a two-week orientation period during which each new member shall become familiar with the music and the organization. Each new member must decide whether he or she wishes to participate in the choir, and thereby become a member of the Corporation, by the third Thursday practice each year.

### Section 3. ATTENDANCE

Members must attend no less than 75% of practices during the choir season, and are strongly encouraged to attend every practice. Members shall promptly notify their section leader if he or she is unable to attend a practice. Members who do not attend at least 75% of practices will be asked to withdraw from the choir season, though they may renew their membership for subsequent seasons in which they are able to attend 75% of practices. Each section leader may hold additional section practices when needed.

### Section 4. TERM OF MEMBERSHIP; RESIGNATION

Members shall serve until the end of the choir season, or until asked by the board to withdraw for non-attendance or actions which conflict with the Corporation's purpose. A member may voluntarily resign during the choir season by delivering written notification to the president, secretary or treasurer of the Corporation. Unless the board of directors determines that special circumstances warrant a refund, membership fees are not refundable.

## ARTICLE III

### MEMBERSHIP MEETING AND VOTING

#### Section 1. PLACE OF MEETINGS

Annual and special meetings of the members shall be held at such place as may be designated by the board of directors.

#### Section 2. ANNUAL MEETINGS

The annual meeting of the members shall be held on the last Thursday in May of each year at the beginning of the regularly scheduled practice session. All choir members are encouraged to attend the annual meeting. At the annual meeting, the members present at the meeting shall elect by vote the board of directors for the following choir season, shall consider reports of the affairs of the Corporation and shall transact such other business as may properly be brought before the meeting. Decisions made by a majority of the members in attendance at the annual meeting shall be binding on all members, including those not in attendance. In accordance with Oregon law, a decision to sell or transfer substantially all of the assets of the Corporation shall not be effective unless approved by no less than 75% of the total members of the Corporation.

Section 3. SPECIAL MEETINGS

Special meetings of the members may be called at any time by the board of directors by delivering notice to the members in accordance with Section 4 below.

Section 4. NOTICE OF MEETINGS

Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) days before the date of the meeting, either personally, faxed, e-mailed, or by mail, by or at the directions of the board of directors, to each member of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the Corporation, with postage thereon prepaid. When a meeting is adjourned without all business being consummated, notice of the follow-up meeting shall be given as for an original meeting.

Section 5. VOTING RIGHTS; QUORUM

The persons entitled to receive notice of and to vote at any meeting of the members shall be determined from the records of the Corporation on the date of mailing of the notice. The presence, in person or by proxy, of a majority of members of the Corporation, shall constitute a quorum for the purposes of conducting business at any annual or special meeting of members. If a quorum is present, the majority vote of those present at the meeting shall constitute the act of the membership.

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Section 6. PROXIES

Every member entitled to vote or to execute any waiver or consent may do so either in person or by written proxy duly executed and filed with the Secretary of the Corporation. Proxies shall be valid only throughout the relevant choir season, unless otherwise provided in the proxy.

ARTICLE IV

DIRECTORS: MANAGEMENT

Section 1. POWERS

The business and affairs of the Corporation shall be managed by a board of directors who shall exercise or direct the exercise of all corporate powers except to the extent member authorization is required by law, the Articles of Incorporation or these Bylaws.



## Section 2. NUMBER

The board of directors shall consist of not less than three members.

## Section 3. ELECTION AND TENURE OF OFFICE

The directors shall be elected by ballot at the annual meeting of the members, to serve for three years or until qualified successors are elected and accept office. Their term of office shall begin immediately after election. At the organizational meeting of the members, directors shall be elected to terms of one, two and three years so that the replacement of retiring board members will be staggered. Directors may serve an unlimited number of consecutive terms.

## Section 4. VACANCIES

(a) A vacancy in the board of directors shall exist upon the death, resignation or removal of any director. A director shall be considered to have resigned if absent from three consecutive meetings without prior notice to the secretary.

(b) Vacancies in the board of directors may be filled by a majority of the remaining directors though less than a quorum. Each director so elected shall hold office for the balance of the unexpired term of the director's predecessor and until a qualified successor is elected and accepts office. The members may at any time elect a director to fill any vacancy not filled by the directors.

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(c) If the board of directors accepts the resignation of a director tendered to take effect at a future time, a successor may be elected to take office when the resignation becomes effective.

## Section 5. REMOVAL OF DIRECTORS

Any director of the Corporation may be removed at any meeting of the board by majority vote of the directors, provided, however, that such proposed action is stated in the notice of the meeting.

## Section 6. MEETINGS

Meetings of the board of directors shall be held at such place as may be designated from time to time by the board of directors. Special meetings of the board of directors for any purpose or purposes may be called at any time by any director.

## Section 7. NOTICE OF SPECIAL MEETINGS

(a) Notice of the time of special meetings shall be given orally or delivered in writing, personally or by mail, email or fax at least seventy-two (72) hours before the meeting. Notice mailed or faxed shall be directed to the address shown in the corporate records, or to the director's actual address ascertained by the person giving the notice.

(b) Attendance of the directors shall constitute a waiver of notice of such meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

## Section 8. QUORUM AND VOTE

A majority of the directors shall constitute a quorum for the transaction of business. A minority of the directors, in the absence of a quorum, may adjourn from time to time but may not transact any other business. The action of a majority of the directors present at any meeting at which there is a quorum shall be the act of the board of directors and of the Corporation.

## ARTICLE V

### OFFICERS

## Section 1. DESIGNATION: ELECTION: QUALIFICATION

(a) The officers shall be a president, secretary, treasurer, and such other subordinate officers as the board of directors shall from time to time appoint, and all must be members of the board of directors. The officers shall be elected by, and hold office at the pleasure of, the board of directors. Any two or more offices may be held by the same person.

(b) A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled by election of the board of directors.

## Section 2. TERM OF OFFICE

(a) Term of office of all the officers of the Corporation shall be fixed by the board of directors.

(b) Any officer may be removed, either with or without cause, by a majority vote of the board of directors.

(c) Any officer may resign at any time by giving written notice to the board of directors, the president, or the secretary of the Corporation. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective, provided that the board of directors may reject any post-dated resignation by notice in writing to the resigning officer.

## Section 3. PRESIDENT

The president shall preside at all meetings of the board of directors and of the members and shall be ex-officio members of all committees. In addition, the president shall form the various committees of the board and shall perform such other duties as the board of directors

may, from time to time, authorize.

#### Section 4. SECRETARY

(a) The secretary shall keep or cause to be kept at the principal office or such other place as the board of directors may order, a book of minutes of all meetings of directors and members showing the time and place of the meeting, whether it was regular or special, and if special, how authorized, the notice given and the names of those present at the meetings.

(b) The secretary shall give or cause to be given such notice of the meetings of the members and of the board of directors as is required by these Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or these Bylaws.

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#### Section 5. TREASURER

The treasurer shall be responsible for the funds of the Corporation, and pay them out only on the check of the Corporation signed in the manner authorized by the board of directors. The treasurer shall be the chief financial officer of the Corporation, responsible for maintaining accurate receipts and disbursements, disburse funds for the purpose of and in the amounts authorized by a vote of members, and ensure that the Corporation maintains compliance with Oregon and federal statutes concerning raising and spending funds and reporting income and expenditures. The treasurer shall provide an accurate quarterly report, and present it at the next occurring meeting of the board, stating expenditures and income for the preceding quarter, as well as a profit/loss report for any special events held during that quarter.

### ARTICLE VI

#### CORPORATE RECORDS AND REPORTS -- INSPECTION

##### Section 1. RECORDS

The Corporation shall maintain adequate and correct books, records and accounts of its business and properties. All of such books, records and accounts shall be kept at its place of business as fixed by the board of directors from time to time, except as otherwise provided by law.

##### Section 2. INSPECTION OF BOOKS AND RECORDS

All books, records and accounts of the Corporation shall be open to the inspection by the members at reasonable times in the manner and to the extent required by law.

##### Section 3. CERTIFICATION AND INSPECTION OF BYLAWS

The original or a copy of these Bylaws and any amendments thereto certified by the secretary, shall be open to inspection by the members and directors in the manner and to the extent required by law.

#### Section 4. CHECKS, DRAFTS, ETC.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Corporation, shall be signed or endorsed by such person or persons and in such manner as shall be determined from time to time by resolution of the board of directors.

#### Section 5. EXECUTION OF DOCUMENTS

The board of directors may authorize any officer or agent to enter into any contract or execute any instruments in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

### ARTICLE VI

#### GENERAL PROVISIONS

#### Section 1. AMENDMENT OF BYLAWS AND ARTICLES OF INCORPORATION

(a) Neither these Bylaws nor the Articles of Incorporation may be amended except upon an affirmative vote of the majority vote of the board.

(b) Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book with these original Bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

#### Section 2. WAIVER OF NOTICE

Whenever any notice to any member or director is required by law, the Articles of Incorporation or these Bylaws, a waiver of notice in writing signed at any time by the person entitled to notice shall be equivalent to the giving of the notice. Appearance at any such meeting shall also serve as a waiver respecting the person appearing.

#### Section 3. INDEMNIFICATION

The Corporation shall indemnify and hold all directors harmless from any claims or liability which may arise in connection with any of the activities of the board or the Corporation. The Corporation may procure insurance to this end.



The undersigned corporate secretary, herewith certifies the above Bylaws as the true and identical ones accepted and approved by the board of directors of this Corporation on the day of \_\_\_\_\_, 2004.

\_\_\_\_\_

—

Corporate Secretary

**e-Postcard for Tax-Exempt Organizations (990-N)**For the 2015 calendar year, or tax year beginning 7/1/2015, and ending 6/30/2016

| Organization                                                             |                                                                 |                                     |
|--------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------|
| Name<br>ROGUE VALLEY PEACE CHOIR                                         |                                                                 | Federal EIN<br>[REDACTED]           |
| Doing Business As                                                        |                                                                 | Website Address                     |
| Street<br>PO BOX 825                                                     |                                                                 | Room/Suite                          |
| City<br>ASHLAND                                                          | State<br>OR                                                     | Zip Code<br>97520                   |
| Foreign Country                                                          | Foreign Province                                                | Foreign Zip                         |
| Principal Officer of Organization                                        |                                                                 |                                     |
| Name<br>SU ROLLE                                                         | Check here if Officer<br>is a business <input type="checkbox"/> | SSN or EIN                          |
| Street<br>PO BOX 825                                                     |                                                                 | Room/Suite                          |
| City<br>ASHLAND                                                          | State<br>OR                                                     | Zip Code<br>97520                   |
| Foreign Country                                                          |                                                                 |                                     |
| Organization's annual gross receipts are still normally \$50,000 or less |                                                                 | <input checked="" type="checkbox"/> |
| If applicable, organization is terminating (going out of business)       |                                                                 | <input type="checkbox"/>            |

Electronic Filing

# 7. Financial Statement

01/07/17  
Cash Basis

## Rogue Valley Peace Choir Income Statement July 2015 through June 2016

|                                 | <u>Jul '15 - Jun 16</u> |
|---------------------------------|-------------------------|
| <b>Ordinary Income/Expense</b>  |                         |
| <b>Income</b>                   |                         |
| <b>Choir</b>                    |                         |
| Combined Choir Weekend          | 945.00                  |
| Concert CD/DVD Sales            | 70.00                   |
| Donation                        | 50.00                   |
| <b>Fundraisers</b>              |                         |
| Party of Parties                | 1,081.00                |
| Fundraisers - Other             | 3,127.67                |
| <b>Total Fundraisers</b>        | 4,208.67                |
| Membership Dues                 | 14,782.50               |
| Merchandise Income              | 86.00                   |
| <b>Performance Income</b>       |                         |
| Ads Brochures                   | 300.00                  |
| Performance Donation Concerts   | 1,359.00                |
| Performance Income Other        | 176.50                  |
| <b>Total Performance Income</b> | 1,835.50                |
| Retreat Income                  | 1,535.00                |
| T-Shirt Sales                   | 792.50                  |
| <b>Total Choir</b>              | <u>24,305.17</u>        |
| <b>Total Income</b>             | 24,305.17               |
| <b>Expense</b>                  |                         |
| <b>Choir Expenses</b>           |                         |
| <b>Musical Director</b>         |                         |
| Additional Performances         | 300.00                  |
| Combined Choir Weekend          | 250.00                  |
| Monthly Compensation            | 7,803.00                |
| Retreat                         | 250.00                  |
| <b>Total Musical Director</b>   | <u>8,603.00</u>         |
| <b>Performance Costs</b>        |                         |
| <b>Concerts</b>                 |                         |
| Advertising/Marketing           | 210.00                  |
| Miscellaneous - flowers etc     | 30.95                   |
| Performance CDs - Recording etc | 85.00                   |
| Performance Sound Person        | 425.00                  |
| Performance Space Rental        | 435.00                  |
| Tickets/Flyers/Programs         | 450.00                  |
| <b>Total Concerts</b>           | <u>1,635.95</u>         |
| <b>Total Performance Costs</b>  | 1,635.95                |
| <b>Piano Accompanist</b>        |                         |
| Combined Choir Weekend          | 200.00                  |
| Performances                    | 459.00                  |
| Practices                       | 2,601.00                |
| Retreat                         | 200.00                  |
| <b>Total Piano Accompanist</b>  | <u>3,460.00</u>         |
| <b>Total Choir Expenses</b>     | 13,698.95               |
| <b>Ensemble Expenses</b>        |                         |
| Music                           | 2.40                    |
| <b>Total Ensemble Expenses</b>  | 2.40                    |
| <b>Program &amp; Operations</b> |                         |
| Advertising                     | 244.00                  |
| Combined Choir Weekend          | 675.00                  |

01/07/17  
Cash Basis

**Rogue Valley Peace Choir**  
**Income Statement**  
July 2015 through June 2016

|                                       | <u>Jul '15 - Jun 16</u> |
|---------------------------------------|-------------------------|
| Events                                |                         |
| Social                                | 215.00                  |
| Events - Other                        | 81.87                   |
| <b>Total Events</b>                   | <u>296.87</u>           |
| Fundraiser Expenses                   | 104.50                  |
| Gifts                                 | 100.00                  |
| Insurance                             |                         |
| Liability Insurance                   | 250.00                  |
| <b>Total Insurance</b>                | <u>250.00</u>           |
| Licenses and Permits                  | 50.00                   |
| Office Supplies                       |                         |
| Advertising - nonPR                   | 57.00                   |
| NonMusic Printing                     | 45.27                   |
| Office Supplies & Expenses            | 80.49                   |
| <b>Total Office Supplies</b>          | <u>182.76</u>           |
| Postage and Delivery                  | 101.60                  |
| Professional Fees                     |                         |
| Accounting                            | 120.00                  |
| Bookkeeping                           | 345.00                  |
| <b>Total Professional Fees</b>        | <u>465.00</u>           |
| Rehearsal Hall Rent                   | 2,177.00                |
| Rehearsal Supplies                    |                         |
| Copyright/Music Fees                  | 1,414.87                |
| Music Printing                        | 427.04                  |
| Practice Recordings                   | 3,448.00                |
| <b>Total Rehearsal Supplies</b>       | <u>5,289.91</u>         |
| Retreat                               | 975.80                  |
| Taxes                                 | 25.00                   |
| Website                               |                         |
| Domain Reg & Hosting                  | 66.05                   |
| <b>Total Website</b>                  | <u>66.05</u>            |
| <b>Total Program &amp; Operations</b> | <u>11,003.49</u>        |
| T-Shirts                              | 650.00                  |
| <b>Total Expense</b>                  | <u>25,354.84</u>        |
| <b>Net Ordinary Income</b>            | -1,049.67               |
| Other Income/Expense                  |                         |
| Other Income                          |                         |
| Dividend                              | 26.17                   |
| Interest Income                       | 19.95                   |
| <b>Total Other Income</b>             | <u>46.12</u>            |
| <b>Net Other Income</b>               | <u>46.12</u>            |
| <b>Net Income</b>                     | <u><u>-1,003.55</u></u> |