



ON THE TABLE GRANT APPLICATION

I. APPLICANT INFORMATION

Applicant Name: Big Spring Park Subcommittee of the Downtown Planning Advisory Community, City of Versailles

Mailing Address: 196 South Main Street

City: Versailles

State: Kentucky

Zip: 40383

Staff Contact Name: Laura Dake

Phone Number: (859) 351-0460

Email Address: ldake@versaillesky.com

Organization EIN# 61-6001924 (if an organization applicant)

Type of Applicant (check the one that applies):

Tax-exempt 501(c)(3) charitable organization

School or unit of government

Individual

If Applicant is not a registered tax-exempt charitable organization, has it established a relationship with a fiscal sponsor? Yes: No:

For Applicants applying with a **Fiscal Sponsor**:

Fiscal Sponsor Organization Name: City of Versailles, KY

Fiscal Sponsor Mailing Address: 196 South Main Street

City: Versailles

State: Kentucky

Zip: 40383

Staff Contact Name: Brian Traugott

Phone Number: (859) 873-4581

Email Address: btraugott@versaillesky.com

Organization EIN# 61-6001924

II. PROJECT DETAILS (In a maximum of three pages, please include a description of your project. Be sure that the information you provide addresses following questions.)

- Project Title
- Of those identified by On The Table participants, which community issue does this project address?
- Executive Summary of Project (maximum 500 words)

- Total amount of funding requested
- Total project cost
- Provide a detailed description of the project for which you are requesting funding and explain how it addresses the particular community issue you have identified
- Who will be served by this project and how many will benefit?
- Explain the desired outcomes from the project
- How do you plan to measure and evaluate the overall success of the project?
- Explain how the proposed project will have a lasting impact on the community and be sustainable beyond an initial investment made by the Community Fund
- Identify the community partners who have been involved in the development of this proposal and how they will be part of its implementation
- Who are the key staff members, board members, and/or volunteers who will ensure the success of the project and what are their qualifications?
- What is the timeline for the proposed project?
- How will the full cost of the project be met? List all potential funders that the Applicant has approached specifically for this project and the request of each (indicate if the funding is pending or confirmed)

III. Required Documents

1. Project Budget – budget of the project that includes expenses, as well any anticipated revenue and in-kind support. Indicate what costs the requested funds will cover.
2. Letters of Support from Collaborating Organizations – provide letters from any Collaborating Organizations stating their agreed role or participation in the proposed project.
3. List of current Board Members* – provide a list of Board Members for the current fiscal year
4. Signed Statement from Fiscal Sponsor – If applying with a Fiscal Sponsor, provide a signed statement from the Fiscal Sponsor that outlines the established relationship with the Applicant.
5. Organizational Budget for the Current fiscal year* – provide a general operating budget with all income and expenses for the current fiscal year, along with year-to-date actuals
6. Financial Statements* – provide internally prepared income statement and balance sheet for the most recently completed fiscal year. Audited financial statements will be accepted, but are not required.

**If applying with a Fiscal Sponsor, this required documentation should be for that of the Fiscal Sponsor Organization.*

Submit completed application as a Word or .PDF file via email to woodfordcf@bgcf.org by Monday, October 1, 2018 at 11:59 pm.

For Questions, Contact:

Big Spring Park “Overlook”: Creating a Space for Community to Happen

Community Issue Addressed: Community Identity & Sense of Community

Amount Requested: \$5,000

Total Project Cost: \$15,000

See attached detailed budget.

Executive Summary: The Big Spring Park Subcommittee (also known as Friends of Big Spring Park) is proposing to build a 288-square-foot accessible deck with seating and cable railings in a hilly city-owned area above Big Spring Park (across Park Street) that we call “The Overlook.”

Our goals for The Overlook deck project include:

- 1) Creating a casual gathering space for use by the public;
- 2) Fostering community activities on or near the deck;
- 3) Creating a viewing area and a sense of connection with Big Spring Park;
- 4) Facilitating a future **physical** connection with Big Spring Park;
- 5) Encouraging the community to patronize downtown restaurants and other businesses by offering another seating option for eating, reading, sharing an afternoon with friends, etc.;
- 6) Channeling community spirit into a project with a clear beginning and end by using volunteer labor to prepare the area and build the deck structure;
- 7) Under the direction of an experienced volunteer “supervisor,” promoting an inclusive, multi-generational approach to volunteerism by using community members of all abilities and ages, including teens, to build the deck;
- 8) Continuing the effort to revitalize downtown Versailles, which we believe should include the Park and environs.

A little history... The Big Spring Park Subcommittee has been working for more than a year-and-a-half on small projects to improve the look and feel of downtown Versailles’ 17-acre gem, Big Spring Park. We have held clean-up events in conjunction with Earth Day, fun family events and Saturday morning yoga classes. We have created a monarch waystation, worked on a logo and ordered t-shirts to sell to raise funds.

At this time, however, we have not secured the go-ahead from the Woodford County Parks Board to ask the city and county for funding to pay for a plan for the park, so have begun making improvements to the city-owned area between the public library parking lot and Park Street. We have cleared out fallen branches and old construction debris and begun arranging the large, flat

stones that help channel the stormwater runoff from North Main in a more attractive way.

Because of this work, the idea for a deck was born.

The proposed deck will be a community effort both from a funding and building standpoint. In addition to volunteer labor, we have secured financial commitments – large and small – from many downtown businesses eager to help make downtown Versailles an enjoyable destination. In addition, AARP KY has a \$2,000 pledge pending because the project is appropriate for seniors and persons with disabilities. The deck is accessible (ramp) and has intergenerational relevance – equally important to AARP – because people of all ages can gather together to eat, talk and otherwise be in community.

We believe that creating a connection between downtown and Big Spring Park – a connection that will happen with community energy and support – will ultimately lead to further commitments for revitalization and engagement in this area. This will only help in making our community stronger and more vibrant, inclusive and healthier for everyone.

Description of Project: The Overlook deck project will consist of a 288-square foot platform made of eco-friendly, low-maintenance Trex® wood-composite material. (Trex® decking is made from 95% recycled materials, included reclaimed wood and sawdust as well as recycled plastic from many common household items, including grocery bags. A deck our size will contain about 80,000 recycled bags.) The deck boards' high-performance composite shell will resist rotting, staining and cracking, and any needed cleaning can be done with soap and water. A Trex® composite substructure will support the platform.

In addition to the deck, we will build seating from Trex® along part of the front edge of the platform overlooking Big Spring Park, as well as order a composite picnic table that can be secured to the deck for safety and to prevent theft. Where there is no seating along the front edge, an aluminum and stainless-steel cable railing system will be installed. The railing, of course, will prevent falls from the deck but will also provide greater visibility of the park, especially for people whose line of sight might be at or below the top rail. (See 10-page attachment with pictures of the area to be improved and sketches of the deck design and a single page with deck dimensions.)

Who will be served and how many will benefit? The deck will be open to the public. It will be accessible by a paved path (that will come off the library parking lot in a corner of the lot without parking spaces) and a low ramp, so older people or persons with disabilities may enjoy it. There are no firm numbers as to how many will benefit, but there are no limits either.

What are our desired outcomes, how will we measure success and how will the project have a lasting, sustainable impact on the community? Our number one outcome would be a completed

deck! And if what is completed is safe, attractive and built to specifications at or under budget, we will call it a success. Other desired outcomes include:

- 1) Regular use of the deck by the public;
- 2) Activities that happen because the deck is there, because we “created a space for community to happen.” (Examples might include taking wedding pictures; hammocking near the deck; holding a club meeting, reading books to a group of children, etc.);
- 3) Increased community during the building process and more interest in volunteering for future projects;
- 4) Interest in eventually building an accessible switchback path (and another deck or two on the way) down to Park Street.

Ultimately, success will be measured by the community’s interest in continuing what we started and rallying behind connecting downtown and Big Spring Park.

Finally, as mentioned, the decking material is meant to last with little maintenance required. Still, the City of Versailles has agreed to maintain it, and there is no reason to think that it will not be enjoyed by the community for many years, even decades.

Who are the community partners? Who will ensure the success of this project? On pages 9 and 10, there is a long list of people and organizations who have offered their support in making this project a reality. Also attached are letters from most of them outlining their support.

The Big Spring Park Subcommittee is partnering with:

- 1) The City of Versailles (mainly the Public Works Department) to provide advice and assistance related to safety and engineering, as well as continued maintenance of the deck;
- 2) element design landscape architecture (Lexington) for design sketches of the desk;
- 3) Steeplechase Centre for easement for land needed to build an accessible path;
- 4) AARP KY for financial support;
- 5) Downtown Versailles merchants for financial support (14 confirmed and eight pending so far).

The key people who will oversee this project are members of the Big Spring Park Subcommittee who will work in coordination with the City of Versailles’ Public Works Department and the mayor. Paul Schreffler, who is retired from KCTCS, will serve as the project’s volunteer supervisor based on his years of construction experience. Other volunteers besides subcommittee members are members of the Versailles Fire Department and young people and adult mentors volunteering on behalf of the #loveBIGfoundation, inc. and local Boy Scout Troop #14.

PROJECT TIMELINE

| Month | Scheduled Activities |
|--------------------------|---|
| Nov-Dec 2018 | Receive WCCF grant award. Collect financial pledges. Finalize deck design. |
| Jan-Mar 2019 | Assemble materials order. Order materials and store them. Schedule volunteers to clear out area intended for the deck platform. Clear out area (vegetation removal; minor grading, as needed). Assemble construction teams (match people with building experience with people with less experience). |
| Apr-June 2019 | Create flow chart of construction activities to maximize efficiency. Schedule construction teams. Begin substructure and deck construction with completion planned for June. Complete cable railing construction. Complete seating construction. |
| July 2019 | Put finishing touches on anything related to the deck that was not completed by the end of June. Clear area intended for short, wheelchair-accessible path leading to ramp. Pour asphalt for path. (Big Spring Park Subcommittee fundraising efforts will provide funding for the path, which is not part of this grant request.) |

III. Required Documents

1. PROJECT BUDGET

Out of a total project cost of \$15,000, we are requesting \$5,000 from the Woodford Community Fund.

EXPENSES (estimates based on current design dimensions using commercial-grade materials):

Deck: Trex® Enhance Decking plus Trex® Elevations (substructure)

288 sq feet at \$20.22 per sq foot: **\$5,823**

Trex® is an eco-friendly composite deck material made from 95% recycled wood and plastic film.

Seating: Trex® Enhance Decking (no substructure)

24 sq feet at \$16.25 per sq foot: **\$390**

Secured picnic table w/ seats: **\$900**

Railing: SC&R (Stainless Cable & Railing) Aluminum Cable Railing System. Includes aluminum posts and components; stainless steel cable and fittings and aluminum top rail and components.

14 linear feet at \$60 per foot: **\$840**

Labor: Est. **\$7,000**, not including architect sketches and city personnel oversight

Total Cost: **@\$15,000**

ANTICIPATED REVENUE AND IN-KIND SUPPORT

Community Financial Support:

AARP KY: \$2,000 (pending)

Downtown Merchants' Total Pledges: \$ 610 (confirmed)

 \$ 390+ (pending)

Total Financial Support: **\$3,000**

In-kind Support:

Element Design Landscape Architects (Lexington, KY) for deck design and sketches

City of Versailles for general oversight of work (approve design; ADA-compliant; safety checks)

Kite Riddle Holdings, LLC dba Steeplechase Centre (perpetual easement or title transfer of land owned by Steeplechase Centre that is needed to build an accessible path)

Labor provided by:

Members of the Big Spring Park Subcommittee (@15 people)

Members of the Versailles Fire Department

#loveBIGfoundation, inc.

Big Scout Troop #14

Total Value of Volunteer Labor: **\$7,000**

Total project: \$15,000

Total financial and in-kind support: (\$10,000)

Total amount requested from WCCF: \$5,000

2. LETTERS OF SUPPORT FROM COLLABORATING ORGANIZATIONS AND HOW THEY WILL BE PART OF THIS PROJECT'S IMPLEMENTATION

Letters are attached from most of the following organizations / entities:

- 1) element design landscape architecture + engineering + planning** (providing in-kind design sketches of the deck)
- 2) Alex Riddle / Kite Riddle Holdings, LLC** (easement or title transfer of land needed for accessibility)
- 3) AARP KY** (financial contribution)*
- 4) Downtown Merchants** (financial contributions)
- 5) Versailles Fire Department** (volunteer labor)*
- 6) loveBIGfoundation, inc.** (volunteer labor)
- 7) Boy Scout Troop #14** (volunteer labor)

*Verbal commitment.

3. GOVERNMENT ORGANIZATION CHART (in lieu of current Board Members)

City of Versailles / Downtown Planning Advisory Committee / Big Spring Park Subcommittee

Mayor: Brian Traugott

City Council:

| | |
|--------------------|------------------|
| Mary Ellen Bradley | Kenneth Kerkhoff |
| Michael Coleman | Ann Miller |
| Laura Dake | Owen Roberts |

Downtown Planning Advisory Committee (set up by Executive Order of the Mayor in February 2017):

Laura Dake, Chair

| | |
|---------------|----------------|
| Maria Bohanan | Tim Middleton |
| Kyle Fannin | Cathy Noel |
| Brad Fister | Debbie Sexton |
| Mike Hall | Susie Stivers |
| Lisa Johnson | Christa Stoudt |
| David Ladnier | Brian Tremain |

Big Spring Park Subcommittee:

Laura Dake and Christa Stoudt, Co-chairs

| | |
|----------------|-----------------------|
| Tom Brown | Glenn Graetz |
| Lillie Cox | Mary Katherine Graetz |
| Bill Dake | Joe Graviss |
| William Downey | Sandra Leach |
| Beth Elvidge | Tim Middleton |
| Larry Escaloni | Rich Pictor |
| Robin Espinosa | Jackson Watts |

Paul Schreffler, Volunteer Project Supervisor

4. SIGNED STATEMENT FROM FISCAL SPONSOR

See attached letter from Brian Traugott, Mayor, City of Versailles.

5. ORGANIZATIONAL BUDGET FOR THE CURRENT FISCAL YEAR

The FY2019 budget for the City of Versailles can be found at:

<https://versailles.ky.gov/government/Documents/2018-2019%20Budget%20FINAL.pdf>

6. FINANCIAL STATEMENTS

A monthly report is provided to the Mayor and City Council as a revenue and expenditure tracking tool for the current fiscal year budget. The report ending 8/31/18 can be found at:

<https://versailles.ky.gov/government/Documents/Budget%20Status%20Report%202018-08-31.pdf>

The most current audited financials (2017) can be found at:

<https://versailles.ky.gov/government/Audits/2017%20Audit.pdf>