



ON THE TABLE GRANT APPLICATION

I. APPLICANT INFORMATION

Applicant Name: COUNCIL OF NEIGHBORHOOD ASSOCIATIONS – WOODFORD COUNTY, INC.

Mailing Address: conawci@gmail.com CONA-WC · 315 S Main St ·

City: Versailles State: KY Zip: 40383-1416

Staff Contact Name: Julie Buchanan - Secretary

Phone Number: 859-539-3438 Email Address: julie_jbs@windstream.net

Organization EIN# NOT YET RECEIVED (if an organization applicant)

Type of Applicant (check the one that applies):

- Tax-exempt 501(c)(3) charitable organization (**will be applied for**)
 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: **Woodford Forward**

Fiscal Sponsor Mailing Address: **103 East Main Street Suite H**

City: **Midway** State: **KY** Zip: **40347**

Staff Contact Name: **Chase Milner**

Phone Number: **859-846-4033** Email Address: chasemilner@woodfordforward.org

Organization EIN# **47-2391313**

Strengthening Community Through Neighborhood Associations

Executive Summary of Project (99 words)

CONA-WCI is where all the Neighborhood and Homeowners Associations in Woodford County come together to share ideas, experiences, information, opportunities and challenges. Our vision is “To build a great community one neighborhood at a time,” and our mission is “To enhance the sense of community and support strong and vital Neighborhood and Homeowners Associations by providing programs, and services that encourage engagement, advocacy, networking, and collaboration.” This project will support the impact of CONA-WCI by supporting the establishment of a Neighborhood Enhancement Fund dedicated to supporting member association projects focused on enhancing the quality of life in their area.

Total Project Cost: \$2,250

Amount Requested: \$2,250

Timeline of project (See attachment)

Goals of the project

The Council of Neighborhood Associations– Woodford County Inc. (CONA-WCI) intends to:

- 1) increase the sense of community throughout the county by identifying existing Neighborhood and Homeowners Associations and bringing them together to share and discuss similarities in the issues or concerns they have in their local communities and the County as a whole;
- (2) serve primarily as an information sharing group by disseminating timely and accurate news affecting neighborhoods, providing information on foundation and other grants available to neighborhood associations;
- (3) serve as a collective voice for association members before the government for matters important to our neighbors, and
- (4) provide small project grants to Neighborhood Associations and Homeowners Associations for the benefit of all their neighbors.

How we'll accomplish our goals

The Boards of Directors of Homeowners Associations and Neighborhood Associations are a valuable resource for strengthening the sense of community. They are accessible, direct points of contact to diverse populations across our County. The hard work in building community is *communication* and these Neighborhood and Homeowners Associations have already established this important infrastructure at the local neighborhood/subdivision level.

Coordinating these grassroots neighborhood groups can help everyone in the county know and understand their neighbors better as well as the interests of residents throughout the county.

The next step is to bring the HOAs and NAs leadership together for a broader conversation about the concerns, needs and wants of their residents. CONA-WCI is a structure for representatives of all the HOAs and NAs in Woodford to come together to build more positive county wide connections. We will model our programs and services on the Fayette County Neighborhood Councils' programming which includes information on available grants, technical assistance as well as speakers who help support the interests of individual HOAs and NA's.

To date we have identified 24 existing (13) or lapsed (11) NA's and HOA's in the county. In order to strengthen existing and nurture the development of new NA's and HOA's, CONA-WCI will:

- Assist in the development of information and educational materials on the value of Neighborhood Associations and Homeowners Association for their members.
- Serve as an on-line information center/resource for Neighborhood and Homeowner Associations in Woodford County.
- Offer access to speakers who can present to an association member meeting.
- Provide technical assistance on establishing a new Neighborhood Association or training for existing association Boards.
- Provide examples of member benefits and provide a platform for Woodford County Neighborhood Associations and Homeowner Associations to partner on benefits.
- Illustrate the kinds of member programs they can offer to build a stronger sense of community within their association, provide a higher level of neighborhood safety, and host activities for families and youth.
- Serve as a communication center for the NA's and HOA's in Woodford County to share information on association activities and events.
- Organize regularly scheduled opportunities for representatives of member Associations to have informed discussions with city and county officials.
- Offer small grants to member Neighborhood and Homeowners Associations to help fund neighborhood improvement projects.

The all-volunteer CONA-WCI Board of Directors (see attachment) brings a diversity of experience with Homeowners Associations, community development, organizational management and social media. The first organizing meeting was in April 2018, and since then, Articles of Incorporation and bylaws have been adopted, election of Board members and officers has occurred, and working committees appointed.

Who will be served by this project and how many will benefit?

Directly served will be the residents of Neighborhood and/or Homeowner Associations in Woodford County whose associations become members of CONA-WCI and thereby access the technical assistance, programs and services of CONA. In addition, directly served will be the residents of the Neighborhood and/or Homeowner Associations that apply for and receive CONA small grants for projects to enhance the quality of life in their neighborhoods.

Indirectly, served will be residents, businesses and other local organizations in Woodford County who will live in a community with stronger social relationships, a greater willingness to engage in civic service, and local businesses with more activity due to community projects.

Funding

CONA-WCI is requesting \$2,250 from the Woodford County Community Fund. Project funds will be used for:

\$ 250 Develop brochures/ handouts explaining the benefits Neighborhood Associations and Homeowner Associations as well as the benefits of CONA-WCI.

\$2,000 Establish a *Neighborhood Projects Fund** to provide grants

*Future and ongoing funding will come from member association dues, sponsorships, new grants, and fundraising.

Outcomes

A successful grant to CONA-WCI would lead to:

- A decrease in the number of inactive Neighborhood Associations in Woodford County.
- An increase in the number of Neighborhood Associations in Woodford County.
- Annually, a meeting with city officials (Midway and Versailles) and county officials hosted by CONA-WCI.
- An increase in the number of CONA-WCI member Neighborhood and/or Homeowner Associations.
- Changes in the quality of life components of NAs and/or HOAs through the implementation of CONA-WCI grants.
- A heightened sense of community in all neighborhoods throughout the county.

Evaluation of outcomes

- Track the number of existing NA's and HOA's that become members (pay membership dues and appoint a representative to the Board) of CONA – WCI.
- Increase the number of active Neighborhood Associations in Woodford County by two associations.
- Creation and implementation of a process for evaluating and distributing small grants to Neighborhood and Homeowner Associations.
- Use of an online survey to assess residents' perceptions of the changes in their subdivision or residential area following implementation of the small grant project.

Sustainability of impact

As the number of member associations in CONA-WCI grows, the income derived from dues will increase. It is the intention of CONA-WCI to co-sponsor fundraisers with member associations and split the income derived from these with them. As the evaluation of the small grants funded by WCCF occurs we will be able to gather data demonstrating the effectiveness of the small grants. This information will be used to prepare new grants to foundations to support more targeted projects by member associations. It is our belief that like so many other councils of neighborhood associations around the nation, we will become self-sustaining within 3 to 5 years, enabling us to continue to enhance the quality of life in our county by strengthening the vitality and civic engagement of Neighborhood and Homeowner Associations.

Community partners

We have requested continued partnership with Woodford Forward, which administratively supported the establishment of CONA-WCI. Woodford Forward will serve as our fiscal agent and continue to advocate for the importance of Neighborhood and/or Homeowner Associations and for these organizations joining together for collaborative projects to enhance the quality of life in the community.

Attachments:

- A: Timeline for project
- B: List of existing and dormant Neighborhood and/or Homeowner Associations
- C: CONA-WCI Board of Directors
- D: Fiscal Sponsor – Woodford Forward Foundation, Organizational budget

**Attachment A
PROJECT TIMELINE**

Month	Activity
1 - 2	<p>Awarding of WCCF grant</p> <p>Develop technical assistance materials</p> <p>Develop informational marketing materials for CONA-WCI</p>
2 - 3	<p>Invitations to existing Neighborhood and Homeowner Associations to become members of CONA-WCI issued with new marketing materials</p> <p>Finalize the list of defunct and potential Neighborhood Associations to contact to arrange for small meetings to discuss the assistance CONA-WCI can provide to initiate consideration of an active Neighborhood Association.</p> <p>Preparation of announcement of availability of small grants (maximum of \$250) to connect access to grants through membership in CONA-WCI</p>
3 - 4	<p>Send announcement of small grants to known Neighborhood and Homeowner Associations in Woodford County and advertise on Voices of Versailles, Midway Musings, and in the Woodford Sun</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p>
4 - 6	<p>As needed, provide technical assistance to member associations in the preparation of their small grant applications</p> <p>Award small grants</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p>
6 - 8	<p>Begin planning a fun fundraising event for CONA in collaboration with member associations and other community partners</p> <p>Begin planning a CONA-WCI sponsored meeting with city and county officials</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering</p>

	establishing a Neighborhood Association
8 - 11	<p>Host a CONA speaker event</p> <p>Begin identifying partners for a fundraising fun event</p> <p>As needed, provide assistance to associations that received small grants</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p>
11 - 14	<p>Continue planning the fun fundraiser</p> <p>Conduct a check-in with small grant recipients to assess progress on their projects</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p>
15 -17	<p>Finalize preparations for the fundraising event</p> <p>Finalize and distribute the evaluation instrument for the small grants</p> <p>Host the fun fundraising event</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p>
18 - 20	<p>Host the CONA-WCI meeting with city and county officials</p> <p>Close out of the small grants with receipt of short summary of accomplishments from recipients</p> <p>Begin planning a CONA speaker event</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p>
20 - 22	Host a CONA speaker event

	<p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p> <p>Begin evaluation of small grant outcomes</p>
22 - 24	<p>Complete evaluation of small grant outcomes</p> <p>Continue recruitment of member associations</p> <p>Continue seeking opportunities to work with neighborhoods on considering establishing a Neighborhood Association</p>

Attachment B

List of Potential Homeowner/Neighborhood Association Members of CONA-WCI

Existing Homeowner/Neighborhood Associations in Woodford County (13)

Cedar Ridge Homeowners Association
Derby Hill
Edmunds Crossing
Helmsley
Lanes View
Morgan Street Neighborhood Association
North Ridge
Pisgah
Shire
Stourbridge I Homeowners Associations
Stourbridge II Homeowners Associations
Sugar Tree
Sycamore

Establish or re-invigorate the following neighborhood associations (10)

Clifton - McCracken
Glen Haven
Gaybourne
Lexington-Frankfort Scenic Corridor Association
Midway Neighborhood Association
Millville NA
Mortonsville
Nonesuch NA
Shore Acres/Little Germany
South Woodford Neighborhood Association
Troy

Attachment C
Council of Neighborhood Associations – Woodford County, Inc.

Board Members

Mike Adams – Chair

Space and Facilities Coordinator, Facilities Planner - University of Kentucky

(Lanes View Neighborhood)

Mike is the current President of Lanes View Subdivision, is a member of the Woodford County Fiscal Court's County Ordinances Review Committee, and Past Vice-Chair of Prall Town, Lexington, Kentucky. He has lived in Woodford County for 23 years. Mike is also a Senator on the University of Kentucky Staff Senate; is the current Chair of the Election Committee, University of Kentucky Staff Senate, and is Past Chair, University of Kentucky Staff Senate.

"I have been active in both the Lexington and Woodford County communities due my position with UK and as a Vice-Chair of a Neighborhood Association. In those roles, I have worked with Lexington City Councilpersons and Mayor's office on important related issues. Seven years ago I joined my homeowners association and began focusing on local issues that affect my subdivision and helping neighbors with their concerns. This led me to serve on the County Ordinances Review Committee. I believe that we need to have a collective voice in speaking with our county/city leaders about concerns of our individual neighborhoods. I feel CONA-WCI can be that voice."

Dan Rosenberg – Vice Chair

Owner, Rosenberg Thoroughbred Consulting

(Pisgah Neighborhood)

Dan is currently serving as Chairman of the Woodford Sense of Community Committee, formed in response to the findings of the *On the Table* conversations that took place in Woodford County. He has lived in Kentucky since 1973 and in Woodford County since 1978. As President of Three Chimneys Farm for 30 years, and as a longtime county resident, he has established strong connections in the local community and throughout the equine and business worlds. Dan is an active volunteer and continues to serve on the Boards of numerous non-profits.

Tom Brown - Treasurer

Retired Mechanical Engineer

(Clifton Neighborhood)

Tom has lived in Woodford County for 35 years. He has an advanced degree in Mechanical Engineering from the University of Florida. His 33 year career with IBM and Lexmark (in Lexington) included automated robotic assembly design, environmental engineering and compliance, product design, and project management.

Tom is married to Debra H. Dawahare, and is a former president of the Clifton-McCracken Neighborhood Association, former president of the Woodford Coalition and current treasurer for both the Woodford Coalition and CONA-WCI.

Tom would like to see improved processes within local government, a greater appreciation for the natural beauty of this region, greater citizen engagement and progress on the design and implementation of the *Bluegrass Tomorrow* plans for biking, hiking, horseback and waterway trails network.

Julie Buchanan - Secretary
Assistant Director, New Editions Gallery
(Shore Acres Neighborhood)

Julie has worked in the Arts since the 1980's. She is Director Emeritus of The American Academy of Equine Art, a founding member of The Art Village and annual *Art In The Park* event. She was co-owner of Raintree Gallery & Framing and has worked for Collector's Gallery, Cross Gate Gallery, Headley-Whitney Museum, and Lexington Musical Theatre.

As a nationally licensed CFRE-*Certified Fund Raising Executive*, Julie spent 4 years as a consultant to Kentucky nonprofits coaching them in membership drives, capital and endowment campaigns, long range planning, grant research and writing, and board building.

Julie has served on the Versailles Abandoned and Blighted Property Commission and on 4th of July and Twilight Festival committees. She and her husband John live on the Kentucky River with their critters, adjacent to the Buckley Wildlife Sanctuary where they grow their own organic food and continue to work towards a 100% sustainable lifestyle.

Jenifer Chandler
(Pisgah Neighborhood)

Jennifer Chandler is a lifelong Kentuckian. She holds a B.A. in Communications from the University of Kentucky. Having spent her career in state government, Jennifer served as public information officer with the Administrative Office of the Courts, Executive Director of State Grants with the Department for Local Government, and Deputy Executive Director of the Office of Budget and Fiscal Management with the Kentucky Transportation Cabinet, from which she happily retired 2012. She now manages the family farm, which produces soybeans and corn, and grazes cattle.

Jennifer has served as Treasurer for an HOA in Louisville. She is currently a ruling elder at Pisgah Presbyterian Church, and volunteers her time working with refugees. Jennifer strongly believes that a healthy balance of rural and suburban lifestyles help make Woodford County a uniquely attractive and strong community.

Laura Dake
Community Partnership Liaison with Bluegrass Care Navigators
Versailles City Council
(Main Street, Versailles)

Laura Dake is Community Partnership Liaison with Bluegrass Care Navigators (previously Hospice of the Bluegrass). Prior to moving to BCN, Laura served 11 years with ITN*Bluegrass*, [six as Executive Director], a nonprofit that provides transportation to people 60+ and adults with visual impairments in Fayette County. Laura is also serving on the Versailles City Council in her first term. She chairs the Downtown Planning Advisory Committee and sits on the Streets and Stormwater Committee. Laura has more than 20 years of training facilitation and course development experience. She was a contract trainer with Bluegrass Community and Technical College's Workforce Solutions office, where she developed and taught courses for Toyota, Corning, and Kentucky Utilities, among many others.

Laura has advanced degrees from the University of Michigan and George Mason University. She is a member of the Lexington Lions Club; a board member on the Council of Neighborhood Associations – Woodford County; a

volunteer community educator for the Alzheimer's Association; and a tutor in an afterschool program for English language learners. She is a longtime member of Versailles Presbyterian Church.

Laura is married to Bill, a family physician at HealthFirst Bluegrass, and has three children: two daughters in college and a son who is at Army boot camp at Fort Jackson, SC.

Joyce M. Evans

Biomedical Scientist, Biomedical Engineering, University of Kentucky

(Midway)

Joyce has lived in Midway since 1968 when she and her husband moved there to complete their graduate studies at the University of Kentucky. She has 3 adult children. Joyce is a committed community activist going back to her involvement in Vietnam War protests. Joyce continues to volunteer for many worthwhile community based projects: Midway Renaissance, Francisco's Farm, Kentucky River Watershed Watch, two Midway Community Development Block Grants, Midway Area Planning Society, Woodford County Visioning, Town and Country planning charrettes, Woodford County Human Rights Commission and various projects devoted to preserving the rural nature of our area.

As I approach retirement from UK, I look forward to working to enhance living conditions for all citizens of Woodford County.

Lorraine (Lori) Garkovich

Professor and State Extension Specialist

(McCowans Ferry Neighborhood)

Lori Garkovich holds a B.A., M.A. and Ph.D. in Rural Sociology from the University of Missouri-Columbia. Dr. Garkovich joined the faculty of the University of Kentucky in 1976. She retired in July 2018 as a Professor and State Extension Specialist from the Dept. of Community and Leadership Development.

Dr. Garkovich's Extension specialty areas included strategic planning, community/economic development, leadership development, nonprofit board development, volunteer recruitment and management and, socio-demographic trend analyses.

Christa Stoudt

Voices of Versailles, LLC.

(The Village Neighborhood)

Christa is the Founder and coordinator of Voices of Versailles. She is a 25 year resident of Kentucky and has lived in Versailles for the last 11 years. Christa earned her BA in Architecture from the University of Kentucky in 2001. She is married to WCHS graduate Kyle Stoudt, has two beautiful daughters, and is the keeper of a Great Dane. Christa is also an avid gardener, problem solver, people watcher and community builder.

Attachment D
Woodford Forward Foundation Organizational Budget

Woodford Forward Foundation (501c3) FY2019 Approved Budget 1-Oct-18			
Date	Programmatic Expenditures	Estimated Amount	Memo
	Sponsorships		
Jan 2019	WF Membership Dinner at SPARK Cafe	\$ 6,198.00	SPARK Community Cafe
	Subtotal	\$ 6,198.00	@ 16% of budget
	Community Outreach & Education Expenses		
	COCS Woodford County Study Update	\$ 10,000.00	UK - CEDIK (Requires Grant Support)
	Subtotal	\$ 10,000.00	@25% of budget
	Operational Expenses		
	Administrative Expenses	\$ 19,500.00	
	Rent Payment	\$ 600.00	2 months (\$300.00)
	Windstream Payment	\$ 474.00	2 months (\$237.00)
	Bank Charges	\$ 65.00	
	Postage	\$ 20.00	
	Printing	\$ 500.00	
	Insurance	\$ 793.00	
	Subtotal	\$ 21,952.00	@56% of budget
	Fundraising Development		
Early Nov.	Year End Annual Appeal Mailing	\$ 500.00	
	Subtotal	\$ 500.00	@0.01% of budget
	Total Estimated Expenses	\$ 38,650.00	
	Requested Grant Income	\$ 35,000.00	
	FY2019 C3 Approved 6 month Budget	\$ 3,650.00	(less grant income)
	<i>Actual FY2018 (C3) Total Income</i>	<i>\$25,293.66</i>	

Woodford Forward Foundation Inc. 501(c)(3)
PROFIT AND LOSS
June 1 – October 1 2018

	TOTAL
Income	
Other types of income	
Miscellaneous revenue	77.23
Total Other Types of Income	\$77.23
Woodford Forward, Inc.	6,254.11
Total Income	\$6,331.34
GROSS PROFIT	\$6,331.34
Expenses	
Contract Services Admin Fees – CEO	13,500.17
Total Contract Services	\$13,500.17
Facilities and Equipment - Rent, Parking, Utilities	300.00
Total Facilities and Equipment	\$300.00
Operations	
Bank Charge	30.00
Books, subscriptions, reference	52.50
Telephone, telecommunications	237.15
Total Operations	\$319.65
Total Expenses	\$14,119.82
NET OPERATING INCOME	\$-7,788.48
NET INCOME	\$-7,788.48

WOODFORD FORWARD FOUNDATION, Inc. 501(c)(3)
BALANCE SHEET
As of September 27, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Community Trust x 7098	2,462.56
Total Bank Accounts	\$2,462.56
Accounts Receivable	
Accounts Receivable	-5,000.00
Total Accounts Receivable	\$-5,000/00
Other Current Assets	
Undeposited funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$-2,537.44
TOTAL ASSETS	\$-2,537.44
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Unrestricted Net Assets	5,865.80
Net Income	-8,403.24
Total Equity	\$-2,537.44
TOTAL LIABILITIES AND EQUITY	\$-2,537.44