

## Fiscal Sponsorship Application Form (*Amended 5/24/17*)

(See Appendix A for Instructions)

Proposing Entity: Hayhurst Neighborhood Association

Oregon Corporate Registration #: N/A

Mailing Address: %SWNI, 7688 SW Capitol Highway, Portland OR 97219

Contact Name: Janet Hawkins

Contact Phone Number: 503-244-7703

Contact Email: janetchawkins@msn.com

List of your Executive Director and Officers:

Janet Hawkins, Chair

Carolyn Rundorff, Treasurer

Gary Hoselton, Secretary

**Name of Account and Project Description:**

Hayhurst NA Sign Topper Project 2017-18

Hayhurst Neighborhood Association decided at our July 10, 2017 meeting to fully support a Sign Topper Project in 2017-18. The purpose of the project is to place sign caps at prominent street intersections in the Hayhurst neighborhood. The design, which shows a cow and a rose, will help identify the neighborhood's early history as an area of dairy farms.

We propose to begin our fundraising efforts at our National Night Out Party, which will be held on Tuesday, August 1, 2017. We will have an information table staffed by volunteers and a design of the proposed sign topper for neighborhood residents to view.

We will plan to collect donations that are made on-site on August 1<sup>st</sup> and at other neighborhood events in the upcoming months. We will provide written receipt to those who donate with cash versus check and deliver those receipt records to the SWNI Office for accounting purposes.

Costs for the sign toppers are still in an estimate stage, but we anticipate that at approximately \$31/each for an order of 20 or more. We will also have expenses of \$75/each for PBOT to install the sign toppers. These costs are reflected in the budget figures below.

Proposed Project Start Date: 8/1/17

Designated Project Managers:

- 1) Janet Hawkins, Hayhurst NA Chair
- 2) Leslie Hammond, SWNI Board Member
- 3) Alex Cousins, Neighborhood Resident

Applicant's Signature Janet Hawkins Date 7/25/17

Approved by SWNI Board

on: \_\_\_\_\_

Expense Line Item	Dollars Budgeted	Cash & In Kind Donations
Professional Services [PBOT Sign Installation @ appx. \$75 per sign topper x 20 sign toppers	\$1,500	\$1,500
Technical Services (i.e., website development/maintenance)		
Utilities	0	
Meeting Space Rental Fees	0	
Supplies	0	
Tools and Equipment	0	
Refreshments	0	
Printing	0	
Postage and Shipping	0	
Other		
Production Costs for 20 Sign Toppers @ \$31/each	\$620	\$620
TOTAL BUDGET	\$2,120	\$2,120

APPENDIX C

SAMPLE BUDGET WORSHEET

\*In-Kind donations will include volunteer time preparing communication materials, printing and distributing written materials, and managing electronic communications,

