



Carson City, A Consolidated Municipality

Application for

Community Support Services Funding
Fiscal Year 2010-2011

Name of Organization: Greenhouse Project

Amount Requested: \$40,000

Contact Person: Karen Abowd, President

Mailing Address: 963 Topsy Lane STE 306-381

City: Carson City State: NV Zip Code: 89701

Phone Number: 775-232-8626 E-mail: karenabowd@msn.com

501(c)3 Taxpayer I.D. Number: 27-0689431

Date Submitted: 2/23/10

Please mail completed application and attachments to:
Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701

Carson City Community Support Services
APPLICATION FOR GRANT FUNDS
Fiscal Year 2010-2011

Organization Information

1. What is the overall purpose or goal of your organization?

Mission - The Greenhouse Project is a non-profit Nevada Corporation whose mission is to establish and sustainably operate a community-based greenhouse providing education in agriculture, horticulture, and "green" methods of growing produce and flowers.

Vision - The Greenhouse Project provides educational and vocational opportunities for students, youth groups and special needs individuals in a garden setting and serves as a year-round source of locally-grown agricultural and horticultural products for the Carson City community. The greenhouse operations rely on renewable energy sources for power and use ecologically sustainable growing methods to cultivate vegetables and bedding plants. The Greenhouse Project is a non-profit organization that exists to establish and operate a community based greenhouse in order to supply food to local food banks and to provide educational opportunities to youth on sustainable food production and nutrition.

2. How long has your organization been in existence? 1 Years Months

How long has your organization been in Carson City? 1 Years Months

3. Describe in general the activities or services of your organization:

The Greenhouse Project non -profit facilitates the purpose and goal listed in #1 above through developing partnerships, fundraising and applying for and managing grants, endowments and other funding mechanisms for the community greenhouse project.

4. How many people do you intend to serve during this Fiscal Year 2010-2011?

of Youth 3000 # of Adults 740 # of Seniors a portion of the
adult # will be seniors.

5. How many people served this Fiscal Year 2010-2011 will be Carson City residents?

of Youth 3000 # of Adults 740 # of Seniors same as above

6. How many paid employees/volunteers does your organization employ?

of full-time employees ONE will be employed once the greenhouse facilities are in
place. # of part-time employees 0.

7. Percentage of organizational funds to be utilized for administrative costs (i.e., salaries, travel, training, etc): less than 5%

8. Describe how your organization is managed and governed (i.e., Board of Directors).

Board of Directors:

Terms ending October 2010:

1. Janette Bloom of JMB Consulting LLC; Treasurer
2. Laura FitzSimmons of Laura FitzSimmons Law Office; member at large
3. Jennifer Scanland of NV Division of State Parks; member at large
4. Ben Steele of Steele & Associates LLC; Financial Officer

Terms ending October 2011:

1. Karen Abowd of Karen Abowd Art and Design; President
2. Mark Lopiccolo of Lopiccolo Construction; Vice President
3. Doug Stewart of St. Theresa's Church; secretary
4. Eric Abowd of Abowd & Rose Financial Group; member at large

9. Please provide information on your Executive Board members or contact person:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
Karen Abowd	President	775-232-8626

Program/Proposal Information

10. Amount of funds requested? \$ 40,000
11. Purpose of Program/Proposal: Describe the program/proposal, target population, number to be served, what the grant will specifically fund. Explain your organization's qualifications to deal with the issue.

This project will establish and operate a community-based greenhouse and outdoor educational community garden. This grant requests \$40,000 to purchase the greenhouse kit and associated components. The rest of the project is being funded from several pending state, federal grants and non-profit cash and in-kind services. The total project is over \$300,000.

This project will also give children and youth a place to be after school to learn a new vocation or life skill to increase their knowledge: nutrition, how to grow their own foods etc. Learning how to be healthy, hands-on!

Like Carson City, we are committed to collaboration to reach our goals; we rely upon it! This assistance will kick off the greenhouse project which has already shown, by public participation in the planning and fundraising activities, to be a community-wide project. To date, fundraising efforts have produced \$17,000 in donations and an additional single pledge of up to \$50,000 to match other donations or grants. Volunteer labor has also been pledged for the construction of the greenhouse and related work. The board and the action committee are professionals the field of horticulture, agriculture, law, arts, marketing, business, grants administration, parks and recreation. The phase of the project alone will approximate \$40,000. The additional match for this project is secured in the form of cash and in-kind construction services.

The total community greenhouse project includes the purchase and construction of a commercial sized greenhouse and all associated improvements on the Carson City High school property under lease to the TGP. It includes walking paths which are ADA accessible and an outdoor educational garden. This project has the potential to produce 4500 lbs. of produce; 90% of the produce going to local food banks. This is expected to provide 1/3 of the Ron Wood food banks current need (3,000 people per month). 10% goes to the culinary Carson High program. 36,740 people, mostly children and youth could benefit per year. It is projected that the Greenhouse will produce 400 pounds of produce per month and will donate 90% of the produce grown to local food banks and pre-qualified LMI individuals; the other 10% will be donated to the Carson High programs.

Student participants in the educational/vocational programs in the greenhouse are expected to mirror the demographics of the Carson City School District. The District's Accountability Report for 2008-2009 includes statistics that 37.5% (2,974) of the district's students qualify for the free/reduced lunch program. School District representatives indicate that Carson High's numbers for the free/reduced lunch program at 19.8% (469) are well below the districts' other schools because students are unwilling to apply for the program. Eagle Valley Middle School is on the other end of the scale with 77.0% (438) qualifying. At least 200 students are expected to participate in the educational/vocational programs. Verification of 51% LMI will be based on Carson City School District's demographic statistics. To ensure that this number is met, the educational programs will target students at Eagle Valley Middle School, where the

student population is 77.0% LMI. In addition, high school students will be urged or required to qualify for the free/reduced lunch program in order to participate. At least 51% of the work-study students hired will qualify for the free/reduced lunch program.

12. Goals, Objectives & Measurable Outcomes: The events and/or services must assist the City to fulfill its vision statement and accomplish one or more of the City's Goals. Please indicate which goal(s) will be met. Clearly state measurable outcomes of the project. Tell how you propose to achieve the outcomes of the project in terms of specific activities, including a timetable (proposed starting date and duration of the project):

A Healthy Community:

Through these programs students will cultivate and manage distribution of vegetables for high school culinary classes and local food banks and will produce flower baskets to be used for the downtown Carson City corridor. The high school will use the herbs and vegetables in their culinary classes as well, therefore teaching children and youth the importance of fresh vegetables in their diet.

Production records will be kept by the Greenhouse Manager to verify the total amount of crops grown. Produce donations will be verified by the recipients with a receipt indicating the weight or amount of produce received and the date of receipt. Cost savings will be verified by the recipient food bank. Increases in the availability of fresh produce will be verified by the recipient food bank.

Supply: This project has the potential to produce 4500 lbs. of produce; 90% of the produce going to local food banks. This is expected to provide 1/3 of the Ron Wood food banks current need (3,000 people per month). 10% goes to the culinary Carson High program. 36,740 people, mostly children and youth could benefit per year. It is projected that the Greenhouse will produce 400 pounds of produce per month and will donate 90% of the produce grown to local food banks and pre-qualified LMI individuals; the other 10% will be donated to the Carson High programs.

Education and an active and engaged community:

This project is agriculture based and all activities therefore promote science, math, reading and writing as well as hands on problem solving. These basic tenants of education will directly promote healthy lifestyles for all involved.

The greenhouse will serve as a teaching facility for hands-on training programs that emphasize environmental stewardship, civic engagement and academic achievement. The grade schools, middle schools and high school as well as WNC are to be involved in this endeavor. Students enrolled in education/vocational programs, and youth involved in after school programs will also benefit from the educational opportunity while volunteering for the greenhouse and gardens.

The Cooperative Extension will round out the educational plan by reaching out to parents, grandparents and other adults and young adults using the greenhouse to teach many classes including greenhouse and outdoor cultivation techniques and "master and junior master gardener classes".

Records of all individuals taking classes through the schools, and through Cooperative Extension classes will be counted and time/hours recorded. Our goal is to reach over 700 person-hours on an educational basis per year and more than that in visitors and citizens walking the trails in the outdoor educational gardens!

The educational programs will target students at Eagle Valley Middle School, where the student population is 77.0% LMI. In addition, high school students will be urged or required to qualify for the free/reduced lunch program in order to participate. At least 51% of the work-study students hired will qualify for the free/reduced lunch program.

A vibrant, diverse and sustainable; economy:

This project will provide employment. Through work study programs, more students will earn a wage/stipend through their work study projects while doing so! The facility will be staffed by one full time Executive Director and one part time position. Students pre-qualified as LMI will be eligible for 20 paid, work-study positions. (Pre-qualified students are those qualifying for the free/reduced lunch program).

At the completion of the construction and operation for three years, an objective of greenhouse operations relying on renewable energy sources for power and use will be seen! Ecologically sustainable growing methods to cultivate vegetables and bedding plants will also add to this objectives success.

A physically and socially connected community; A community where information is available to all:

Through these programs students will cultivate and manage cut flower community agriculture project. These products are marketed to the community and will be sold to the public. The goal being to connect the community to the product, project, and the educational opportunities using a self-sustainable business plan. The project also promotes revitalization of Carson City's downtown commercial corridor by enhancing its appearance through horticultural arts.

Partnerships:

Builders Association of Western Nevada
Carson City School District and CC Highschool
Nevada Energy
Carson City Board of Supervisors
Ron Woods Center
Carson City Economic Development Department
Carson City Cultural Commission
Nevada Small Business Development Center
NV Cooperative Extension Service
Brewery Arts Center
Nevada Agriculture in the Classroom (future)
Specialty Crop Institute of Western Nevada College (future)
UNR College of Agriculture (future)

13. Indicate who will benefit from the use of these funds, and how they will benefit. If this is an ongoing event, please state how you intend to fund the program in future years.

The construction of the greenhouse is a one time project. The program that it will provide for is ongoing. The greenhouse project is planned to be a self-sustaining community agriculture program. The board is working diligently with the Cooperative Extension, Ron Woods Center and other partners to ensure it's sustainability. The purchase of wind and solar technology (1/2 is donation) will ensure low energy costs. An MOU is in place with the Ron Woods Center and a special use permit is now in place with the City of Carson.

14. Are you aware of any other private sector/nonprofit/governmental/agencies in the area providing the same services as your program/proposal? If yes, please explain how your project will compliment other existing programs?

We are not aware of any other project which will actually grow food for the local food bank. Based on figures provided by the Ron Wood Family Center, the Center currently provides 1,200 pounds of produce monthly to 3,000 people in need of emergency assistance, some of which must be purchased and there is an increasing demand that they cannot currently meet. The Greenhouse donation is expected to provide approximately 1/3 of this food bank's current need and result in cost savings for the food bank. The Northern Nevada Food Bank provides approximately 110 partners with food, including the Carson City-based food banks. The Greenhouse Project will increase the amount of produce available in Carson City food banks by decreasing their reliance on the Northern Nevada Food Bank.

15. Please include a detailed budget for this program/event, and detailed list of intended expenditures and revenues.

Project Budget:

Greenhouse Kit	\$28,000.00
permit and hookup costs	\$ 5,000.00
site prep	\$ 3,500.00
greenhouse floor	\$ 3,000.00
Total:	\$40,000

Labor, construction and engineering is donated by the Builders Association of Western NV.

Projected Revenue: The projected revenue for the cut flowers is \$38,400. It is projected that 200 participants in the community supported agriculture program will purchase a \$12 bunch of flowers for 16 weeks -200 x \$12 x 16 = \$38,400.)

In 2009, there were 60 sponsorships purchased for flower baskets totaling \$16,000. The initial campaign for the 2010 flower baskets has sold 45 sponsorships; a follow-up campaign that begins in February is expected to produce at least 15 more sponsorships. For 2010, we have raised \$5,825 and there are pledges for \$1,125.

16. Has your organization been funded by Carson City previously? ☐ Yes ☒ No

If yes, please list:

Year

Amount

Program/Event

Required Attachments:

- X A copy of your 501(c)3 Designation Letter from the IRS. For branches of a larger organization (i.e., local troop of Boy Scouts of America), please provide the letter for your umbrella organization.
- X A copy of your most recent audited financial statement. For smaller organizations, or branches, a more simple budget showing income and expenses is acceptable. Also include an IRS form 990.
- X **Previous Grantees: If your organization received grant funding in Fiscal Year 2009-2010 you must complete and submit an Annual Report form detailing how those funds were spent. Applications for former grantees will not be considered if an Annual Report has not been included.**
- X Signed Guidelines for Grants (please keep a copy for your files).

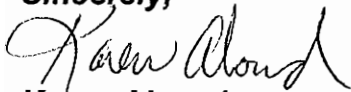
**Community Support Services Funding
c/o Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701**

2/23/10

To Whom It May Concern:

Enclosed are the original plus 9 copies of the Community Support Services Funding grant application along with required attachments for The Greenhouse Project. As a program in it's infancy we appreciate your time and consideration for any monies available to launch our mission and forward this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Abowd". The signature is fluid and cursive, with the first name "Karen" being more prominent than the last name "Abowd".

**Karen Abowd
TGP President**

Guidelines for Grants

Fiscal Year 2010-2011

Vision

A leader among cities as an inviting, prosperous community where people live, work and play!

Mission

Preserve and enhance the quality of life and heritage of Carson City for present and future generations of residents, workers and visitors.

City's Goals

A Safe and Secure Community

A Healthy Community

An Active and Engaged Community

A Clean and Healthy Environment

A Vibrant, Diverse and Sustainable Economy

A Community Rich in History, Culture and the Arts

A Community Dedicated to Excellence in Education

A Physically and Socially Connected Community

A Community Where Information is Available to All

1. The competitive grant review process seeks to identify and fund those projects and programs with the greatest potential for furthering the City's goals while benefitting the community.
2. Funding is provided on a year to year basis only. Funding is strictly limited by the availability of funds.
3. Upon approval by the Board of Supervisors of the request, the grant money will be included in the next succeeding year's budget and will be dispensed by the City Manager's Office without further hearing. However, the Board shall continue to retain the prerogative and authority to deny any payment, if in the opinion of the Board, the applicant is not making a "good faith" effort in meeting the obligations and commitments outlined by said applicant within the application process. All grants approved shall be subject to funding availability.
4. The Board of Supervisors may in any event decide by majority vote to conduct a subsequent hearing concerning the application and, if so, the applicant will be notified as to the date of the subsequent hearing.
5. The applicant will utilize the grant monies solely for the general benefit of Carson City and the purpose set forth in the grant application.
6. These guidelines shall not prevent the City from entering into a contract to provide grant money for a term of years.
7. These guidelines shall not control any grants of money provided by any other public or private entity.

8. Approval of each request for funds and/or other forms of consideration shall have a condition that the applicant must complete an Annual Report form detailing all funds utilized, measurable outcomes and benefit to the citizens of Carson City. The completed Annual Report must be submitted to the City Manager's Office no later than March 1, 2011.
9. Any and all individuals and/or entities desiring a grant from the City must complete and execute an "Application for Grant Funds" form and include the required attachments as listed in the application.
10. The **original and nine (9) copies** of the application packet must be submitted to the City Manager's Office no later than **5:00 p.m. on February 25, 2010**. An electronic pdf version may also be emailed to cceo@ci.carson-city.nv.us.

I have read and understand the Guidelines for Grants. The information that is included within this application and its attachments are true to my knowledge.

The Greenhouse Project
Name of Program

Karen Aloud
Project Director Signature

2/23/10
Date

Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701
775-887-2100
775-887-2286 (fax)
cceo@ci.carson-city.nv.us
www.carson-city.nv.us

THE GREENHOUSE PROJECT
(A NON-PROFIT CORPORATION)
FINANCIAL STATEMENTS
DECEMBER 31, 2009

Benjamin C. Steele, CPA



Jonathan S. Steele, CPA

To the Board of Directors
The Greenhouse Project
Carson City, Nevada

We have compiled the accompanying statement of financial position of The Greenhouse Project (a non-profit corporation) as of December 31, 2009, and the related statement of activities for the period of inception (July 13, 2009) to December 31, 2009 then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statement and statement of cash flow. If the omitted disclosures and cash flow statement were included in the financial statements, they might influence the user's conclusions about the Company's assets, liabilities, equity, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Steele & Associates, LLC

February 11, 2010
Carson City, Nevada

680 West Nye Lane, #202

Carson City, Nevada 89703

Phone: (775) 882-7198 • Fax: (775) 883-4346

Members of the Nevada Society of Certified Public Accountants
Members of the American Institute of Certified Public Accountants

THE GREENHOUSE PROJECT
STATEMENT OF ACTIVITIES
FOR THE PERIOD FROM INCEPTION (JULY 13,2009) TO DECEMBER 31, 2009

UNRESTRICTED REVENUES, Net	<u>\$ 25,937</u>
EXPENSES	
Fund Raising Expenses	8,356
Credit Card Fees	153
License	105
Office Expense	240
Project Expense - Plans	<u>2,000</u>
	<u>10,854</u>
NET INCOME FROM OPERATIONS	15,083
Net Assets, Beginning	<u>-</u>
Net Assets, Ending	<u><u>\$ 15,083</u></u>

See Accountant's Compilation Report

DATE

W. P. No.

CARSON CITY GREENHOUSE PROJECT.

ESTIMATED ONE YEAR OPERATION EXPENSES.

	1	2	3	4
1 REVENUES.				
2 Sales of Product			38500 -	
3 Grants.			106500 -	
4 In Kind Contributions			10000 -	
5 Other.			5000 -	
6				
7 Total Revenues				160000 -
8 EXPENSES				
9 Salaries.				
10 Facility Manager			41600	
11 Facility - Assistant.			14520	
12 Payroll Taxes.			9118	
13 Payroll Benefits, Medical ins.			12000	
14 Student Stipends			10000	
15				87538 -
16				
17 OPERATION				
18 Utilities.			11880 -	
19 Insurance			5500 -	
20 Repair and Maintenance			2400	
21 Supplies and plants.			24000 -	
22 Transportation			1800 -	
23				44980 -
24				
25				
26 General and Administrative.				
27 Advertising and Website.			9500 -	
28 Telephone and Cellphone.			2500 -	
29 Office Expense			1200 -	
30 Taxes and Licenses			600 -	
31 Legal and Accounting			2400 -	
32 Insurance.			500 -	
33 Other Expense			6000 -	
34				22800
35				
36 Total Expense				155318
37				
38 Excess Revenues over Expenses.				4682
39				

Date

Prepared By

Work
Paper No.

Reviewed By

MEMORANDUM OF UNDERSTANDING

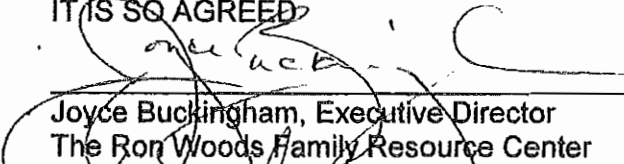
WHEREAS: The Ron Wood Family Resource Center is a non-profit agency engaged in community outreach; and

WHEREAS: The Greenhouse Project is an organization dedicated to establish and sustainably operate a community-based greenhouse. The greenhouse will provide educational and vocational opportunities for students, youth groups and special needs individuals in a garden setting and will serve as a year-round source of locally-grown organic agricultural and horticultural products for the Carson City community.

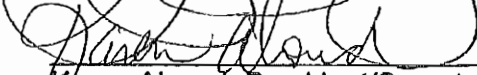
NOW, THEREFORE the Ron Wood Family Resource Center and The Greenhouse Project agree as follows:

1. The Ron Wood Family Resource Center agrees to adopt Greenhouse Project as a program under their federal tax identification number.
2. The Greenhouse Project agrees to be financially self-supporting.
3. The Greenhouse Project agrees to submit monthly, quarterly, and annual fiscal and programmatic reports according to the requirements of Ron Wood Family Resource Center.
4. The Greenhouse Project agrees to comply with all requirements for non-profit status.
5. The Greenhouse Project shall indemnify, hold harmless and defend The Ron Wood Family Resource Center from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions on the part of The Greenhouse Project, its officers and agents.
6. The Greenhouse Project and The Ron Wood Family Resource Center shall keep all information, in whatever form, confidential to the extent required by law.
7. This agreement may be terminated by either party by giving thirty days written notice.
8. The Memorandum of Understanding constitutes the entire agreement between the parties and may not be modified except in writing and by mutual agreement.

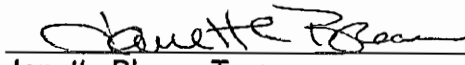
IT IS SO AGREED


Joyce Buckingham, Executive Director
The Ron Woods Family Resource Center

8/31/09
Date


Karen Abowd, President/Secretary
The Greenhouse Project

8/31/09
Date


Janette Bloom, Treasurer
The Greenhouse Project

8/31/09
Date