





**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

SECTION 1 – APPLICANT INFORMATION			
<b>Legal Name of Applicant Organization:</b>		<b>The Lou Tate Foundation, Inc.</b>	
<small>(as listed on: <a href="http://www.sos.ky.gov/business/records">http://www.sos.ky.gov/business/records</a>)</small>			
<b>Main Office Street &amp; Mailing Address:</b> 328 Kenwood Hill Rd., P.O. Box 9124, Louisville, KY, 40209-9124			
<b>Website:</b> www.littleloomhouse.org			
<b>Applicant Contact:</b>	Rosemary McCandless	<b>Title:</b>	Board Member
<b>Phone:</b>	502-368-6406	<b>Email:</b>	rosemaryh@bellsouth.net
<b>Financial Contact:</b>	John Wakeley Purple/Rosemary McCandless	<b>Title:</b>	Treasurer/Board Member
<b>Phone:</b>	502-368-6406	<b>Email:</b>	rosemaryh@bellsouth.net
<b>Organization's Representative who attended NDF Training:</b> John Wakeley Purple			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
<b>Program Facility Location(s):</b>	328 Kenwood Hill Rd. Louisville, KY, 40214		
<b>Council District(s):</b>	21, Dan Johnson	<b>Zip Code(s):</b>	40214
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
<b>PROGRAM/PROJECT NAME:</b> Spin A Yarn Storytelling Festival			
<b>Total Request: (\$)</b>	\$1,175.00	<b>Total Metro Award (this program) in previous year: (\$)</b>	\$2,000.00
<b>Purpose of Request (check all that apply):</b>			
<input type="checkbox"/> Operating Funds (generally cannot exceed 33% of agency's total operating budget) <input checked="" type="checkbox"/> Programming/services/events for direct benefit to community or qualified individuals <input type="checkbox"/> Capital Project of the organization (equipment, furnishing, building, etc)			
<b>The Following are Required Attachments:</b>			
<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter <input checked="" type="checkbox"/> Current Year Projected Budget <input checked="" type="checkbox"/> List of Board of Directors (include term & term limits) <input type="checkbox"/> Current financial statement <input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H <input checked="" type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense		<input type="checkbox"/> Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 <input type="checkbox"/> Evaluation forms if used in the proposed program <input type="checkbox"/> Annual audit (if required by organization) <input type="checkbox"/> Faith Based Organization Certification Form, if required <input checked="" type="checkbox"/> Staff including the 3 highest paid staff	
<b>For the current fiscal year ending June 30,</b> list all funds appropriated and/or received from Louisville Metro Government for this or any other program or expense, including funds received through Metro Federal Grants, from any department or Metro Council Appropriation (Neighborhood Development Funds). Attach additional sheet if necessary.			
<b>Source:</b>		<b>Amount: (\$)</b>	
<b>Source:</b>		<b>Amount: (\$)</b>	
<b>Source:</b>		<b>Amount: (\$)</b>	
Has the applicant contacted the BBB Charity Review for participation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Has the applicant met the BBB Charity Review Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Applicant's Initials *BMC*



## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

### SECTION 3 – AGENCY DETAILS

**Describe Agency's Vision, Mission and Services:**

To preserve and promote the historic Louisville Landmark, The Little Loomhouse, Lou Tate center for textile art and education as a cultural destination. To preserve the Lou Tate weaving legacy and historical landmark home and teach hands on textile folk art for all ages. The goal of the Little Loomhouse is to expand and continue to provide hands-on weaving instruction and outreach, combining history and the arts, for youth and their families within the Louisville Metro community.

Handwritten initials in cursive script, appearing to be "B/MC".



## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

### SECTION 4 – PROGRAM/PROJECT NARRATIVE

**A: Describe the program/project start and end dates, a description of the program/project and applicable data with regards to specific client population the program will address (attach related flyers, planning minutes, designs, event permits, proposals for services/goods, etc.):**

The Lou Tate Foundation is proposing to sponsor our sixth Spin A Yarn Storytelling Festival on Saturday, May 31, 2014. It will be held at the Little Loomhouse and will feature nationally recognized motivational speaker Bob Mitchell as master of ceremony, a variety of storytellers will be on stage to spin their yarns, a bluegrass band, tours of the historic cabins, weaving, spinning, and a Cherokee artifact history tent. Those attending will park at DeSales High School and ride the TARC Trolley to the Little Loomhouse.

The Storytelling Festival affords The Little Loomhouse the opportunity to be a gathering place for the neighborhood and the Metro Community to come together for an afternoon of old fashioned entertainment in an historic setting featuring Bluegrass music and storytelling. The Festival allows us to showcase the rich heritage of our neighborhood, city, state and region and to share it with others.

**B: Describe specifically how the funding will be spent including identification of funding to sub grantee(s):**

Portable Handicapped Restroom: \$125.00  
Sound system and videotaping: \$450.00  
T-Shirts for the volunteers and patrons: \$200.00  
Gifts/fees for performers: \$400.00



## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

**C: If this request is a fundraiser, please detail how the proceeds will be spent:**

The Little Loomhouse is a designated Louisville Landmark. Any proceeds from this event will be used for our preservation fund. We are currently raising money for repairs and stabilization of the historic cabins.

**D: For Expenditure Reimbursement Only** – The grant award period begins with the Metro Council approval date and ends on June 30 of Metro fiscal year in which the grant is approved. If any part of this funding request is for funds to be spent before the grant award period, identify the applicable circumstances:

Effective October 24, 2013, reimbursements should not be made unless an emergency can be demonstrated by the primary council sponsor. The funding request is a reimbursement of the following expenditures (attach invoices or proof of payment):

- ✓ Attach a copy of invoices and/or receipts to provide proof of purchase of activities associated with the work plan identified in this application.
- ✓ Attach a copy of cancelled checks to provide proof of payment of the invoices or receipts associated with the work plan identified in this application.

The funding request is a reimbursement of the following expenditures that will probably be incurred after the application date, but prior to the execution of the grant agreement:

- ✓ If selecting this option, the invoice, receipt and payment documentation should not be available as of the date of this application.

The Grantee will be required to submit financial reporting in accordance with the reporting schedule provided in the grant agreement.



## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

**E: Describe the program's benefits to those being served (measurable outcomes). Include the program's process for collecting data and the indicators that will be tracked to measure the benefits to those being served:**

Success of this project will be determined by the number of patrons attending the Storytelling Festival and the feedback that we receive from them. Upon entering the Storytelling Festival, each patron will be counted, given a complimentary, commemorative festival t-shirt and a comment card. There will be a deposit box, for the return of the comment cards, at the Trolley boarding station.

The popularity of the Storytelling Festival has increased from year to year, growing from 130 patrons in 2009 to 233 patrons in 2012. We had severe storms in the area the night before in 2013, so our attendance did not go up. A minimum of a 10% increase in attendance from 2012 is expected for the 2014 season. Based on input from our patrons, the quality of entertainment and positive, family atmosphere is directly associated with the growth of the Festival.

An increase in the awareness of the Little Loomhouse in the community is directly attributed to the festival. As a result, the Little Loomhouse has recruited new members, volunteers and visitors. We hope to continue this positive response by the community.

**F: Briefly describe any existing collaborative relationships the organization has with other community organizations. Describe what those partners are bringing to the relationship in general and to this program/project specifically.**

The Iroquois Neighborhood Association and Civic Club assists the Festival by providing volunteers, passing out flyers, posting notices and attending the event.

The South Louisville Business Association members assists the Festival by purchasing advertising to help with the cost, donating prizes, posting flyers at their businesses and attending the event.

Tale Talk, a local storytellers association, volunteers storytellers and advertises the event.

Preservation Louisville, The Kentuckiana Heritage Consortium, and the Louisville Historic League promote the event within their membership.



**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**SECTION 5 – PROGRAM/PROJECT BUDGET SUMMARY**

THE PROGRAM/PROJECT BUDGET SHOULD REALISTICALLY ESTIMATE WHAT AMOUNT IS NEEDED FROM METRO GOVERNMENT AND WHAT IS EXPECTED FROM OTHER SOURCES.

Program/Project Expenses	Column 1	Column 2	Column (1+2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
<b>A: Personnel Costs Including Benefits</b>	0	0	0
<b>B: Rent/Utilities</b>	0	0	0
<b>C: Office Supplies</b>	0	0	0
<b>D: Telephone</b>	0	0	0
<b>E: In-town Travel</b>	0	0	0
<b>F: Client Assistance (Attach Detailed List)</b>	0	0	0
<b>G: Professional Service Contracts</b>	0	0	0
<b>H: Program Materials</b>	0	0	0
<b>I: Community Events &amp; Festivals (Attach Detail List)</b>	\$1175.00	1,905.00	\$3,080.00
<b>J: Small Equipment</b>	0	0	0
<b>K: Capital Equipment</b>	0	0	0
<b>L: Other Expenses (Attach Detail List)</b>			
<b>*TOTAL PROGRAM/PROJECT FUNDS</b>	\$1175.00	1,905.00	\$3,080.00
<i>% of Program Budget</i>	38 %	62 %	100%

List funding sources for total program/project costs in Column 2, Non-Metro Funds:

Other State, Federal or Local Government	0
United Way	0
Private Contributions (do not include individual donor names)	\$50.00
Fees Collected from Program Participants	\$175.00
Other (please specify)	\$1,680.00 Advertisers
Total Revenue for Columns 2 Expenses **	\$1,905.00

\*Total of Column 1 MUST match "Total Request on Page 1, Section 2"

\*\*Must equal or exceed total in column 2.



**LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION**

**Detail of In-Kind Contributions for this PROGRAM only:** Includes Volunteers, Space, Utilities, etc. (Include anything not bought with cash revenues of the agency).

Donor*/Type of Contribution	Value of Contribution	Method of Valuation
TARC trolley	\$625.00 per day	\$2500 each day of the New Cut Rd. Trolley Hop for 4 days
DeSales H.S. parking lot	\$200.00	100 cars @ \$2.00 per car
Storytellers, Band, and M.C., Craft	\$3,300.00	2 musicians, 1 M.C., 11 storytellers, guest celebrity - Dawna Gee, Craft
Volunteer workers	\$3,922.20	30 volunteers, 6 hours each, \$21.79 per hour
<i>Total Value of In-Kind (to match Program Budget Line Item. Volunteer Contribution &amp; Other In Kind)</i>	\$8,047.20	

**\* DONOR INFORMATION REFERS TO WHO MADE THE IN KIND CONTRIBUTION. VOLUNTEERS NEED NOT BE LISTED INDIVIDUALLY, BUT GROUPED TOGETHER ON ONE LINE AS A TOTAL NOTING HOW MANY HOURS PER PERSON PER WEEK**

**Agency Fiscal Year Start Date:** July 1, 2013

**Does your Agency anticipate a significant increase or decrease in your budget from the current fiscal year to the budget projected for next fiscal year?** NO  YES

**If YES, please explain:**





## LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

### SECTION 6 – CERTIFICATIONS & ASSURANCES

By signing Section 7 of the Grant Application, the authorized official signing for the applicant organization certifies and assures to the best of his or her knowledge and/or belief the following Assurances and Certifications. If there is any reason why one or more of the assurances or certifications listed cannot be certified or assured, please explain in writing and attach to this application.

**Standard Assurances**

1. Applicant understands this application and its attachments as well as any resulting grant agreement, reports and proof of expenditure is subject to Kentucky's open records law.
2. Applicant will establish safeguards to prohibit employees or any person that receives compensation from awarded funds from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Applicant and any sub grantee will give Louisville Metro Government access to and the right to examine all paper or electronic records related to the awarded grant for up to five years of the grant agreement date.
4. Applicant assures compliance with the grant requirements and will monitor the performance of any third party (sub-grantee).
5. The Agency is in good standing with the Kentucky Secretary of State, Louisville Metro Government, the Jefferson County Revenue Commission, the Internal Revenue Service, and the Louisville Metro Human Relations Commission.
6. Applicant understands failure to provide the services, programs, or projects included in the agreement will result in funds being withheld or requested to be returned if previously disbursed.
7. Applicant understands they must return to Louisville Metro any unexpended funds by July 31 following the Metro Louisville's fiscal year end
8. Applicant understands they must provide proof of all expenditures (canceled checks, receipts, paid invoices). The Applicant understands the failure to provide proof of expenditures as required in the grant agreement could result in funding being withheld or request to be returned if previously disbursed.
9. Applicant understands if this application is approved, the grant agreement will identify an award period that begins with the Metro Council approval date, and will end with June 30 of the fiscal year in which the grant is approved. Expenditures associated with this award expected to occur prior to the award period (approval date) must be disclosed in this application in order to be considered compliant with the grant agreement.
10. Applicant understands if we choose to incur expenditures prior to the approval of the application by the Metro Council, there is no guarantee that funding will be reimbursed, as the Council may choose not to award the application.
11. Applicant understands if the grant agreement is not returned to Louisville Metro within 90 days of its mailing to the applicant, the approval is automatically revoked.

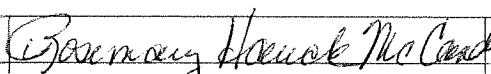
**Standard Certifications**

1. The Agency certifies it will not use Louisville Metro Government funds for any religious, political or fraternal Activities.
2. The Agency has a written Affirmative Action/Equal Opportunity Policy.
3. The Agency does not discriminate in employment or in provision of any service/program/activity/event based on age, color, disabled status, national origin, race, religion, sex, gender identity or sexual orientation, or Vietnam era veteran status.
4. The Agency certifies it will not require clients, recipients, or beneficiaries to participate in religious, political, fraternal or like activities in order to receive services/benefits provided with Louisville Metro Government funds.
5. The Agency understands the Americans with Disabilities Act (ADA) and makes reasonable accommodations.

**Relationship Disclosure:** List below any relationship you or any member of your Board of Directors or employees has with any Councilperson, Councilperson's family, Councilperson's staff or any Louisville Metro Government employee.

### SECTION 7 – CERTIFICATIONS & ASSURANCES

I certify under the penalty of law the information in this application (including, without limitation, "Certifications and Assurances") is accurate to the best of my knowledge. I am aware my organization will not be eligible for funding if investigation at any time shows falsification. If falsification is shown after funding has been approved, any allocations already received and expended are subject to be repaid. I further certify that I am legally authorized to sign this application for the applying organization and have initialed each page of the application.

<b>Signature of Legal Signatory:</b>		<b>Date:</b>	May 6, 2014
<b>Legal Signatory: (please print):</b>	Rosemary Hauck McCandless	<b>Title:</b>	Board of Directors
<b>Phone:</b>	502-368-6406	<b>Extension:</b>	
<b>Email:</b>	rosemaryh@bellsouth.net		

District Director

61-0961553

Metro

Date: DEC-4 '81

Our Letter Dated:  
May 21, 1980

Person to Contact:  
Don Carnes

Contact Telephone Number:  
513-684-3578

Lou Tate Foundation, Inc.  
416 Marion E. Taylor Building  
Louisville, KY 40202

CIN: EO: '82 0 3 9 :

Dear Sir or Madam:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

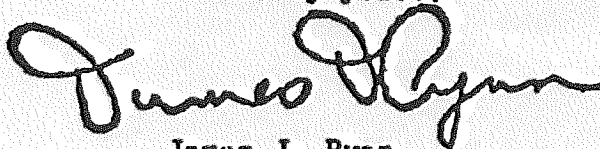
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(1) and\*. Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) and\* status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) and\* organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



James J. Ryan  
District Director

\*170(b)(1)(A)(vi)

This supersedes our letter dated October 5, 1981, which held you to be a private foundation.

P.O. Box 2508, Cincinnati, Ohio 45201

Letter 1050 (00) (7-77)

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# Little Loomhouse Profit & Loss Budget Overview

July 2012 through June 2013  
Lou Tate Foundation, dba The Little Loomhouse  
Budget for Fiscal year 2013-14

## Income

Grant & designated fund income	13,000.00
Classes & Tours	6,000.00
Donations	7,000.00
Membership	3,000.00
Equipment Sales	1,500.00
Gift Shop Sales	10,000.00
Special Event income	5,000.00

**Total Income** **45,500.00**

## Expense

Misc expenses	500.00
Dues & subscriptions	200.00
Facilities and Equipment	800.00
Insurance	4,000.00
Property & Facilities Maintenance	12,000.00
Contract Labor	1,000.00
Inventory for gift shop	2,000.00
Postage, Mailing Service	600.00
Printing and Copying	3,000.00
Supplies	1,500.00
Advertising Expenses	200.00
Memberships and Dues	300.00
Wages	10,500.00
Special Event expenses	2,500.00
Ky Sales Tax	700.00
Medicare	75.00
Social Security Tax	300.00
Gas & Electric	2,500.00
Telephone & internet	1,000.00
Water	900.00

**Total Expense** **44,575.00**

**Net Income** **925.00**



# The Little Loomhouse

328 Kenwood Hill,  
P.O. Box 9124  
Louisville, KY 40209-0124  
[www.littleloomhouse.com](http://www.littleloomhouse.com)  
502-367-4792

## Board of Directors October 2013

President - Leslie Clements  
Vice-President - Sara Reyna Byler  
Secretary - Kathy Buskill  
Treasurer - John Wakeley Purple

Sylvia Arnold Kinsfather  
Melissa Amos Jones  
Ruth Bennett  
Stephanie Brown  
Stefanie Buzan  
Mona Cattan  
Bruce Howard  
Rosemary McCandless  
Barbara Nichols  
Mary Stuart Reichard  
Barbara Terranova

The Lou Tate Foundation hold an annual meeting every October. The public is invited to submit nominations for the board in advance. At this meeting a slate of candidates for the board is presented and nominations are taken from the floor. The meeting is open to the public.

# Short Form Return of Organization Exempt From Income Tax

# 2012

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

**A** For the 2012 calendar year, or tax year beginning 7/1/2012, and ending 6/30/2013

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 Application pending

**C** Name of organization  
**LOU TATE FOUNDATION, INC.**

Number and street (or P.O. box, if mail is not delivered to street address) Room/suite  
**328 KENWOOD HILL RD**

City or town state or country ZIP + 4  
**LOUISVILLE KY 40214**

**D** Employer identification number  
**61-0961553**

**E** Telephone number  
**(502) 367-4792**

**F** Group Exemption Number ▶

**G** Accounting Method:  Cash  Accrual Other (specify) ▶

**I** Website: ▶ **WWW.LITTLELOOMHOUSE.ORG**

**J** Tax-exempt status (check only one) —  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**H** Check  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

**K** Check  if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

**L** Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ **42,443**

**Part I** Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)  
 Check if the organization used Schedule O to respond to any question in this Part I

	Description		Amount
Revenue	1	Contributions, gifts, grants, and similar amounts received	30,880
	2	Program service revenue including government fees and contracts	
	3	Membership dues and assessments	
	4	Investment income	
	5a	Gross amount from sale of assets other than inventory	
	5b	Less: cost or other basis and sales expenses	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	
	6	Gaming and fundraising events	
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	
	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	
6c	Less: direct expenses from gaming and fundraising events		
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)		
7a	Gross sales of inventory, less returns and allowances	11,563	
7b	Less: cost of goods sold	2,241	
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	9,322	
8	Other revenue (describe in Schedule O)		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	▶	40,202
Expenses	10	Grants and similar amounts paid (list in Schedule O)	
	11	Benefits paid to or for members	
	12	Salaries, other compensation, and employee benefits	10,765
	13	Professional fees and other payments to independent contractors	495
	14	Occupancy, rent, utilities, and maintenance	19,621
	15	Printing, publications, postage, and shipping	4,152
	16	Other expenses (describe in Schedule O)	10,153
17	Total expenses. Add lines 10 through 16	▶	45,186
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	-4,984
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	53,215
	20	Other changes in net assets or fund balances (explain in Schedule O)	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	▶

Michael Kirk

**Revision**  
**Lou Tate Foundation, Inc. Bylaws**

**ARTICLE I. Name**

The name of the Foundation shall be Lou Tate Foundation, Inc.

**ARTICLE II. Object**

The object and purpose of the Lou Tate Foundation, Inc., organized as an educational nonprofit corporation, shall be to stimulate folk art growth in hand weaving, spinning and allied folk arts through the preservation of early Kentucky weaving and through the development of contemporary hand weaving with emphasis on programs giving children and adults a concept of how civilization learned to make cloth.

**ARTICLE III. Members**

**Section 1. Membership Eligibility.** To be eligible for membership an individual shall be dedicated to the objectives of the Lou Tate Foundation, Inc. and shall comply with and further those objectives.

**Section 2. Classification.** There shall be five classes of members:  
Regular, Family, Sponsor, Patron, and Honorary.

**A. Regular.**

1. **Qualifications.** To qualify for regular membership an individual shall pay annual dues and shall participate in the Foundation.
2. **Privileges.** Regular members shall have full privileges of the Foundation including the right to attend meetings, make motions, vote, and hold office.

**B. Family.**

1. **Qualifications.** To qualify for family membership, a family which includes a spouse, or spouses, or guardians with unmarried children under the age of eighteen (18) residing in the same household shall pay annual family dues and shall actively participate in the Foundation.
2. **Privileges.** Family members may attend meetings and have full privileges of the Foundation, except only one representative of the family shall have the right to make motions, vote and hold office.

**C. Sponsor.**

1. **Qualifications.** Sponsor classification shall include those members who do not wish to actively participate but desire to promote the objectives of the Foundation. A sponsor shall donate annually an amount determined by the board of directors.
2. **Privileges.** Sponsors shall be recognized for their contributions to the association through a posted listing of the Sponsors. They may attend meetings but shall not have the privilege of voting or holding office. Upon payment of regular dues a sponsor may be a regular member.

**D. Patron**

1. **Qualifications.** Patron classification shall include those individuals, businesses, or other associations who do not wish to actively participate in the Foundation but desire to promote the objectives of the Foundation. A patron shall donate annually an amount determined by the board of directors.
2. **Privileges.** Patrons shall be recognize through a posted listing of patrons. They may attend meetings but shall not have the privilege of voting or holding office. Upon payment of regular dues a patron may be a regular member.

**E. Honorary.**

1. **Qualifications.** Upon recommendation of the board of directors and by a two-thirds ballot vote at an annual meeting, Honorary membership may be conferred upon any member, individual, or business, or group who has contributed an

- outstanding service to the corporation or the community.
2. **Privileges.** Honorary members shall be exempt from payment of dues and assessments. Honorary members may attend meetings but they shall not vote or hold office. Receiving an Honorary membership does not prohibit the recipient from applying for any other membership classification.

### **Section 3. Admission**

- A. **Application for Membership.** Application for membership shall be made on the official application form. The completed application form shall be forwarded as directed on the form and shall be accompanied by a check for the annual dues or required donation.
- B. **Membership Chairman.** The membership chairman shall present the application, with recommendation, to the board of directors for consideration.
- C. **Vote Required.** A majority vote shall decide admission.

**Section 4. Good Standing.** A member in good standing shall be one whose current dues have been paid in accordance with the provisions of these bylaws.

### **Section 5. Resignation/Revocation**

- A. **Good Standing.** Resignation of any member in good standing shall be submitted by letter sent to the president. Payment in full of all dues and other charges, if any, shall accompany the letter.
- B. **Non-payment of Dues.** Upon resignation of any member not in good standing the records shall reflect that the respective member forfeited membership for non payment of dues.
- C. **Revocation.** Members whose activities are judged to be incompatible with those of the Foundation shall be removed from membership by a three-fourths vote of the board of directors.

### **Section 6. Reinstatement**

- A. **Good Standing.** A member who resigned in good standing may be reinstated upon payment of current annual dues.
- B. **Forfeiture for Non Payment of Dues.** A member who forfeited membership for non-payment of dues, may be reinstated upon payment of past dues and payment of current dues.

## **ARTICLE IV. Dues, Fees, and Finances**

### **Section 1. Dues**

- A. **Dues and Contributions.** Annual dues and contributions shall be as determined by the board of directors.
- B. **Payable.** Dues for all classifications shall be due and payable to Lou Tate Foundation, Inc. by July 1. Membership shall be delinquent if dues are not paid by August 1 and forfeited if dues are not paid by September 1.
- C. **Membership Year.** ~~The membership year shall be from July 1 to June 30.~~
- D. **Dues for New Members Accepted After February.** Dues from a member accepted for the first time between March 1 and June 30 shall apply to the next year's dues.

### **Section 2. Fees**

- A. **Classes.** Fees for educational classes shall be determined by the board of directors.
- B. **Services.** Fees for other services shall be determined by the board of directors.

**Section 3. Budget.** A proposed annual budget shall be submitted by the budget-finance committee at the board of directors meeting held prior to the annual general membership meeting for consideration and adoption. The budget may be amended by a majority vote at any board of directors meeting upon recommendation of the budget-finance committee.

**Section 4. Travel and Related Expenses.** Business related travel and such other related expenses incurred by a member may be reimbursed upon approval of the board of directors.

**Section 5. Audit.** The financial records of the Lou Tate Foundation, Inc. shall be audited biennially prior to the election of officers and at such other times as requested by the membership or the board of directors. All audited reports shall be approved by the board of directors.

**Section 6. Fiscal Year.** The fiscal year shall be from July 1 through June 30.

## ARTICLE V. Officers

**Section 1. Elected Officers.** Elected officers shall be a president, a vice-president, a secretary, and a treasurer.

**Section 2. Appointed Officers.** Appointed officers shall be an editor and a historian. Appointed officers need not be members of the board of directors.

**Section 3. Qualifications.** A Director of the corporation is qualified to be an officer as follows:

- A. **President or Vice-president.** To be eligible for the office of president or vice-president, a director shall have been a member in good standing for no less than the two previous years and shall have served on the board of directors at least one year.
- B. **Secretary or Treasurer.** To be eligible for the office of Secretary or Treasurer a director shall have been a member in good standing for no less than the two previous years.

**Section 4. Election of Officers.** Following the election of directors at the annual meeting held in the odd numbered year, nominations from the floor shall be made for the elected officers. Only members in good standing shall nominate and vote. In the event there is more than one nominee for an office, a ballot vote shall be taken. A majority vote shall elect.

**Section 5. Term of Office.** Elected officers shall be elected for a term of two years or until their successors are elected. Elected officers shall serve no more than two consecutive terms in the same office.

**Section 6. Assume Duties.** Elected officers shall assume their duties at the close of the annual meeting at which they are elected.

### Section 7. Vacancy in Office

- A. A vacancy, except in the office of president, shall be filled by the board of directors at its next regular meeting following the vacancy. In the event of a vacancy in the office of president, the vice-president shall immediately, upon notice of the vacancy, issue a call for a special meeting of the board of directors to fill the vacancy.
- B. Notice of any vacancy shall be stated in the call to the board of directors meeting.
- C. Nominations shall be made from the floor and the election shall be by ballot vote. A majority vote shall elect.

**Section 8. Duties of Officers.** The officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws and the adopted parliamentary authority.

- A. The President shall:
  - 1. be the chief executive officer, the official representative and the spokesperson
  - 2. preside at all meetings of the the board of directors, and the membership meetings
  - 3. appoint a parliamentarian who shall be a Professional Registered Parliamentarian and a member of a professional parliamentarian association
  - 4. appoint a committee to approve minutes of the annual meetings

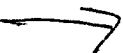


5. appoint all committees and subcommittees except the nominating committee
  6. appoint an editor, assistant editor, and a historian.
  7. cosign contracts with the secretary or others as may be required
  8. be an authorized signatory of checks with the treasurer or vice-president as co-signers
  9. supervise the updating of all publications as needed
  10. supervise conducting of business at The Little Loomhouse.
- B. The Vice president.** The vice-president shall perform the duties of the president in the absence of that officer and perform such other duties as may be assigned by the president, membership, or the board of directors.
- C. The Secretary shall:**
1. record the minutes of all meetings of the Foundation and the board of directors
  2. furnish, within one month, a copy of the minutes of the board of directors meetings to each director and to such other persons as may be directed by the president
  3. with the president, sign contracts as required
  4. fulfill such other duties as may be assigned by the president or the board of directors.
- D. The Treasurer shall:**
1. keep, or cause to be kept, and maintain adequate accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, surpluses and deficits
  2. serve as chairman of the budget-finance committee
  3. present a written financial report at annual meetings and at each meeting of the board of directors.
  4. submit an annual report to the board of directors for approval, for the fiscal year ending June 30.
  5. be an authorized signatory with the president as co-signer on all checks for authorized expenditures.
  6. be responsible for obtaining:
    - a) a theft and dishonesty insurance policy to cover all personnel handling funds.
    - b) liability, fire, and extended coverage insurance as needed.
  7. work closely with the membership chairman on keeping an accurate accounting of members in good standing and number of members in each classification.
  8. fulfill such other duties as may be assigned by the president and the board of directors.
- E. Editor.** The editor shall edit *The Kentucky Weaver* as set forth in these bylaws.
- F. Historian.** The historian shall prepare under the direction of the president a narrative account of the corporation for the current term of office to be read and approved at the annual membership meeting. The actions taken at the annual membership meeting shall be added to the narrative by the secretary and shall be approved by the board of directors at its first meeting following the annual membership meeting.

## ARTICLE VI. Nominating Committee

### Section 1. Nominating Committee for Board of Directors and Officers

#### A. Election of the Committee

- 
1. A nominating committee of five members shall be elected by ballot at the annual meeting held in the even numbered years and shall serve for a two year term. A plurality vote shall elect and the member receiving the largest number of votes shall serve as the chairman of the committee.
  2. Nominations shall be from the floor.
  3. Only voting members shall nominate and vote in the election of the nominating committee.
  4. Any member in good standing may be nominated.
  5. No member shall serve two consecutive terms on the nominating committee.
  6. In the event of a tie for any position, lots shall be drawn to determine who shall serve.

#### B. Duties of the Committee

1. The nominating committee shall submit a slate of four (4) nominees annually for

- directors. All nominees shall be regular members in good standing.
2. The nominating committee shall meet at least two months prior to the annual meeting to consider the qualifications of all candidates for directors and in the even number year to also consider qualification of all candidates for elected officers. Names for consideration for directors and elected officers may be proposed by the membership or by members of the nominating committee. Names submitted to the committee shall be accompanied by a statement of qualifications and received by the committee no later than June 20.
  3. The report of the committee shall be printed in the official call to the annual meeting and in *The Kentucky Weaver*.
- C. **Nominations from the Floor.** Following the nominating committee report at the annual meeting, additional nominations may be made from the floor. No name shall be placed in nomination without written consent of the nominee.
- D. **Vacancy.** In the event a vacancy occurs on the nominating committee, the board of directors shall fill the vacancy.

## ARTICLE VII. Meetings

**Section 1. Annual Meetings of Lou Tate Foundation, Inc.** An annual membership meeting shall be held in the month of September for the purpose of electing four directors, electing officers in the odd numbered year, receiving reports, and transacting such other business as may properly come before it. A site for the annual meeting shall be determined sufficiently in advance by the board of directors sitting at the time.

**Section 2. Official Call.** The official call to an annual meeting, giving the time and place of the meeting, shall be mailed at least thirty days prior to the meeting and shall also be published in *The Kentucky Weaver* prior to the annual meeting.

**Section 3. Special Meetings.** A special membership meeting may be called upon a two-thirds vote of the board of directors. At least ten days notice shall be given. Only such business as stated in the call shall be conducted at a special meeting.

**Section 4. Voting Body.** The voting body of any meeting of the membership shall be composed of those members in good standing.

**Section 5. Proxy Voting.** There shall be no voting by proxy.

**Section 7. Quorum.** A quorum at any membership meeting shall be twenty.

## ARTICLE VIII. Board of Directors

### Section 1. Composition

- A. The board of directors shall be composed of twelve (12) directors.
- B. The immediate past president shall serve as an advisor to the board of directors for a two (2) year term; serving as an advisor does not prohibit the immediate past president from being nominated and elected a director provided the qualifications and stated terms in these bylaws are met.
- C. **Parliamentarian.** The parliamentarian may attend meetings of the board of directors in an advisory capacity. The parliamentarian need not be a member of the Foundation.

**Section 2. Election.** Four directors shall be elected annually. The election shall be by ballot vote, except when there are only four nominees the election may be by voice vote. A majority vote shall elect.

**Section 3. Term of Office.** Directors shall serve for a term of three years or until their successors are elected. They shall assume office at the close of the annual meeting at which they were elected. Directors shall serve no more than two consecutive terms. After remaining off the board for one full year, a member may again be eligible for election to be

board.

**Section 4. Duties.** The board of directors shall:

- A. conduct the business of the Lou Tate Foundation, Inc. between annual meetings
- B. approve plans and operating guidelines for standing committees
- C. determine the time and place for board of directors meetings
- D. upon recommendation of the membership chairman, consider all membership applications
- E. report its actions to the membership at the annual membership meetings
- F. fill vacancies in the elective offices as directed in these bylaws
- G. have the authority to adopt special rules of order or standing rules to govern its own proceedings
- H. have the authority to adopt administrative regulations relating to the operations of the Foundation
- I. adopt an annual budget
- J. approve depository for Foundation funds and investment funds
- K. perform such other duties as defined in the bylaws and as directed by the membership in assembly.

**Section 5. Meetings**

- A. **Regular Meetings.** Regular meetings of the board of directors shall be held quarterly in the months of August, November, February, and May.
- B. **Cancel a Regular Meeting.** In the event of an emergency, a regular meeting of the board of directors may be canceled by unanimous vote of the elected officers. This vote may be taken by telephone; the vote shall be made a part of the minutes of the next board meeting.
- C. **Notice of Regular Meetings.** At least thirty days notice shall be given prior to the meeting.
- D. **Special Meetings.** Special meetings of the board of directors may be called by the president, and shall be called by the president at the written request of five members of the board of directors. At least ten days notice shall be given. Only such business as stated in the call shall be conducted at a special meeting.

**Section 6. Voting by Mail.** With the exception of the election of directors, election of officers, election of the nominating committee, and the amendment of the bylaws, a vote by mail may be taken when deemed necessary by the board of directors. A report of any action taken by mail shall be made a part of the minutes of the next meeting of the board of directors.

**Section 7. Quorum.** Eight members of the board of directors, including at least two elected officers shall constitute a quorum.

**Article IX. Committees**

**Section 1. Standing Committees.** The standing committees shall be archives, budget-finance, bylaws, communications and marketing, fund raising, membership, program, and purchasing.

- A. Unless otherwise provided in these bylaws, standing committees and subcommittee chairmen and members of such committees shall be appointed by the president.
- B. No member shall be chairman of more than one standing committee.
- C. Unless otherwise provided in these bylaws, members of standing committees need not be directors; however, the chairman of a standing committee shall be a member of the board of directors.
- D. The term for standing committee members shall be two years or until their successors are appointed.
- E. Unless stated otherwise in these bylaws, standing committees shall, prior to the November board of directors meeting, develop and submit to the president a plan of work that implements the Foundation's goals. The plans shall be approved by the board of directors at its November meeting.

- F. Each standing committee shall submit in a timely fashion its financial needs to the budget-finance committee
- G. Other than the chairman, sub-committee members need not be members of the Foundation. They shall be appointed for their expertise.

## **Section 2. Archives Committee**

**A. Composition.** The archive committee shall be composed of a chairman, a vice-chairman and such additional members as deemed necessary.

**B. Duties.** The archives committee shall:

1. gather materials of importance to the Foundation, or the mission of the Foundation, deemed to be of archival quality. These may include but are not limited to:
  - a. personal and professional papers of Lou Tate
  - b. Foundation records older than two (2) years
  - c. written materials on weaving, spinning and dyeing
  - d. textiles deemed to be of archival interest
  - e. objects found to be of interest to the Foundation or its mission (notably antique equipment used in spinning or weaving)
2. develop and execute a system to catalog and shelve archival items
3. develop and execute a use policy for materials housed in archives
4. preserve items housed in archives
5. perform such duties as deemed necessary to gather, preserve, avoid abuse but encourage use of documents or items deemed important to the mission of the Foundation.

## **Section 3. Budget-Finance Committee**

**A. Composition.** The budget-finance committee shall be composed of the treasurer as chairman, the vice-president, and two members. If deemed necessary additional members may be appointed.

**B. Duties.** The committee shall:

1. have general supervision of the finances of Lou Tate Foundation, Inc., subject to approval by the board of directors
2. prepare an annual budget for presentation to the board of directors at the board of directors meeting held prior to the annual membership meeting.
3. present to the board of directors, when deemed necessary, amendments to the budget. The budget may be amended by a majority vote of the board of directors.

## **Section 4. Bylaws Committee.**

**A. Composition.** The bylaws committee shall be composed of a chairman, a vice-chairman, and one other member all of whom, if feasible, shall be knowledgeable in the field of parliamentary law.

**B. Duties.** The committee shall:

1. review all proposed amendments submitted by board of directors, standing committees, or members.
2. arrange all proposed amendments in a logical order for consideration at the meeting at which they will be presented, with identification of the proposer(s) of each amendment and the committee's recommendation for action upon each amendment
3. originate amendments deemed appropriate

**C. Parliamentarian.** The parliamentarian shall serve as an advisor to the committee.

## **Section 5. Communications and Marketing Committee**

**A. Composition.** The communications and marketing committee shall be composed of a chairman, a vice chairman and such additional members as deemed necessary.

**B. Duties.** The communications and marketing committee shall develop a plan of action and submit it to the president prior to the November board of directors meeting. The plan shall include, but not be limited to, the following:

1. investigate and recommend methods of acquainting the general public with the objectives of Lou Tate Foundation, Inc.
2. prepare publicity statements for release on special events and educational classes of

- the Foundation, meetings of the board of directors, and the annual membership meeting
3. assist the editor of *The Kentucky Weaver* to expand the distribution list and assist with other publications of the Foundation.

#### **Section 6. Fund Raising Committee.**

- A. **Composition.** The fund raising committee shall be composed of a chairman, a vice chairman and such additional members as deemed necessary.
- B. **Duties.** The fund raising committee shall develop a plan of action and submit it to the president prior to the November board of directors meeting. The plan shall include, but not limited to, the following:
  1. direct mailings
  2. special events
  3. grants

#### **Section 7. Membership Committee**

- A. **Composition.** The membership committee shall be composed of a chairman, a vice-chairman and such additional members as deemed necessary
- B. **Duties.** The membership committee shall:
  1. develop or cause to be developed an application for membership
  2. process applications for membership; present its recommendation on acceptance of an applicant to the board of directors
  3. keep an up-to-date list of members
  4. mail, or cause to be mailed, statement for dues to all Lou Tate Foundation, Inc. members stating the date due and the delinquent date. When necessary, sending a second notice, stating the date membership shall be forfeited. Any notice to members shall be deemed sufficiently given if it is mailed to the last known address of record
  5. work closely with the treasurer for accuracy of members in good standing
  6. be responsible for recognition of Sponsors and Patrons.

#### **Section 8. Program/Education Committee**

- A. **Composition.** The program/education committee shall be composed of a chairman, a vice chairman and such additional members as deemed necessary.
- B. **Duties.** The communications and marketing committee shall develop a plan of action and submit it to the president prior to the November board of directors meeting. The plan shall include, but not be limited to, the following:
  1. programs that promote the goals of the Foundation and The Little Loomhouse
  2. programs that develop leadership potential of Lou Tate Foundation, Inc. membership
  3. special offerings

#### **Section 9. Purchasing Committee**

- A. **Composition.** The purchasing committee shall be composed of a chairman, a vice chairman and such additional members as deemed necessary
- B. **Duties.** The purchasing committee shall:
  1. submit its financial needs to the finance-budget committee in a timely fashion for approval by the board of directors
  2. upon approval of financial needs, order needed supplies for The Little Loomhouse.
  3. disburse supplies to the appropriate teacher or program.

**Section 10. Special Committees.** Special committees may be created as necessary by the membership in assembly or the board of directors. The president shall appoint special committees.

#### **Section 11. Ex-officio Committee Members**

- A. The president shall be an ex-officio member of all committees except the nominating committee.
- B. The president and chairmen of standing committees shall be ex-officio members of all subcommittees within the respective committees.

## ARTICLE X. The Little Loomhouse

**Section 1. Location.** The headquarters of Lou Tate Foundation, Inc. and principal offices shall be located at 328 Kenwood Hill Road, Louisville, Kentucky 40214

**Section 2. Headquarters Funds.** Funds necessary for personnel and other expenses deemed necessary for the headquarters shall be allocated in the budget. A petty cash fund may be established for the headquarters, the amount to be determined by the board of directors.

**Section 3. Business.** Conduct of business in the headquarters office shall be under the direction of the president.

A. The president shall employ such personnel as required to carry out the duties of the headquarters office, provided that such employment falls within the constraints established by the Lou Tate Foundation, Inc. budget.

B. The president shall be responsible for:

1. the official seal
2. maintaining the permanent files of the Lou Tate Foundation, Inc.
3. ordering and maintaining a stock of all official forms, stationery and supplies
4. up-to-date listing of the members of Lou Tate Foundation, Inc. in all classifications
5. receiving an itemized account of receipts and disbursements from the treasurer at least quarterly
6. receiving an itemized account of dues collected and the deposit of funds in a bank or banks approved by the board of directors.
7. writing checks, with the vice-president or treasurer as co-signer, for disbursements from funds of the Lou Tate Foundation, Inc. upon receipt of authorized requisition
8. inventory and maintenance of all equipment and furniture in the headquarters
9. maintenance of grounds and building exterior.

## ARTICLE XI. Official Publication

**Section 1.** The official publication of the Lou Tate Foundation, Inc. shall be *The Kentucky Weaver*.

A. The purpose of *The Kentucky Weaver* shall be to:

1. promote the objectives of the Lou Tate Foundation, Inc.
2. inform the membership of the progress in the work of the officers and committees
3. bring into communication the membership and programs offered at the Little Loomhouse.
4. news of interest to the membership.

B. *The Kentucky Weaver* shall be published at least quarterly.

1. A copy of each issue shall be mailed to each member in good standing and to such other persons as may be deemed necessary by the board of directors.
2. The issue containing the Call to the annual membership meeting shall be mailed at least thirty (30) days prior to the meeting.

**Section 2.** The Editorial Staff shall consist of:

A. the president of the Lou Tate Foundation, Inc. who shall be editor-in-chief

B. the editor, who shall be a member of the Foundation, shall be responsible for the production of *The Kentucky Weaver*.

C. the associate editor, who shall be a member of the Foundation, shall assume the duties of the editor if the editor is unable to discharge the responsibilities of the office.

## ARTICLE XII. Official Emblem and Seal

**Section 1. Official Emblem.** The official emblem of the Lou Tate Foundation, Inc. shall be the \_\_\_\_\_.

- Section 2. Seal.** The official seal shall read “\_\_\_\_\_” and shall be:
- A . held at the headquarters in the custody of the president
  - B . imprinted on all documents as authorized by the board of directors

### ARTICLE XIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Lou Tate Foundation, Inc. in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Foundation may adopt.

### ARTICLE XIV. Amendment of Bylaws

- Section 1. Amendment.** These bylaws may be amended at any meeting, regular or special, of the board of directors:
- A . By a two-thirds vote provided that the amendment(s):
    - 1 . shall have been submitted by the by laws committee, the board of directors, a standing committee, or a member.
    - 2 . If originated by a party other than the bylaws committee, amendment(s) shall have been submitted to that committee at least sixty (60) days prior to the meeting at which the amendment(s) are to be considered.
    - 3 . shall have submitted to the board of directors at least thirty days prior to the meeting at which the amendment(s) are to be considered, with identification of the proposer(s) and with the committee's recommendation for action.
  - B . **Notification to Members.** Amendments adopted by the board of directors shall be published in *The Kentucky Weaver* .

### ARTICLE XV. Indemnification

The officers, employees, agents, and servants of the Lou Tate Foundation, Inc. shall be indemnified for any costs, expenses or liabilities incurred as a result of the performance of their duties as provided, in the Kentucky Revised Statutes or any amendments thereto.

### ARTICLE XVI. Dissolution

In the event of a dissolution of the Lou Tate Foundation, Inc., the net assets of the Corporation remaining after payment of all liabilities and obligations shall be distributed according to the Kentucky Revised Statutes. None of the assets shall be distributed to any member of the Lou Tate Foundation, Inc.

LED IN OFFICE

OCT 2 1979

9:26

REMEMBER BIRLER, Clerk  
BY MP D.C.

ORIGINAL COPY FILED  
SECRETARY OF STATE OF KENTUCKY  
FRANKFORT, KENTUCKY

ARTICLES OF INCORPORATION  
LOU TATE FOUNDATION, INC.

OCT 01 1979

*Dwight P. Davis*  
SECRETARY OF STATE

We, the undersigned natural persons, hereby adopt the following Articles of Incorporation, in accordance with the provisions of the Kentucky Non-profit Corporation Acts, codified as Section 273.161 through Section 273.390, inclusive, of the Kentucky Revised Statutes.

Article I. NAME.

The name of the corporation is LOU TATE FOUNDATION, INC.

Article II. DURATION.

The period of the corporation's duration is perpetual.

Article III. PURPOSE.

The purposes of the corporation are educational, literary, and civic, namely, to maintain and enlarge public knowledge of and information about the art and craft of weaving, and to do any and all things ordinary, necessary or incident to the dissemination of such knowledge and/or information to and among the general public; provided, however, that no substantial part of the corporation's activities shall consist of carrying on propaganda or otherwise attempting to influence legislation.

Article IV. POWERS.

The corporation shall have all corporate powers enumerated in KRS Section 273.171; provided, however, that



upon dissolution or final liquidation the corporation may not make distributions to members but instead any and all net assets upon such dissolution or final liquidation shall be transferred and conveyed to the United States of America, or if the United States fails to accept such transfer and conveyance within a reasonable time, then to such broadly-publicly-supported corporation organized for the same or generally similar purposes as shall be designated by the corporation's board of directors, or by a committee of said board of directors duly empowered to make such designation on behalf of the board of directors, which transferee corporation so designated may not be, and may not at any time have been, engaged in carrying on propaganda or otherwise attempting to influence legislation as a substantial part of its activities.

Article V. REGISTERED OFFICE AND AGENT.

The address of the initial registered office of the corporation is 416 Marion E. Taylor Building, Louisville, Kentucky 40202, and the name of its initial registered agent at such address is Earle B. Fowler.

Article VI. BOARD OF DIRECTORS.

The initial board of directors shall consist of those persons identified herein as the incorporators of the corporation, namely, the persons whose names and addresses appear in Article VII hereof, the same being incorporated in this Article VI by reference.

Article VII. INCORPORATORS.

The names and addresses of the Incorporators are as follows:

Sue Kendrick  
104 Woodmore Avenue  
Louisville, KY 40214

Thelma Hogan  
4503 Estate Drive  
Louisville, KY 40216

Vivian Hyatt  
503 Southland Blvd.  
Louisville, KY 40214

Michael E. Kirk  
1433 Rosewood Avenue  
Louisville, KY 40204

Charles L. Moberly  
8016 Canna Drive  
Louisville, KY 40258

Ann E. Kiper  
5709 Southland Blvd.  
Louisville, KY 40214

John E. Ryan, Jr.  
5344 Lost Trail  
Louisville, KY 40214

Earle B. Fowler  
414 Marion E. Taylor Blvd.  
Louisville, KY 40202

Robert L. Douglas  
Box 353, Route #1  
Lebanon Junction, KY 40150

Article VIII. MEMBERSHIP.

The incorporators whose names appear above shall constitute the initial group of members of the Foundation. Thereafter, eligibility for membership and voting rights shall be set forth in the by-laws.

IN WITNESS WHEREOF, the undersigned Incorporators have signed these Articles of Incorporation, in triplicate originals, this 26 day of September, 1979, at Louisville, Kentucky.

_____	<u>Robert L. Douglas</u>
<u>Virian Hyatt</u>	<u>Thomas W. Wagon</u>
<u>James L. Proberly</u>	<u>Michael E. Lutz</u>
<u>John E. Ryan Jr</u>	<u>Ann E. Kiger</u>
	<u>Earle B. Fowler</u>

STATE OF KENTUCKY     )  
                                  )  
COUNTY OF JEFFERSON    )

The foregoing instrument was acknowledged before me this 27th day of September, 1979, by Earle B. Fowler, one of the Incorporators of Lou Tate Foundation, Inc.

Harold B. [Signature]  
Notary Public, State-at-Large, Kentucky  
My commission expires: July 23, 1980

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>The Lou Tate Foundation</b>	
Business name/disregarded entity name, if different from above <b>d/b/a The Little Loomhouse</b>	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
Address (number, street, and apt. or suite no.) <b>328 Kenwood Hill Rd.</b>	Requester's name and address (optional)
City, state, and ZIP code <b>Louisville, KY, 40214</b>	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
				-			-	
<b>Employer identification number</b>								
6	1	-	0	9	6	1	5	3

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Rosemary Ann McCordles</i>	Date ▶ <i>May 6, 2014</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [IRS.gov](http://IRS.gov) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

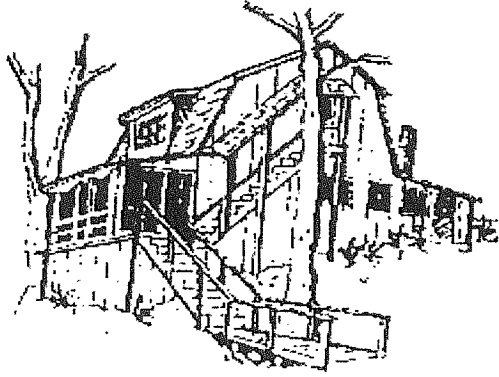
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



# The Little Loomhouse The Lou Tate Foundation

328 Kenwood Hill Road  
P.O. Box 9124  
Louisville, KY, 40209-0124  
[www.littleloomhouse.org](http://www.littleloomhouse.org)  
502-367-4792

## Employees

The Lou Tate Foundation has one paid part time (15 hours per week) employee. The current instruction Coordinator is Stephanie Brown.

## NDF NON-PROFIT APPLICATION CHECKLIST

<b>Legal Name of Applicant Organization:</b> The Lou Tate Foundation	
Program Name: <i>Spin a Yarn Storytelling Festival</i> Request Amount: <i>\$1,175</i>	Yes/No/NA
<b>Request form:</b> Is the NDF request form signed by all Council Member(s) appropriating funding?	Y
<b>Request form:</b> Is the funding proposed less than or equal to the request amount?	Y
<b>Request form:</b> Have all known Council or Staff relationships to the Agency been adequately disclosed on the cover sheet?	N/A
<b>Application Page 1:</b> Has prior Metro funds committed/granted been disclosed?	Y
<b>Application Page 3:</b> Is the application properly signed and dated by authorized signatory?	Y
<b>Application Page 3:</b> Reimbursement funding – One or two boxes checked if any expenses are incurred before the grant award period. Is all required documentation included?	N/A
<b>Application Pages 3 – 5:</b> Is the proposed public purpose of the program well-documented?	Y
<b>Application 4:</b> Is there adequate documentation of how the proceeds of the fundraiser will be spent?	Y
<b>Application Budget Page 6:</b> Does the application budget reflect only the revenue and expenses of the project/program (page 6) if the request is not an operating budget request? Is all detail schedules included for “Metro, Non Metro and Total” expense funds for client assistance, community events & festivals and other expenses? And does the Non-Metro Revenue equal the Non-Metro expenses?	Y
<b>Faith Based Organizations:</b> Is the signed Faith Based Form signed and included?	N/A
<b>Jefferson County Only:</b> Will all funding be spent in Louisville/Jefferson County?	Y
<b>Capital Project(s) request:</b> Is the cost estimate(s) from proposed vendor(s) included?	N/A
<b>Good Standing:</b> Is the entity in good standing with: <ul style="list-style-type: none"> <li>• Kentucky Secretary of State – include Secretary of State website information on organization</li> <li>• Louisville Metro Government – check OMB monthly report filed in Council Financial Reports</li> <li>• Internal Revenue Service – most recent Form 990 included</li> </ul>	Y
<b>Separate Taxing Districts:</b> If Metro funding is for a separate taxing district, is the funding appropriated for a program outside the legal responsibility of that taxing district?	N/A
<b>Small Cities:</b> Is the resolution included agreeing to partner with Louisville Metro on the capital project? (IRS Determination letter not required, Form 990 not required, but KY SOS acknowledgement is)	N/A
<b>Operating Requests:</b> Is recommended operating funding less than or equal to 33% of total operating budget?	N/A
<b>IRS Exempt Proof:</b> Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	Y
<b>Operating Budget:</b> Is the organization’s current fiscal year operating budget included?	Y
<b>Ordinance Required:</b> Is the amount committed by Council members greater than \$5,000 to any one project/program within an organization in this fiscal year.	N/A
<b>Board Members:</b> Is the entity’s board member list (with term length/term limits) included?	Y
<b>Staff:</b> Is a list of the highest paid staff included with their expected annual personnel costs?	Y
<b>Annual Audit:</b> Is the most recent annual audit (if required by organization) included?	N/A
<b>Rent Requests:</b> Is a copy of signed lease included?	N/A
<b>Articles of Incorporation:</b> Are the Articles of Incorporation of the organization included?	Y
<b>IRS Form W-9:</b> Is the IRS Form W-9 included?	Y
<b>Evaluation Forms:</b> Are the evaluation forms (if program participants are given evaluation forms) included?	N
<b>Affirmative Action:</b> Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required by the organization)?	N/A
<b>Prepared by:</b> <i>Briana Suelthorn</i>	<b>Date:</b> <i>05/20/14</i>

**LOU TATE FOUNDATION, INC.****General Information**

<b>Organization Number</b>	0141264
<b>Name</b>	LOU TATE FOUNDATION, INC.
<b>Profit or Non-Profit</b>	N - Non-profit
<b>Company Type</b>	KCO - Kentucky Corporation
<b>Status</b>	A - Active
<b>Standing</b>	G - Good
<b>State</b>	KY
<b>File Date</b>	10/1/1979
<b>Organization Date</b>	10/1/1979
<b>Last Annual Report</b>	2/15/2013
<b>Principal Office</b>	P.O. BOX 9124 328 KENWOOD HILL RD. LOUISVILLE, KY 40209
<b>Registered Agent</b>	LESLIE CLEMENTS 328 KENWOOD HILL RD. PO BOX 9124 LOUISVILLE, KY 40209

**Current Officers**

<b>President</b>	<u>Stefanie Buzan</u>
<b>Vice President</b>	<u>Leslie Clements</u>
<b>Secretary</b>	<u>John Wakeley Purple</u>
<b>Treasurer</b>	<u>Verna Mattingly</u>
<b>Director</b>	<u>Mary Stuart Reichard</u>
<b>Director</b>	<u>Barbara Terranova</u>
<b>Director</b>	<u>Ethel Schwartz</u>
<b>Director</b>	<u>Rosemary Hauck McCandless</u>
<b>Director</b>	<u>Mona Cattan-Lewis</u>
<b>Director</b>	<u>Allison S. Vincent</u>
<b>Director</b>	<u>Stephanie Brown</u>
<b>Director</b>	<u>Sylvia Arnold Kinsfather</u>
<b>Director</b>	<u>Dennis Kinsfather</u>
<b>Director</b>	<u>Barbara Nichols</u>

**Individuals / Entities listed at time of formation**

<b>Director</b>	<u>SUE KENDRICK</u>
<b>Director</b>	<u>VIVIAN HYATT</u>
<b>Director</b>	<u>CHARLES L. MOBERLY</u>
<b>Director</b>	<u>JOHN E. RYAN, JR.</u>
<b>Director</b>	<u>THELMA HOGAN</u>
<b>Incorporator</b>	<u>SUE KENRICK</u>
<b>Incorporator</b>	<u>VIVIAN HYATT</u>

Registered agent address change	5/24/2014 5:36:29 PM	5/24/2014 5:36:29 PM
Annual report	2/15/2013 2:46:06 PM	2/15/2013 2:46:06 PM
Annual report	1/20/2012 12:05:20 PM	1/20/2012 12:05:20 PM
Principal office change	1/20/2012 11:11:47 AM	1/20/2012 11:11:47 AM
Annual report	3/3/2011 9:00:14 PM	3/3/2011 9:00:14 PM
Annual report	5/20/2010 10:17:18 PM	5/20/2010 10:17:18 PM
Registered agent address change	2/16/2009 9:48:12 AM	2/16/2009
Amendment to annual report	1/22/2009 10:02:16 PM	1/22/2009 10:02:16 PM
Annual report	1/22/2009 9:50:41 PM	1/22/2009 9:50:41 PM
Annual report	5/9/2008 12:28:08 PM	5/9/2008
Annual report	7/18/2007 5:14:54 PM	7/18/2007 5:14:54 PM
Annual report	6/28/2006 4:09:46 PM	6/28/2006 4:09:46 PM
Annual report	6/8/2005	6/8/2005
Annual report	9/16/2004	9/16/2004
Annual report	6/12/2003	6/12/2003
Annual report	6/27/2002	6/27/2002
Registered agent address change	4/30/2001 3:24:06 PM	4/30/2001
Annual report	4/30/2001 3:22:59 PM	4/30/2001
Registered agent address change	4/22/1997	4/22/1997
Amendment - Miscellaneous amendments	3/6/1980	3/6/1980

**Microfilmed Images**

**Microfilm images are not available online. They can be ordered by faxing a Request For Corporate Documents to the Corporate Records Branch at 502-564-5687.**

Annual Report	6/8/2005	1 page
Annual Report	12/31/2004	1 page
Annual Report	10/8/2003	1 page
Annual Report	12/13/2002	1 page
Annual Report	7/11/2001	1 page
Statement of Change	4/30/2001	1 page
Annual Report	7/20/2000	3 pages
Annual Report	7/2/1999	1 page
Annual Report	5/13/1998	1 page
Annual Report	7/1/1997	1 page
Statement of Change	4/22/1997	1 page