



LOUISVILLE METRO COUNCIL



NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 - APPLICANT INFORMATION

Legal Name of Applicant Organization: **Germantown Mission, Inc.**
(as listed on: <http://www.sos.ky.gov/business/records/>)

Main Office Street & Mailing Address: **1094 E Kentucky Street, Louisville, Ky. 40204-1936**

Website: **gpnalouisville.com**

Application Contact: **Steve Magre**
Phone: **502-713-0576**

Title: **Volunteer Administrator**
Email: **stevemagre.m39@gmail.com**

Financial Contact: **Same**
Phone:

Title:
Email:

GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED

Program Facility Location(s): **GPNA Center, 1094 E Kentucky Street, Louisville, Kentucky 40204-1936**
Council District(s): **4th and 10th** Zip Code(s): **40204**

SECTION 2 - PROGRAM REQUEST & FINANCIAL INFORMATION

Program Name: **Assist in support of operating cost of the center**
Total Request: **\$5,000**

Total Metro Award (this program) in previous year: **\$5,000**

The following are required attachments:

- IRS Exempt Status Determination Letter
- Current Year Projected Budget
- List of Board of Directors (include term & term limits)
- Current financial statement
- Most recent IRS Form 990 or 1120-H
- Articles of Incorporation
- Cost estimates from proposed vendor if request is for capital expense

- Signed lease if rent costs are being requested
- IRS Form W9
- Evaluation forms if used in the proposed program
- Annual audit (if required by organization)
- Faith Based Organization Certification Form, if required
- Staff including the 3 highest paid staff

Agency Fiscal Yr Start Date: **July 1, 2013 to June 30, 2014**

For the current fiscal year ending June 30, list all funds 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.

Source: NDF Funds for GPNA 2012-13 budget year received after June :	Amount: \$2,500.00
Source:	Amount: \$
Source:	Amount: \$

Source: Has the applicant contacted the BBB Charity Review for participation? Yes No
 Has the applicant met the BBB Charity Review Standards? Yes No

SECTION 3 - SIGNATURE

I certify under the penalty of law the information in this application (including, without limitation, the "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.

Signature of Legal Signatory: *Judy Magre*
Legal Signatory (please print): **JUDY MAGRE**
Phone: **713-0576** Extension:

Date: **11-8-13**
Title: **President**
Email: **shm555@insightbb**

SECTION 4 - AGENCY DETAILS

Describe Agency's Vision, Mission and Services:

Attached explanation provides the response.

SECTION 5 - PROGRAM NARRATIVE

A: Purpose of Request (check all that apply):

- Operating Funds (generally cannot exceed 33% of agency's total operating budget)
- Programming/services/events for direct benefit to community or qualified individuals
- Capital Project of the organization (equipment, furnishing, building, etc)

B: 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):

During this year we started a Facebook Page to coordinate with our long standing website. We recently completed a project that allowed the painting of a mural on a garage side wall adjacent to our neighborhood center. This was a partnership tied to St. Therese Church community on the basis that they owned the garage. As a result of our combined efforts there now is a beautiful pasture mural piece beautifying the side yard between our two properties. It can be seen and enjoyed by people driving and walking east on E Kentucky Street. The association is right now involved in two current work groups. One effort is tied with our colleague SACC being at the table. We have connected on an effort to improve and upgrade Goss Avenue. This process is in its early stages. The second effort involves the city's EDO department. The city is implementing an EPA grant tied to Railway Corridor improvements along the CSX line that goes through our neighborhood. Their plan is to also include the possibilities at looking at changes to the Beargrass Creek channel that runs through our neighborhood. This too is at the early phase of work effort. Also exciting is that we have in recent months developed a stronger partnership with HCM. This is due to their office move that is now taking place. They are new owners of the property at the southwest corner of E Breckenridge Street at Barret Avenue. This property is within our boundaries. One of our board members had been added as a member of their new Center Board. Our goal is to work with them to support and help get the word out for new programs that will be started at their new home. A last item to share is the role we are playing is support of buy local and specifically tied to local farmers and healthy food choices. In October we sponsored a wonderful event titled "Local Feast". More than 250 persons attended and 80 persons had to be turned away due to having no more room capacity to go over an attendance of 250 people. Non profits were provided time to share and presented during the feast.

I have attached a broader explanation that was used last year that explained well the number of happenings that occur at the center during the course of the year. Our center has been in operation continually for 27 years now.

Also attached are a few items that are suggested we should add in the last phrase of B. above.

We are a neighborhood association within Louisville. The association is 40 years old this year. Our boundaries are included on the inside left page of the folder this application is submitted within. Our singular focus is to work in all ways possible to maintain the heritage of our neighborhood, to assure the properties are clean and updated and that residents are invited to participate in coming together to work to improve the quality of life in the ways neighborhood associations are expected to do this. We hold a close relationship with 4th District Police in supporting block watches and crime prevention techniques. In recent years we have taken advantage of a focus group study that was performed by Center for Neighborhoods and have given specific attention to beautification projects and encouraging environmental living in our urban setting. Our theme of coming together also occurs by meetings we host. Four times a year we host a pot luck dinner at our center and we invite topical speakers to educate those attending. We have a once a year election meeting where we often recognize our Citizen(s) of the Year. This is the one meeting that normally has the largest attendance. We have close to 300 members including 40 or so businesses. Our major fund raising opportunities are the weekly bingo held at the center and the annual music festival called The Shotgun Festival. The festival has become a street festival celebrating our urban nature of living close to one another. The 4th and 10th district council members have been the main funders supporting this happening. Finally we do encourage residents to call or email us. We willingly work issues that anyone chooses to bring to our attention. One example of this last year was the landmarks commission vote on the Cherokee Park Tepee structure. We provided the group our letter of support. We collaborate with many of the non profits of our area and often sponsor their activities that aide residents that are in need. Our website is gpnalouisville.com.

C: Describe specifically how the funding will be spent including identification of funding to subgrantee(s):

The explanation for funding tied to a subgrantee is attached.

The money will be used to offset budgeted cost in the categories of Utilities at \$2,400, Building Insurance at \$1,700, General Repairs at \$550, Building Maintenance at \$1,250, Community Relations at \$100 and Outside at \$800.

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

- The funding request is a reimbursement of the following expenditures that have occurred prior to the application date:
 - ✓ 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 be incurred after the application date, but prior to the Metro Council approval date. This option will allow expenditures occurring within this time frame to be considered compliant with 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.

The subgrantee for this application is GermanParistown Neighborhood Association (GPNA). I am attaching the IRS letter of good standing that GPNA holds. GPNA is a 501C4 organization and we often take stands on what could be considered controversial issues. An example of such a stance in 2012 was our support for Landmarks designation for the Cherokee Park Tepee structure. Another example of the need for having this IRS status is our history of taking stances on zoning matters that directly affect the neighborhood. In the early 1990's our attorney advised us that given the ongoing support the city was providing each year for the building we should establish a 501C3 that is to a limited extent a mirrored organization. Germantown Mission Inc. was formed and filed with the IRS. GMI is making the application here. The activities that require this grant money to be spent will all take place via the umbrella of what is in actuality a joint association, that being GPNA. During the year we will transfer from GMI to cover for all the expenses paid that are outlined in the grant application.

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

No, it is not.

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 specifically.

Attached explanation provides the response.

We collaborate with numerous area non profits. We work with the Schnitzelburg Wellness Center board to promote their funding and their programs. We have supported VOA's Give a Day program and their Holiday Season programs. We work closely with area churches including Sojourn, St. Therese and Vine Street Baptist. We assist them to aid in helping those residents we know are in need. We have fostered a strong relationship with Center for Neighborhoods (CFN) and have a number of board members who have gone through their Neighborhood Institute program. Recently we had 2 members go through CFN's newly formed Green Institute program. Our facility is used at no cost by a number of non profits for their pot lucks or for general meetings they wish to hold. We are also a sponsor to the SACC # 1 dinner and to 2 teams each season with Germantown Baseball Inc. A last point is that most recently we have worked to forge a closer relationship with Shelby Park Neighborhood Association with the goal of involving them in joint efforts supporting a healthy diet and lifestyle. This is tied to our recent success in seeing a new farm market open last year at the Hope Worsted Mills located at Swan and E Kentucky Streets.

G: 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:

There is no specific program being funded with this request. This grant is tied to assuring we pay our bills tied to the center's operation and the grant \$ help make sure we CAN operate in the center. The history of city NDF support for helping in this way dates back to 1986. The explanation provided in this document on Page 2 Section B provides an excellent presentation of how our center has been used this year and will continue to be used during 2014. Attached here is the most recent copy of our Frontpage articles that are currently listed at our website at gpnalouisville.com. In terms of reporting numbers our membership to our association is now over 250 persons up about 10% from last year. We have supported block parties and police block watches. We added sponsorship of a new annual event that took place in August. We helped with the VOA in clean up tied to the Mayor's week of Compassion. We maintained two garden areas this year and placed a new finger painted mural that involved the 50 or so residents in painting the end product. Dignitaries included in helping were Mayor Fischer and Council President Jim King.

SECTION 6 - PROGRAM BUDGET SUMMARY

The Program Budget should realistically estimate what amount is needed from Metro Government and what is expected from other sources. Enter whole-dollar amounts.

Program Expenses	Column 1	Column 2*	Column 3
	Proposed Metro Funds	Non-Metro Funds	Total Program Cost
A: Personnel Costs Including Benefits			
B: Rent/Utilities	2,400	1,100	3,500
C: Office Supplies			
D: Telephone			
E: In-town Travel			
F: Client Assistance (Attach Detailed List)			
G: Professional Service Contracts			
H: Program Materials			
I: Community Events & Festivals (Attach Detailed List)	0	4,200	4,200
J: Machinery & Equipment			
K: Capital Project			
L: Other Expenses (Attach Detail List)	4,400	43,150	47,550
SUBTOTAL	6,800	48,450	55,250
	12 %	88 %	100%
Value of volunteer services (attach detailed list)	N/A	21,470	21,470
Value of in-kind assets, staff, or donated space, equipment, etc. (Detail on Next Page)	N/A	-0-	-0-
	6,800	69,920	76,720

*List funding sources in Column 2 (do not include individual donor names):

Other State, Federal or Local Government	
United Way	
Private Contributions	
Fees Collected from Program Participants	
Other (please specify)	Specifics Attached, Amount is \$55,250
	\$55,250

Balance Sheet For Germantown Mission, Inc. for FY 2013-14

Assets:

Cash at 10-31-13 \$482.65

Equals Total Assets \$482.65

Less Liabilities 0

Total Capital \$482.65

Anticipated Income Statement for FY 2013-14

Income City Grant \$6,800

Transfer To GPNA \$6,800

Net Activity 0

GPNA/GMI

Budget Amounts Attachment Details

For FY 2013-14 For Page 6

Ending June 30, 2014

	Running	Grant Explanations	Attachment to
Income			
Reserve Used	1000	Listed bottom-6	Attachment to
SGF Event	1200	Listed bottom-6	show income detail
Donatons/Membersh.	1100	Listed bottom-6	called for at bottome
Concessions	900	Listed bottom-6	of Page 6 area.
Bingo Income	43250	Listed bottom-6	
City Grants	6800	Listed bottom- 6	
Product Sales	1000	Listed bottom- 6	
Total for Income	55250		
Expenses			
Building-Maintenance	2900	Page 6 Attach Explanations	Grant \$
Building- Insurance	1700	2900 for Line L	Request- Running
Building- Utilities	3500	4600 for Line L	1250 1250
Sponsor G Baseball	450	8100 for Line B	1700 2950
Community Relations	2600	8550 for Line L	2400 4350
Sponsorships	1300	11150 for Line L	100 4450
Bingo Expenses	36000	12450 for Line L	
Outside Work	1000	48,450 for Line L	
SGF Event	4200	49450 for Line L	
General Repairs	1600	53650 for Line I	
Total for Expenses	55250	55250 for Line L	
		Total Grant Request	6800 6800

PROGRAM BUDGET SUMMARY (CONTINUED)

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
Bingo volunteers = 50 weeks for 5 persons		\$19 per hour per IRS allowance
at 3 hours a session	750 hours decicated	as shared by MUW's recommendation.
Administrator reporting is a 50 weeks at 4 hours a week	200 hours decicated	
for raised and rain garden 3 persons at 30 weeks at 2 hour per	180 hours dedicated	
Total Value of In-Kind (to match Program Budget Line Item. Volunteer Contribution & Other In Kind)	\$21,470	1,130 hours at \$19 per

* 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)

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:

SECTION 7 - CERTIFICATIONS AND ASSURANCES

By signing the first page 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. 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. Return to Louisville Metro any unexpended funds by July 31 following the Metro Louisville's fiscal year end
8. 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.

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.

Balance Sheet

G.M.F.
@ 10-07-2013

	Initials	Date
Prepared By		
Approved By		

WILSON JONES COMPANY 7208 GREEN 7206 BUFF

MADE IN U.S.A.

	1	2	3	4	5	6	7	8	9
Assets.									
CASH		482.00							
Liabilities		- 0 -							
Capital		482.00							
ANTICIPATED INCOME STATEMENT FOR 2013-14 FY									
Income									
City Grant 1		5000-		OPERATION COSTS					
City Grant 2		1800-		COMMUNITY REPORT					
Total Income		6800-							
Pay outs									
To GRNA ACCT		6800-		TRANSFER TO SURPLUS					
NET Activity		- 0 -							

GPNA 2014 Budget Presented:	Versus 2013 Budget		Change \$	Explanation
Line Items for Revenue Category	\$ Amount	Budgeted		
Shjotgun Festival 2013	1200		1200	sales realized at 9-21
Donations- Sponsorships	500	620	-120	slightly down
Concessions	850	500	300	running abt \$70 a mo.
Bingo Income	10350	6500	125	slightly up
City Grants	6800	7400	-605	no \$ for rain garden
Event Sales	500	300	300	new product sales
Roof- Insurance	0	3900	0	no change
Totals	20200	19220	1200	

Line Items for Expense Category

Building Maintenance	1800	1740	0	on target
Building Insurance	1700	1600	105	rate increased
Building Utilities	3500	3400	0	on target
Building Internet	0	480	-280	cut off internet mid yea
Community Relations	2600	2400	0	on target
Sponsorships	2000	1800	0	on target
Bingo Expenses	3200	600	0	on target
Outside Work	1200	1300	-250	on target
Shotgun Festival	4200	2000	2200	created new budget
Roof Repair	0	3900	-3360	roof repairs only \$540
Garage Mural	0	0	2100	approved new project
Frogtown Mural	0	0	435	estimate to hang mura
Totals	20200	19220	1200	

Report	Year	2014	2013	Amount Spent for August and September
Categories				
Building Utilities				431
Building Internet				30
Sponsorships				50
Community Relations				284
Totals				795

Webmail

gma@insightbb.com

± Font Size :

Form 990-N E-filing Receipt - IRS Status: Accepted

From : epostcard@urban.org
Subject : Form 990-N E-filing Receipt - IRS Status: Accepted
To : gma@insightbb.com
Organization: GERMANTOWN MISSION INC
EIN: 61-1251931
Submission Type: Form 990-N
Year: 2012
Submission ID: 7800582013015d424046
e-File Postmark: 1/15/2013 1:22:19 PM
Accepted Date: 1/15/2013

Tue, Jan 15, 2013 01:28 PM

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

e-Postcard technical support
Phone: 856-255-0654 (toll free)
email: ePostcard@urban.org

GERMANTOWN MISSION INC
% Judy Magre President
1094 E Kentucky Street
Louisville, KY 40204

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 1508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 02 1999

GERMANTOWN MISSION INC
1094 E KENTUCKY ST
LOUISVILLE, KY 40204-1936

Employer Identification Number:
61-1251931

DLM: 17653031822008

Contact Person:
D. A. DOWNING

Contact Telephone Number:
(513) 241-5199

Our Letter Dated:
June 1994

Addendum Applies:
No

Dear Applicant:

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

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. 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 Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or 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, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

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,

D. Ashley Bullard

District Director

*Call Jeff Royal
at Royal aid
to request their
review.*

Letter 1050 (00/03)

Commonwealth of Kentucky
Alison Lundergan Grimes, Secretary of State

NARP
0311353
Alison Lundergan Grimes
KY Secretary of State
Received and Filed
1/20/2013 10:41:56 AM
Fee receipt: \$15.00

Alison Lundergan Grimes
Secretary of State
P O. Box 1150
Frankfort, KY 40602-1150
(502) 564-3490
<http://www.sos.ky.gov>

Annual Report
Online Filing

ARP

Company: GERMANTOWN MISSION, INC.
Company ID: 0311353
State of origin: Kentucky
Formation date: 2/16/1993 12:00:00 AM
Date filed: 1/20/2013 10:41:56 AM
Fee: \$15.00

Principal Office

1094 E. KENTUCKY ST.
LOUISVILLE, KY 40204

Registered Agent Name/Address

JUDY M MAGRE
1094 E KENTUCKY ST.
LOUISVILLE, KY 40204

Current Officers

President	Tomy Molloy	1021 Charles St., Louisville, Ky. 40204
Treasurer	Tom Bacigalupi	1044 E. Caldwell St., Louisville, KY 40204
Vice President	Judy Magre	1122 Rammers Ave., Louisville, KY 40204

Directors

Director	Tom Bacigalupi, Sr.	1094 East Kentucky St., Louisville, Ky. 40204
Director	Tomy Molloy	1094 East Kentucky St., Louisville, Ky. 40204
Director	Judy Magre	1094 East Kentucky St., Louisville, Ky. 40204

Signatures

Signature	Judy Magre
Title	Vice President

Temporarily AWAY
APRIL 2013. REPLACED BY:
STEVE MAGRE
TREASURER
1122 RAMMERS AVE
LOUISVILLE, KY. 40204

** TERM ENDS*
JUNE 2013 AND
CAN BE REELECTED.
NO TERM LIMITS ARE
IN EFFECT.
TERMS GO THROUGH
2014 FOR ALL.

RECEIVED & FILED
\$ 8.00
FEB 16 11 00 AM '93

ARTICLES OF INCORPORATION
OF
GERMANTOWN MISSION, Inc.

FOR DATABASE
SECRET STATE
COMPL BY
R-L-B

WE, THE UNDERSIGNED, having associated for the purposes of forming a non-profit, non-stock corporation, under and pursuant to the laws of the Commonwealth of Kentucky, and more particularly Chapter 273, Kentucky Revised Statutes (KRS), hereby certify as follows:

ARTICLE I

The name of the Corporation shall be:

GERMANTOWN MISSION, Inc.

ARTICLE II

The duration of the Corporation shall be perpetual.

ARTICLE III

The address of the registered office of the corporation is:

1094 E. Kentucky St.
Louisville, Ky. 4-2-4

The name of the initial registered agent for service of process, located at such address is:

Jack Oliver

The principal office of the Corporation is located at:

1094 E. Kentucky St.
Louisville, Ky. 40204

Other places of business in said city or elsewhere may be designated by resolution of the Board of Directors.

ARTICLE IV

The Corporation is organized and shall be operated exclusively for charitable and educational purposes as described within Section 501(c)(3) of the Internal Revenue Code (or corresponding provisions of any later Federal tax laws), including for such purposes the making of distributions to organizations and individuals for the

purpose of engaging in activity falling within the purposes of the Corporation and permitted for an organization exempt under said Section 501(c)(3).

The purposes of the Corporation shall be more specifically stated as follows, the organization will:

- 1) provide a wide range of charitable, educational, and social services to senior citizens and the disabled, including but not limited to, free or low cost meals, free or low cost shut-in meal service, and health and nutritional services;
- 2) provide educational and recreational services to youth and low income families;
- 3) engage in other activities consistent with the above purposes.

ARTICLE V

The Corporation shall be irrevocably dedicated to and operated exclusively for, non-profit purposes. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof.

ARTICLE VI

In carrying out the corporate purposes described in Article IV, the Corporation shall have all the powers granted by the laws of the State of Kentucky, including in particular those listed in KRS 273.171 (or corresponding provision of any later State statute), except as follows and as otherwise stated in these Articles:

a) No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

b) Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on:

- 1) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding provisions of any subsequent Federal tax laws.
- 2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding provisions of any later Federal tax laws.
- c) If and so long as the Corporation is a private foundation as defined in Section 509(a) of the Internal Revenue Code, or corresponding provisions of any later Federal tax laws:
 - 1) The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code, or corresponding provisions of any later Federal tax laws.
 - 2) The Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code, or corresponding provisions of any later Federal tax laws.
 - 3) The Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code, or corresponding provisions of any later Federal tax laws.
 - 4) The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code, or corresponding provisions of any later tax laws.
 - 5) The Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code, or corresponding provisions of any later Federal tax laws.

ARTICLE VII

The name and address of the incorporator is:

INCORPORATOR

ADDRESS

Jack Oliver

1094 E. Kentucky St.
Louisville, Ky. 40204

ARTICLE VIII

The initial Board of Directors shall consist of four (4) Directors. The names and addresses of the members of the initial Board of Directors are:

<u>DIRECTOR</u>	<u>ADDRESS</u>
Jack Oliver	960 Vine Street Louisville, Ky. 40204
John J. Olliges, Jr.	4145 Darbrook Road Louisville, Ky. 40207
Carol S. Olliges	4145 Darbrook Road Louisville, Ky. 40207
Carmel Eckenfels	1059 Highland Avenue Louisville, Ky. 40204

ARTICLE IX

The initial By-Laws shall be adopted by the initial Board of Directors. Thereafter, the Corporation shall be governed by the By-Laws.

Any director may be removed for cause pursuant to By-Laws provisions regarding grounds and procedures for such removal.

ARTICLE X

a) The directors, officers, employees and members of this Corporation shall not be held personally liable for any debt or obligation of the Corporation solely because of their position in the Corporation.

b) Any person serving on the Board of Directors of this Corporation shall not be held personally liable for monetary damages resulting from the breach of his/her duties as a director unless such act, omission or breach:

- 1) concerned or concerns a transaction in which the director's personal financial interest was or is in conflict with the financial interests of the Corporation;
- 2) was not in good faith or involved or involves intentional misconduct on the part of the director;
- 3) was known by the director to be a violation of law;
or
- 4) resulted in an improper personal benefit to the director.

This paragraph b) applies only to acts or omissions or breaches of duty occurring after July 15, 1988.

ARTICLE XI

Any director or officer or former director or officer of the Corporation, may be indemnified by the Corporation against any expenses actually and reasonably incurred by him/her in connection with the defense of any action, suit or proceeding, civil or criminal, in which s/he is made a party by reason of being or having been such director or officer, except in relation to matters as to which s/he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty to the Corporation. The Corporation may make any other indemnification permitted by law and authorized by its Articles of Incorporation, or its By-laws or a resolution adopted after notice to members entitled to vote.

ARTICLE XII

In the event of dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation, in such manner, or to such organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code (or corresponding provisions of any later Federal tax laws), as the Board of Directors shall determine.

The remaining assets, if any, shall be disposed of by the Circuit Court of the county in which the principal office for the Corporation is then located, exclusively for such purposes or to such organizations as said Court shall determine are organized and operated exclusively for such purposes.

ARTICLE XIII

Amendments to these Articles shall be made pursuant to the provisions of KRS 273.263 (or corresponding provision of any later State statute).

IN TESTIMONY WHEREOF, witness the signature of the Incorporator of this Corporation, this 13th day of January, 1993.


 JACK OLIVER, INCORPORATOR

STATE OF KENTUCKY)
)
COUNTY OF JEFFERSON)

The foregoing Articles of Incorporation were acknowledged before me this 13th day of January, 1993, by JACK OLIVER. Witness my signature and seal of office.

My Commission Expires: _____
Notary Public, State at Large, KY.
My commission expires July 27, 1993

F. Linda Dorence
NOTARY PUBLIC
STATE AT LARGE, KENTUCKY

This Document Prepared By:

Jeffrey B. Segal
JEFFREY B. SEGAL
Attorney at Law
LEGAL AID SOCIETY, INC.
425 West Muhammad Ali Blvd.
Louisville, Kentucky 40202
(502) 584-1254

A21072

Document No: 1993021072
Lodged By: GERMAN PARISTOWN INC
Recorded On: Feb 23, 1993 01:35:05 P.M.
Total Fees: \$10.00
County Clerk: Rebecca Jackson
Deputy Clerk: SHERRI

END OF DOCUMENT
page 6 of 6

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) GRAMTOWN MISSION INC.	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input checked="" type="checkbox"/> Individual/sole proprietor <input 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 checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)(3)	
<input checked="" type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 1094 W. HORTUCKY STREET	Requester's name and address (optional)
City, state, and ZIP code LOUISVILLE, KY. 40204	
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.

Social security number								
6	1	2	5	1	9	3	1	

Employer identification number								
6	1	2	5	1	9	3	1	

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

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

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 4.

Sign Here	Signature of U.S. person ▶ <i>Steve Maguire</i>	Date ▶ 11-3-2013
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General Instructions

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

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, 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

"German Paristown Neighborhood Association" Coming Together

A+ A- R

REMINDER- A BIG EVENT DATE IS COMING UP IN 2 DAYS!

THE FROGTOWN FINGER PAINTING OF THE NEW MURAL IS THIS SUNDAY, OCTOBER 27TH. THE TIME FOR YOU TO HELP OUT IS 2 TO 5 PM .THE PLACE IS AT OUR CENTER, 1094 E KENTUCKY STREET. THIS IS A FAMILY FRIENDLY EVENT. MAYOR FISCHER WILL BE PRESENT AT 415 PM. COUNCILMAN JIM KING AND DAVID TANDY WILL BE DROPPING BY DURING THE AFTERNOON AS WELL. WE THANK OUR CITY OFFICIALS FOR SUPPORTING OUR MISSION AND FOR THEIR LOVE OF PUBLIC ART. PLEASE DROP BY TO THIS FAMILY FRIENDLY EVENT.

1. At our last Board Meeting on Monday, October 21st Jeff Underhill will gave update to about 25 people in attendance. He shared that the final plans for conversion of the Antique Mall complex on Goss Avenue was in the works. He suggested that there will be meetings set up in the near future and that the first formal zoning meeting on this happening would take place at the end of October. If done the zoning change would take the property from M-2 Industrial to a commercial/office/residential zoning classification.

2. WELL ATTENDED POT LUCK DINNER AND OPEN MEETING. Our guest speaker was Joshua Orr from the Root Cellar at Hope Mills. Several tasty dishes were brought to the dinner and thanks to Danny Mac for his great pizza. GPNA will be working with Root Cellar to open its kitchen and help support a program that teaches residents on how to do canning. Look for updates on this in the near future.

3. SALE! The supply of our unique and beautiful clay mugs are dwindling. The cost has been reduced to \$10 per. The proceeds help offset building cost of the association. If you are interested in ordering one just email your request to stevemagre.m39@gmail.com. We thank Alex Adams for his talented work on this.

4. Our Monday Bingo is in its 27th year of consecutive operation. Doors open at 9 AM and games start at 10:15 AM. Our gaming license number is 00058 and posted. This long running event is quite unique. If you have not dropped by yet you need to do so. you will certainly get a flavor of our neighborhood and hopefully get to know new neighbors. Bingo is held at our center at 1094 E. Kentucky Street, just west of St. Therese Church.

5. Big event dates to mark on your calendar. OCTOBER 27 from 2 to 5 PM GPNA with artist Marjie Ryan will be hosting a new major mural painting. We thank Father Dave and the St. Therese community for supporting the project. The wall of the rectory garage that faces E. Kentucky Street will be transformed by anyone wishing to paint. Wear you paint clothes and join us. Please go to our Facebook page to read the poster that provides more particulars. The second date to mark is NOVEMBER 17 from 1 to 4

Home

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Shotgun Festival Saturday, Sept. 21st



Starting at 1pm on Saturday, September 21st, will be the 7th annual Shotgun Festival. Held at Nachbar, it is a day of local live music, food trucks, vendors, and artists. This year's fest will also feature square dancing! The celebration is in recognition of our most prevalent structure in Germantown – the shotgun house. The event is family friendly, so come on out!

Many thanks to Councilman David Tandy and Councilman Jim King, as the main sponsors of our Shotgun Festival this year. They have been there to help each of the 7 years of our festival.



New this year are handcrafted mugs by local artist Alex Adams. They will be for sale while supplies last, and offer special pricing on beers

Scheduled Bands

(Subject to change)

- 2 PM – Legends
- 3 PM - Allday Allnight
- 5 PM - In Lightning
- 6 PM - Lady Pyramid
- 7 PM- Square Dance with Trapper Keepers and Johanna Sims Calling
- 8 PM - Your Friendly Neighborhood Big Band

Food Trucks

(Also subject to change)

- Hole Mole
- French Indo-Canada
- Hi-Five Doughnuts
- Root Mobile



FRogToWN FiNgeRS

A COMMUNITY

FINGER PAINTING PROJECT

Sponsored by the GermanParisTown Community Center in partnership with St. Therese Church.



You are invited to make this mural with us
SUNDAY OCTOBER 27 2-5 PM
1094 East Kentucky Street
No Experience Necessary.

We make **PAINTERS**
out of **POINTERS**
and **PAINTED CLOTHING**
out of **PAINT CLOTHES.**

SIGN UP FIRST TO LINE UP FIRST!

*See our facebook page for more information
about this project and other neighborhood happenings @
www.facebook.com/GermanParisTownNeighborhoodAssociation*

Gpna Ryan

Finger painters add their touch to Frogtown mural

Nov. 06

courier-journal.com

Finger painters were filling in the dots on on a "Frogtown" mural on a recent Sunday in Germantown for "Frogtown Fingers: A Community Finger Painting Project."

The project has dressed up a blank wall on a St. Therese Catholic Church garage next to the Germantown Paristown Community Center, 1094 E. Kentucky St., with a mural that recalls the history of the area — which once was nicknamed "Frogtown."

That was a wetter time when the Beargrass Creek area was infested with mosquitoes and frogs, said Steve Magre, a neighborhood leader and former Louisville Alderman, who was helping out along with his wife, Judy.

The outline of the mural scene was sketched in chalk by artist Marjie Ryan, who lives in the neighborhood, and others were invited to stop by, dip their fingers in paint and fill in the pointilism-style or dotted background.

"It's a team effort," said Gary Lindquist, who lives nearby.

By mid-afternoon, about 40 to 50 people had contributed to the project, which was sponsored by the neighborhood association and the church.

Church deacon Tim Stewart sized it up: "It looks wonderful."

— *Martha Elson*

GERMANTOWN MISSION, INC.**General Information**

Organization Number	0311353
Name	GERMANTOWN MISSION, INC.
Profit or Non-Profit	N - Non-profit
Company Type	KCO - Kentucky Corporation
Status	A - Active
Standing	G - Good
State	KY
File Date	2/16/1993
Organization Date	2/16/1993
Last Annual Report	1/20/2013
Principal Office	1094 E. KENTUCKY ST. LOUISVILLE, KY 40204
Registered Agent	JUDY M MAGRE 1094 E. KENTUCKY ST. LOUISVILLE, KY 40204

Current Officers

President	<u>Tomy Molloy</u>
Vice President	<u>Judy Magre</u>
Treasurer	<u>Tom Bacigalupi</u>
Director	<u>Tom Bacigalupi, Sr.</u>
Director	<u>Tomy Molloy</u>
Director	<u>Judy Magre</u>

Individuals / Entities listed at time of formation

Director	<u>JACK OLIVER</u>
Director	<u>JOHN J. OLLIGES, JR.</u>
Director	<u>CAROL S. OLLIGES</u>
Director	<u>CARMEL ECKENFELS</u>
Incorporator	<u>JACK OLIVER</u>

Images available online

Documents filed with the Office of the Secretary of State on September 15, 2004 or thereafter are available as scanned images or PDF documents. Documents filed prior to September 15, 2004 will become available as the images are created.

<u>Annual Report</u>	1/20/2013	1 page	<u>PDF</u>	
<u>Annual Report</u>	1/10/2012	1 page	<u>PDF</u>	
<u>Annual Report</u>	3/15/2011	1 page	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	3/26/2010	1 page	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	2/12/2009	1 page	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	3/5/2008	1 page	<u>tiff</u>	<u>PDF</u>
<u>Annual Report</u>	1/23/2007	1 page	<u>tiff</u>	<u>PDF</u>

Annual Report	5/26/2006	1 page	tiff	PDF
Annual Report	6/22/2005	1 page	tiff	PDF
Annual Report	9/4/2003	1 page	tiff	PDF
Annual Report	8/20/2002	1 page	tiff	PDF
Annual Report	6/29/2001	1 page	tiff	PDF
Statement of Change	6/15/2001	1 page	tiff	PDF
Annual Report	7/20/2000	1 page	tiff	PDF
Annual Report	8/11/1999	1 page	tiff	PDF
Annual Report	7/27/1998	1 page	tiff	PDF
Annual Report	7/1/1997	1 page	tiff	PDF
Annual Report	7/1/1995	1 page	tiff	PDF
Annual Report	7/1/1994	1 page	tiff	PDF

Assumed Names

Activity History

Filing	File Date	Effective Date	Org. Referenced
Annual report	1/20/2013 10:41:56 AM	1/20/2013 10:41:56 AM	
Annual report	1/10/2012 4:27:09 PM	1/10/2012 4:27:09 PM	
Annual report	3/15/2011 12:37:54 PM	3/15/2011	
Annual report	3/26/2010 10:20:15 AM	3/26/2010	
Annual report	2/12/2009 12:11:49 PM	2/12/2009	
Annual report	3/5/2008 1:08:49 PM	3/5/2008	
Annual report	1/23/2007 10:02:15 AM	1/23/2007	
Annual report	5/26/2006 3:00:05 PM	5/26/2006	
Registered agent address change	6/15/2001 9:29:51 AM	6/15/2001	

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	8/2/2004	1 page
Annual Report	9/4/2003	1 page
Annual Report	8/20/2002	1 page
Annual Report	6/29/2001	1 page
Statement of Change	6/15/2001	1 page
Annual Report	7/20/2000	1 page
Annual Report	8/11/1999	1 page
Annual Report	7/27/1998	1 page
Annual Report	7/1/1997	1 page
Annual Report	7/1/1996	1 page

Annual Report	7/1/1995	1 page
Annual Report	7/1/1994	1 page
Articles of Incorporation	2/16/1993	6 pages

NDF NON-PROFIT APPLICATION CHECKLIST

Legal Name of Applicant Organization:		
Program Name: <i>Cecmabun Mission Trc</i>	Request Amount: <i>6,806.⁰³</i>	Yes/No/NA
Request form: Is the NDF request form signed by all Council Member(s) appropriating funding?		<i>yes</i>
Request form: Is the funding proposed less than or equal to the request amount?		<i>yes</i>
Request form: Have all known Council or Staff relationships to the Agency been adequately disclosed on the cover sheet?		<i>yes</i>
Application Page 1: Has prior Metro funds committed/granted been disclosed?		<i>yes</i>
Application Page 1: Is the application properly signed and dated by authorized signatory?		<i>yes</i>
Application Page 3: Reimbursement funding – One or two boxes checked if any expenses are incurred before the grant award period. Is all required documentation included?		<i>no reimb. yes</i>
Application Pages 3 – 5: Is the proposed public purpose of the program well-documented?		<i>yes</i>
Application 4: Is there adequate documentation of how the proceeds of the fundraiser will be spent?		<i>NA</i>
Application Budget Page 6: 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?		<i>yes</i>
Faith Based Organizations: Is the signed Faith Based Form signed and included?		<i>NA</i>
Jefferson County Only: Will all funding be spent in Louisville/Jefferson County?		<i>yes</i>
Capital Project(s) request: Is the cost estimate(s) from proposed vendor(s) included?		<i>NA</i>
Good Standing: Is the entity in good standing with: <ul style="list-style-type: none"> • Kentucky Secretary of State – include Secretary of State website information on organization • Louisville Metro Government – check OMB monthly report filed in Council Financial Reports • Internal Revenue Service – most recent Form 990 included 		<i>yes</i>
Separate Taxing Districts: If Metro funding is for a separate taxing district, is the funding appropriated for a program outside the legal responsibility of that taxing district?		<i>NA</i>
Small Cities: 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)		<i>NA</i>
Operating Requests: Is recommended operating funding less than or equal to 33% of total operating budget?		<i>yes</i>
IRS Exempt Proof: Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?		<i>yes</i>
Operating Budget: Is the organization's current fiscal year operating budget included?		<i>yes</i>
Ordinance Required: Is the amount committed by Council members greater than \$5,000 to any one project/program within an organization in this fiscal year.		<i>yes</i>
Board Members: Is the entity's board member list (with term length/term limits) included?		<i>yes</i>
Staff: Is a list of the highest paid staff included with their expected annual personnel costs?		<i>yes</i>
Annual Audit: Is the most recent annual audit (if required by organization) included?		<i>NA</i>
Rent Requests: Is a copy of signed lease included?		<i>NA</i>
Articles of Incorporation: Are the Articles of Incorporation of the organization included?		<i>yes</i>
IRS Form W-9: Is the IRS Form W-9 included?		<i>yes</i>
Evaluation Forms: Are the evaluation forms (if program participants are given evaluation forms) included?		<i>NA</i>
Affirmative Action: Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required by the organization)?		<i>NA</i>
Prepared by: <i>[Signature]</i>	Date: <i>1/27/13</i>	