

Received 4.21.14 @ 11:24
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**NEIGHBORHOOD DEVELOPMENT FUND
Not-for-Profit Transmittal and Approval Form**

Applicant/Program: Louisville Grows INC

Executive Summary of Request:

Total of 11500 requested to cover expenses
for Love Louisville Trees school plantings +
neighborhood planting in Germantown and West Louisville
this spring and funding for West Louisville market and
garden resource program.

Is this program/project a fundraiser? Yes No
Is this applicant a faith based organization? Yes No
Does this application include funding for sub-grantee(s)? Yes No

I have reviewed the attached Neighborhood Development Fund Application and have found it complete and within Metro Council guidelines and request approval of funding in the following amount(s). I have read the organization's statement of public purpose to be furthered by the funds requested and I agree that the public purpose is legitimate. I have also completed the disclosure section below, if required.

5 Cheri B. Hamilton \$1,000.00 3/6/2014
District # Primary Sponsor Signature Amount Date

Primary Sponsor Disclosure
List below any personal or business relationship you, your family or your legislative assistant have with this organization, its volunteers, its employees or members of its board of directors.

Approved by:
_____ Date _____
Appropriations Committee Chairman
Clerk's Office Only:
Request Amount: _____ Committee Amended Appropriation: _____
Original Appropriation: _____ Council Amended Appropriation: _____

OFFICE OF METRO COUNCIL CLERK
REVIEWED
DATE 4.22.14 TIME 11:43 am

NDF NON-PROFIT APPLICATION CHECKLIST

Legal Name of Applicant Organization:		
Program Name: <i>Louisville Germs</i>	Request Amount: <i>5000.00</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?		
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>Yes</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>N/A</i>
Jefferson County Only: Will all funding be spent in Louisville/Jefferson County?		<i>N/A</i>
Capital Project(s) request: Is the cost estimate(s) from proposed vendor(s) included?		<i>N/A</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 		
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>N/A</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)		
Operating Requests: Is recommended operating funding less than or equal to 33% of total operating budget?		<input checked="" type="checkbox"/>
IRS Exempt Proof: Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?		<input checked="" type="checkbox"/>
Operating Budget: Is the organization's current fiscal year operating budget included?		<input checked="" type="checkbox"/>
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.		
Board Members: Is the entity's board member list (with term length/term limits) included?		<input checked="" type="checkbox"/>
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>Yes</i>
Rent Requests: Is a copy of signed lease included?		<i>N/A</i>
Articles of Incorporation: Are the Articles of Incorporation of the organization included?		<i>me</i>
IRS Form W-9: Is the IRS Form W-9 included?		<input checked="" type="checkbox"/>
Evaluation Forms: Are the evaluation forms (if program participants are given evaluation forms) included?		
Affirmative Action: Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required by the organization)?		<input checked="" type="checkbox"/>
Prepared by:		Date:



LOUISVILLE METRO COUNCIL

NEIGHBORHOOD DEVELOPMENT FUND APPLICATION



SECTION 1 - APPLICANT INFORMATION

Legal Name of Applicant Organization: (as listed on: http://www.sos.ky.gov/business/records/) Louisville Grows, Inc.	
Main Office Street & Mailing Address: 2500 Montgomery Street, Suite 215, Louisville, KY 40212	
Website: www.louisvillegrows.org	
Application Contact: Valerie Magnuson	Title: Executive Director
Phone: (502) 681-5106	Email: valerie@louisvillegrows.org
Financial Contact: Liliass Pettit-Scott	Title: Assistant Director
Phone: (415) 595-5809	Email: liliassp@gmail.com

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

Program Facility Location(s): West Louisville Neighborhoods, Germantown Paristown Neighborhood	
Council District(s): 1, 3, 4, 5, 6, 10	Zip Code(s): 40212, 40211, 40210, 40203, 40204

SECTION 2 - PROGRAM REQUEST & FINANCIAL INFORMATION

Program Name: Love Louisville Trees/Garden Resource Program	
Total Request: \$11,500 \$5,000.00	Total Metro Award (this program) in previous year: \$0

The following are required attachments:

<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter	<input type="checkbox"/> Signed lease if rent costs are being requested
<input checked="" type="checkbox"/> Current Year Projected Budget	<input checked="" type="checkbox"/> IRS Form W9
<input checked="" type="checkbox"/> List of Board of Directors (include term & term limits)	<input type="checkbox"/> Evaluation forms if used in the proposed program
<input checked="" type="checkbox"/> Current financial statement	<input type="checkbox"/> Annual audit (if required by organization)
<input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H	<input type="checkbox"/> Faith Based Organization Certification Form, if required
<input checked="" type="checkbox"/> Articles of Incorporation	<input checked="" type="checkbox"/> Staff including the 3 highest paid staff
<input type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense	

Agency Fiscal Yr Start Date: **January 1**

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: Department of Economic Growth and Innovation	Amount: \$ 14,000
Source: Mayor's Healthy Hometown Movement	Amount: \$ 3000
Source:	Amount: \$

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: <i>Valerie Magnuson</i>	Date: 3/6/14
Legal Signatory (please print): Valerie Magnuson	Title: Executive Director
Phone: 502 681 5106 Extension:	Email: valerie@louisvillegrows.org

SECTION 4 - AGENCY DETAILS

Describe Agency's Vision, Mission and Services:

Louisville Grows' mission is to grow a just and sustainable community in Louisville KY through urban agriculture, urban forestry, and environmental education. Louisville Grows fulfills our mission through four main programs: community gardens; Seeds and Starts garden resource program; Love Louisville Trees; and the Urban Growers Cooperative. The Peoples Garden in Shawnee and the Shippingport Memorial Garden in Portland are our flagship community gardens. Louisville Grows has also spurred the creation of over a dozen community gardens at universities, elementary schools, churches, housing projects, and publicly and privately-owned vacant lots. Seeds and Starts launches this spring as our garden resource program, providing seeds and plants grown in our greenhouse and free workshops at monthly events to backyard and community gardeners in order to increase the number of gardeners in West Louisville. Love Louisville Trees is a partnership with Limbwalker Tree Service to provide urban forestry training to build community capacity in urban forest management and stewardship and organize tree-planting events to assist with the reforestation of Louisville's neighborhoods. The Urban Growers Cooperative increases fruit and vegetable production for distribution to food insecure neighborhoods by organizing urban food growers and sharing resources. The audience served by our projects and programs has mostly been low-income people of color living in marginalized, underserved neighborhoods across Louisville. However, our work has impacted and will continue to impact residents across the greater Louisville Metro area.

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):

Louisville Grows is requesting funding to support operational expenses for the Love Louisville Trees program (LLT) and the Garden Resource Program (GRP). Louisville Grows provides urban forestry training to build community capacity in urban forest management and stewardship and organizes tree-planting events to assist with the reforestation of Louisville's neighborhoods through the LLT program. We understand that for an urban forestry program to be effective we must engage and recruit students, residents, business owners, and all members of our community to take ownership of our urban forest. Louisville Grows' is hosting two tree plantings in the Spring of 2014. LLT will plant 125 trees in the German Paristown neighborhood on March 29th with the assistance of 30 Citizen Foresters and 95 volunteers from the neighborhood. During our Love Louisville Trees: Schools event on April 12th 200 volunteers, including 30 Youth foresters and 30 Citizen Foresters, will plant 150 trees at 8 West Louisville schools. Youth Foresters from Shawnee Academy, Central High School, the Shawnee Boys and Girls Club and the Boy Scouts of America will assist Citizen Foresters on the planting day to teach volunteers from the schools communities how to properly plant and care for trees on school grounds.

The GRP launches on march 15th and will continue on every third Saturday through November. Plants grown in the People's Garden greenhouses, seeds, fresh produce, and nutritious foods will be provided at low-cost through the monthly market. Free workshops on seasonal gardening topics will be provided to backyard and community gardeners throughout the duration of the program.

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

A \$11,500 grant from the Neighborhood Development Fund covers the following program expenses:

- 3 months of salary and benefits for Louisville Grows staff
- 2 months stipend for Louisville Grows Intern
- Love Louisville Trees marketing materials for spring planting
- 2 months cost for a greenhouse contractor to grow plants for GRP participants
- Stipends for neighborhood educators
- Market operating expenses through June
- Marketing and Outreach supplies for the Saturday market through June
- 1 month greenhouse utilities

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.

N/A

- 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.

N/A

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

N/A

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.

Louisville Grows is a community based organization and sees collaboration and partnership with other community organizations and businesses as essential in fulfilling our mission. The following are community groups we are partnering with for the Love Louisville Trees program:

Limbwalker Tree Service-Provides consultation and support during planting day events.

Shawnee Boys and Girls Club-Host for Youth Forester Training

German Paristown Neighborhood Association-provides planning assistance and volunteers, in addition to providing the staging site for the March 29th event.

Boy Scouts of America-Eagle Scouts to plant 20 additional trees during the April 12th planting along Portland Avenue corridor

Shawnee Academy- providing staging site for April 12th planting, assistance with recruitment of Youth Foresters and event promotion.

Central High School-assistance with recruitment of Youth Foresters and event promotion

Portland Elementary-providing assistance with event promotion and coordination

Foster Academy-a faculty member attended Youth Forester training, assistance with event promotion and coordination.

King Elementary-assistance with event promotion and coordination.

West End School-provided landscape plans, assistance with event promotion and coordination.

The following care community groups we are partnering with on the Seeds and Starts garden resource program:

UK Cooperative Extension- providing soil testing for our community gardens, Good Agricultural Practices training for our Urban Growers Cooperative, and leading workshops at the Saturday markets at The People's Garden.

Sustainable Agriculture Louisville- Leading workshops at the Saturday market at The People's Garden

Food in Neighborhoods Community Coalition- supporting Louisville Grows work by making connections throughout the city to other groups working on food justice issues.

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:

The Love Louisville Trees program provides an opportunity for residents of Louisville to participate in the planting and care of urban trees in their neighborhoods that provide direct public health benefits through increased air purification, raise the value of private property, and reduce utility bills at maturity. By engaging citizens we are giving them ownership over their trees and inspiring pride in the neighborhood. Our initial focus for the program is neighborhoods with a measurably low tree canopy. These specific neighborhoods are warmer than others in the city due to a lack of trees and have lower air quality.

Louisville Grows tracks the placement and variety of every tree planted through the Love Louisville Trees program. This data provides information about the increase of trees in the city and in each neighborhood in which they are planted. It shows which varieties are planted and will allow us to monitor, over time, which varieties are best for the city. We also collect address information for all of our citizen foresters and volunteers. This provides data on which neighborhoods are participating in the program. Collecting this data on our Youth Citizen Foresters allows us to show an increase in job training in their neighborhoods and participation by these youth in community development activities. We hope this data can be used to show the desire for youth to have more opportunities for community involvement and job skill training.

The GRP focuses on removing barriers to growing food by providing seeds and plant starts for home and community gardeners at a reduced cost as well as free monthly workshops to teach seasonal gardening topics. With the addition of a farmer's market during the monthly event, residents will be able to purchase fresh, locally grown produce using SNAP benefits.

In order to assess our program's impact we will keep records of number of plants and seed packets sold, attendance for each market and workshops, and provide data on the increase in the amount of food being grown in West Louisville by tracking sales of seeds and plant starts. This data will allow us to communicate the need and relevance of farmer's markets to deal with the issue of food insecurity in low-access areas and the desire of the community to participate.

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	\$7,550	\$29,288	\$36,838
B: Rent/Utilities	\$300	\$700	\$1000
C: Office Supplies			
D: Telephone			
E: In-town Travel		\$1500	\$1500
F: Client Assistance (Attach Detailed List)			
G: Professional Service Contracts	\$1,200	\$8,784	\$9,984
H: Program Materials	\$1,250	\$6000	\$7,250
I: Community Events & Festivals (Attach Detailed List)	\$1200	\$3600	\$4800
J: Machinery & Equipment		\$2000	\$2000
K: Capital Project			
L: Other Expenses (Attach Detail List)		\$75,500	\$75,500
SUBTOTAL	\$11,500	\$127,372	\$138,872
% of Program Budget –	8 %	92 %	100%
Value of volunteer services and how computed:	N/A		\$31, 010
Value of in-kind assets, such as donated space, supplies, use of equipment, etc. (Detail on Next Page)	N/A		\$47, 800
Total Program Funds			\$217,682

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

Other State, Federal or Local Government	\$40,000
United Way	
Private Contributions	\$83,000
Fees Collected from Program Participants	\$5,000
Other (please specify)	
Total Revenues	\$128,000

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
Brightside/ Donated Trees	\$40,000	Cost of trees from nursery
Volunteer Hours	\$31,010	1200 hours at \$22.15 per hour
Limbwalker/Tree Trimming and Training	\$6,000	Fee for Service from Business
Shawnee Clubhouse	\$1,800	Rental Fee
Total Value of In-Kind <i>(to match Program Budget Line Item.</i> Volunteer Contribution & Other In Kind)	\$72, 580	

* 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.

N/A

LOUISVILLE GROWS 2014 BUDGET

Fiscal Year 1/1/14 - 12/31/14

Projected Income 2014

Grants	\$167,500
Donations	\$15,000
Community Garden Plot Fees	\$875
Plant Sales	\$12,000
Other Income	\$18,000

TOTAL ESTIMATED INCOME FOR 2014 **\$213,375**

Projected Expenses 2014

General Operating

Personnel	\$21,285
Annual Fundraiser	\$3,000
Administrative Costs	\$5,731.60

General Operating TOTAL **\$30,017**

Program Expenses

Love Louisville Trees:

Personnel and Contractors	\$20,920
Program Supplies and Equipment	\$78,400
Administrative Costs	\$11,712

Love Louisville Trees TOTAL **\$111,032**

Seeds and Starts:

Personnel and Contractors	\$17,598
Program Supplies and Equipment	\$10,150
Administrative Costs	\$3,240

Seeds and Starts TOTAL **\$30,988**

The People's Garden

Personnel and Contractors	\$3,404
Program Supplies and Equipment	\$7,200
Administrative Costs	\$1,246

The People's Garden TOTAL **\$11,850**

Shippingport Memorial Garden:

Personnel and Contractors	\$10,122
Program Supplies and Equipment	\$15,545
Administrative Costs	\$2,990

Shippingport Memorial Garden TOTAL **\$28,657**

TOTAL ESTIMATED EXPENSES FOR 2014 **\$212,544**

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) Louisville Grows, Inc	
	Business name/disregarded entity name, if different from above	
	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.) 2500 Montgomery Street, Suite 215 City, state, and ZIP code Louisville, KY 40212	Requester's name and address (optional)
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 <i>How to get a TIN</i> 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.	<table border="1" style="width: 100%; text-align: center;"> <tr><th colspan="9">Social security number</th></tr> <tr><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><th colspan="9">Employer identification number</th></tr> <tr><td>2</td><td>7</td><td>-</td><td>0</td><td>9</td><td>5</td><td>9</td><td>4</td><td>0</td></tr> </table>	Social security number												-						Employer identification number									2	7	-	0	9	5	9	4	0
Social security number																																					
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Employer identification number																																					
2	7	-	0	9	5	9	4	0																													

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), and 4. 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.	
Sign Here	Signature of U.S. person ▶ Date ▶ <u>2/14/14</u>

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at 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.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **DEC 06 2011**

LOUISVILLE GROWS INC
521 ZORN AVE STE D4
LOUISVILLE, KY 40206

Employer Identification Number:
27-0959401
DLN:
301220082
Contact Person:
MITCHELL P STEELE ID# 31360
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 25, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

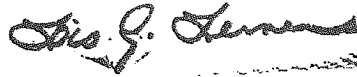
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Louisville Grows INC Board of Directors

First Name	Last Name	Board Title	Address	Phone	Business Affiliation	Term Began
Sarah	Wolff		616 E. Saint Catherine St, 40203	502-432-2677	Louisville Olmsted Parks Conservancy	3/11/2013
Mason	Roberts	Board Chair	1708 Fernwood Ave, 40205	502-724-1509	Humana	1/1/2012
Leah	Friedberg	Secretary	1708 Fernwood Ave, 40205	502-435-4065	Independent Business Owner	1/1/2012
Brandon	Coan		1513 Rosewood Avenue, 40204	502-851-5652	Tachau Meek PLC	3/1/2013
		Portland Neighborhood Representative				
Gina	Stiltner	Representative	1849 Bank Street, 40203	502-294-5247	USDA	9/9/2013
Josh	Jennings	Vice Chair	1100 Forrest Street, 40217	502-727-3753	Wildflower Consulting LLC	1/1/2013
Carol	Finck	Treasurer	3502 Decatur Ct., 40218	502-533-9146	Independent Business Owner	1/1/2013
		Shawnee Neighborhood Representative				
Kristen	Williams	Representative	339 Northwestern Parkway, 40212	502-709-0791	American Red Cross Mentor Graphics Corporation, Senior Corporate Counsel	11/11/2013
Jessica	Pendergrass		3303 Brenner Pass, 40241	919-381-0784		1/1/2013

*Board terms are renewed annually.

LOUISVILLE GROWS INCORPORATED

General Information

Organization Number 0739903
Name LOUISVILLE GROWS INCORPORATED
Profit or Non-Profit N - Non-profit
Company Type KCO - Kentucky Corporation
Status A - Active
Standing G - Good
State KY
File Date 8/25/2009
Organization Date 8/25/2009
Last Annual Report 2/8/2013
Principal Office 1708 FERNWOOD AVE
 LOUISVILLE, KY 40205
Registered Agent MASON ROBERTS
 1708 FERNWOOD AVE
 LOUISVILLE, KY 40205

Current Officers

[Mason Roberts](#)
[Leah Friedberg](#)
[Lauren Brooks](#)
[Mason J Roberts](#)
[Leah Friedberg](#)
[Lauren Brooks](#)

Individuals / Entities listed at time of formation

[MASON ROBERTS](#)
[MASON ROBERTS](#)
[STEPHANIE WAFZIG](#)
[DEVIN FREEL](#)

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.

Registered Agent name/address change	2/8/2013 10:14:43 AM	1 page	PDF
Principal Office Address Change	2/8/2013 10:13:17 AM	1 page	PDF
Annual Report	2/8/2013	1 page	PDF
Annual Report	6/26/2012	1 page	PDF

Annual Report	4/7/2011	1 page	PDF
Annual Report	10/31/2010	1 page	PDF
Articles of Incorporation	8/25/2009	5 pages	tiff PDF

Assumed Names

Activity History

Filing	File Date	Effective Date	Org. Referenced
Annual report	2/8/2013 10:16:19 AM	2/8/2013 10:16:19 AM	
Registered agent address change	2/8/2013 10:14:43 AM	2/8/2013 10:14:43 AM	
Principal office change	2/8/2013 10:13:17 AM	2/8/2013 10:13:17 AM	
Annual report	6/26/2012 5:46:55 PM	6/26/2012 5:46:55 PM	
Annual report	4/7/2011 2:27:15 PM	4/7/2011 2:27:15 PM	
Annual report	10/31/2010 12:30:20 PM	10/31/2010 12:30:20 PM	
Add	8/25/2009 10:23:10 AM	8/25/2009	

Microfilmed Images

Information copy. Do not send to IRS.

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085

2012

Open to Public Inspection

A For the 2012 calendar year, or tax year beginning 1/1/2012, and ending 12/31/2012.

B Check if applicable

- Terminated, Out of Business
 Gross receipts are normally \$50,000 or less

C Name of organization: LOUISVILLE GROWS INC
d/b/a:

1708 Fernwood Ave
Louisville, KY, US, 40205

D Employer Identification
Number
27-0959401

E Website: www.louisvillegrows.org

F Name of Principal Officer: Mason Roberts

1708 Fernwood Ave
Louisville, KY, US, 40205

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

This Form 990-N (e-Postcard) was accepted by the IRS on 2/27/2013.

0739903.09 mstratton
NAOI

Trey Grayson
Secretary of State
Received and Filed
08/25/2009 10:23:10 AM
Fee Receipt: \$8.00

**ARTICLES OF INCORPORATION
OF Louisville Grow**

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, hereby certify as follows:

ARTICLE I

The name of the corporation shall be: Louisville Grows *Incorporated*

ARTICLE II

The term of existence of the corporation shall be perpetual.

ARTICLE III

The address of the registered, principal office of the corporation is 521 Zorn Avenuw, Apt. D4, Louisville, KY 40206. The corporation will receive mail at this same address.

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

ARTICLE IV

The corporation is organized and shall be operated exclusively for educational and civic purposes as described within Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue 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 Mission of Louisville Grows is to promote the wellbeing of our local communities by fostering sustainable living and community partnerships through education, leadership, and the coordination of resources.

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, trustees, 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 powers granted by the laws of the Commonwealth of Kentucky, including in particular those listed in Kentucky Revised Statutes Chapter 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 Federal 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 Mason Roberts, 521 Zorn Avenue, Apt. D4, Louisville, KY 40206.

ARTICLE VIII

The initial Board of Directors shall consist of 3 Directors. The names and addresses of the members of the initial Board of Directors are:

<u>DIRECTOR</u>	<u>ADDRESS</u>
Mason Roberts	521 Zorn Avenue, Apt. D4, Louisville, KY 40206
Stephanie Wafzig	521 Zorn Avenue, Apt. D4, Louisville, KY 40206
Devin Freel	10800 Brookside Drive, Louisville, KY 40299

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 or her duties as a director unless such act, omission or breach:

(1) concerned or concerns a transaction in which the directors' 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.

(c) 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 or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which she or he is made a party by reason of being or having been such director or officer, except in relation to matters as to which she or 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 XI

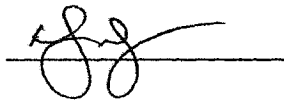
In the event of dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation, in such manner, or to such organizations organized 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 for the county in which the principal office of 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 XII

Amendments to these Articles shall be made pursuant to the provisions of Kentucky Revised Statutes 273.263 (or corresponding provisions of any later state statute).

IN TESTIMONY WHEREOF, witness the signature of the Incorporator of this Corporation, this 27 day of July, 2009.



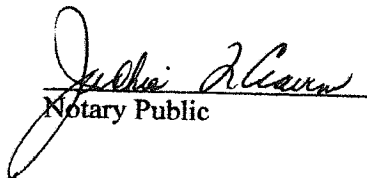
INCORPORATOR

COMMONWEALTH OF KENTUCKY)
COUNTY OF Jefferson)

The foregoing Articles of Incorporation were acknowledged before me this 27 day
of July, 2009, by Mason Roberts.

Witness my signature and seal of office this 27 day of July, 2009.

My commission expires: 4/02/2012


Notary Public



2500 Montgomery St., Suite 215

Louisville, KY 40212

T: 502-681-5106

E: info@louisvillegrows.org

W: www.louisvillegrows.org

Community Events:

- March 15th from 10 a.m. to 2 p.m., Seeds and Starts Sale and Farmer's Market
- April 19th from 10 a.m. to 2 p.m., Seeds and Starts Sale and Farmer's Market
- May 17th from 10 a.m. to 2 p.m., Seeds and Starts Sale and Farmer's Market
- June 21st from 10 a.m. to 2 p.m., Seeds and Starts Sale and Farmer's Market



2500 Montgomery St., Suite 215
Louisville, KY 40212
T: 502-681-5106
E: info@louisvillegrows.org
W: www.louisvillegrows.org

Equal Employment Opportunities

It is the policy of Louisville Grows to provide equal opportunity employment to all employees and applicants for employment without regard to race, color, religion, sex, age, national origin, sexual orientation, veteran status, disability or any other legally protected status in accordance with applicable law.