

**NEIGHBORHOOD DEVELOPMENT FUND
Not-for-Profit Transmittal and Approval Form**

Applicant/Program: Portland Festival, Inc./ 2026 Portland Festival
Applicant Requested Amount: 3260.00
Appropriation Request Amount: 3260.00

Executive Summary of Request

The Portland Festival is a cornerstone of the Louisville cultural landscape. It is a historic two-day event which is scheduled for June 5th and 6th, 2026. The District 5 Office is allocating \$3,260.00 to provide for porta-potties for the event.

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 District # Donny J. Lewis Primary Sponsor Signature 3260.00 Amount 05/08/2026 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:

Appropriations Committee Chairman Date
Final Appropriations Amount: _____

Handwritten mark

Applicant/Program:

Portland Festival, Inc./ 2026 Portland Festival

Additional Disclosure and Signatures

Additional Council Office 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.

Council Member Signature and Amount

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____

Applicant/Program:

Portland Festival, Inc./ 2026 Portland Festival

Additional Disclosure and Signatures

Additional Council Office 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.

District 16 _____ \$ _____

District 17 _____ \$ _____

District 18 _____ \$ _____

District 19 _____ \$ _____

District 20 _____ \$ _____

District 21 _____ \$ _____

District 22 _____ \$ _____

District 23 _____ \$ _____

District 24 _____ \$ _____

District 25 _____ \$ _____

District 26 _____ \$ _____

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

Legal Name of Applicant Organization Portland Festival, Inc.

Program Name and Request Amount 2026 Portland Festival/ \$3,260

	Yes/No/NA
Is the NDF Transmittal Sheet Signed by all Council Member(s) Appropriating Funding?	<input checked="" type="checkbox"/> Yes
Is the funding proposed by Council Member(s) less than or equal to the request amount?	<input checked="" type="checkbox"/> Yes
Is the proposed public purpose of the program viable and well-documented?	<input checked="" type="checkbox"/> Yes
Will all of the funding go to programs specific to Louisville/Jefferson County?	<input checked="" type="checkbox"/> Yes
Has Council or Staff relationship to the Agency been adequately disclosed on the cover sheet?	<input checked="" type="checkbox"/> Yes
Has prior Metro Funds committed/granted been disclosed?	<input checked="" type="checkbox"/> Yes
Is the application properly signed and dated by authorized signatory?	<input checked="" type="checkbox"/> Yes
Is proof of Tax Exempt status of 501(c) 3, 4, 6, 19, 1120-H included?	<input checked="" type="checkbox"/> Yes
If Metro funding is for a separate taxing district is the funding appropriated for a program outside the legal responsibility of that taxing district?	<input type="checkbox"/> N/A
Is the entity in good standing with: <ul style="list-style-type: none"> ▶ Kentucky Secretary of State? ▶ Louisville Metro Revenue Commission? ▶ Louisville Metro Government? ▶ Internal Revenue Service? ▶ Louisville Metro Human Relations Commission? 	<input checked="" type="checkbox"/> Yes
Is the current Fiscal Year Budget included?	<input checked="" type="checkbox"/> Yes
Is the entity's board member list (with term length/term limits) included?	<input checked="" type="checkbox"/> Yes
Is recommended funding less than 33% of total agency operating budget?	<input checked="" type="checkbox"/> Yes
Does the application budget reflect only the revenue and expenses of the project/program?	<input checked="" type="checkbox"/> Yes
Is the cost estimate(s) from proposed vendor (if request is for capital expense) included?	<input type="checkbox"/> N/A
Is the most recent annual audit (if required by organization) included?	<input type="checkbox"/> N/A
Is a copy of Signed Lease (if rent costs are requested) included?	<input type="checkbox"/> N/A
Is the Supplemental Questionnaire for churches/religious organizations (if requesting organization is faith-based) included?	<input type="checkbox"/> N/A
Are the Articles of Incorporation of the Agency included?	<input checked="" type="checkbox"/> Yes
Is the IRS Form W-9 included?	<input checked="" type="checkbox"/> Yes
Is the IRS Form 990 included?	<input checked="" type="checkbox"/> Yes
Are the evaluation forms (if program participants are given evaluation forms) included?	<input type="checkbox"/> N/A
Affirmative Action/Equal Employment Opportunity plan and/or policy statement included (if required to do so)?	<input type="checkbox"/> N/A
Has the Agency agreed to participate in the BBB Charity review program? If so, has the applicant met the BBB Charity Review Standards?	<input type="checkbox"/> N/A NO
Prepared by: Carmen W. Washington Date: 05/08/2026	

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 1 – APPLICANT INFORMATION			
Legal Name of Applicant Organization:			
<i>(as listed on: http://www.sos.ky.gov/business/records)</i> Portland Festival, Inc.			
Main Office Street & Mailing Address: 3329 Northwestern Parkway, Louisville, KY 40212			
Website: www.portlandfestival.org			
Applicant Contact:	Gabriel Tilly	Title:	Treasurer
Phone:	(502) 821-2456	Email:	g.tilly@portlandfestival.org
Financial Contact:	Gabriel Tilly	Title:	Treasurer
Phone:	(502) 821-2456	Email:	g.tilly@portlandfestival.org
Organization's Representative who attended NDF Training: Gabriel Tilly			
GEOGRAPHICAL AREA(S) WHERE PROGRAM ACTIVITIES ARE (WILL BE) PROVIDED			
Program Facility Location(s):	3329 Northwestern Parkway		
Council District(s):	5	Zip Code(s):	40212
SECTION 2 – PROGRAM REQUEST & FINANCIAL INFORMATION			
PROGRAM/PROJECT NAME: 2026 Portland Festival			
Total Request: (\$)	\$ 3,260.00	Total Metro Award (this program) in previous year: (\$)	0
Purpose of Request (check all that apply):			
<input type="checkbox"/> Operating Funds (generally cannot exceed 33% of agency's total operating budget)			
<input checked="" type="checkbox"/> Programming/services/events for direct benefit to community or qualified individuals			
<input type="checkbox"/> Capital Project of the organization (equipment, furnishing, building, etc)			
The Following are Required Attachments:			
<input checked="" type="checkbox"/> IRS Exempt Status Determination Letter <input checked="" type="checkbox"/> Current year projected budget <input checked="" type="checkbox"/> Current financial statement <input checked="" type="checkbox"/> Most recent IRS Form 990 or 1120-H <input checked="" type="checkbox"/> Articles of Incorporation (current & signed) <input type="checkbox"/> Cost estimates from proposed vendor if request is for capital expense		<input type="checkbox"/> Signed lease if rent costs are being requested <input checked="" type="checkbox"/> IRS Form W9 <input type="checkbox"/> Evaluation forms if used in the proposed program <input type="checkbox"/> Annual audit (if required by organization) <input type="checkbox"/> Faith Based Organization Certification Form, if applicable	
For the current fiscal year ending June 30, list all funds appropriated and/or received from Louisville Metro Government for this or any other program or expense, including funds received through Metro Federal Grants, from any department or Metro Council Appropriation (Neighborhood Development Funds). Attach additional sheet if necessary.			
Source:		Amount: (\$)	
Source:		Amount: (\$)	
Source:		Amount: (\$)	
Has the applicant contacted the BBB Charity Review for participation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Has the applicant met the BBB Charity Review Standards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 3 – AGENCY DETAILS

Describe Agency's Vision, Mission and Services:

Mission:

Portland Festival, Inc. brings people together through inclusive, community-driven events that celebrate the spirit and diversity of Portland.

Vision:

At Portland Festival, Inc., we envision a unified and thriving community where inclusive public events and fundraising support thoughtful renovations of our community spaces, like our Portland Festival building, foster enduring connections, cultural enrichment, and civic pride.

Services:

Portland Festival Inc is dedicated to planning and organizing a vibrant, community-centered event that celebrates the rich history and cultural identity of the Portland neighborhood. Through a dynamic blend of visual and performing arts, diverse food offerings, local vendor booths, and historical showcases, the organization creates an inclusive space where residents and visitors can connect, engage, and take pride in their shared heritage.

The festival serves as a platform for local artists, performers, and small businesses to showcase their talents and contributions, while fostering community spirit and cultural appreciation. By honoring long-standing traditions and encouraging participation across generations, Portland Festival Inc strengthens neighborhood bonds and promotes a sense of unity, celebration, and belonging.

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 4 - BOARD OF DIRECTORS AND PAID STAFF

Board Member	Term End Date
Jennifer Elliott, President	05/16/2028
Heather Hamilton, Vice President	<i>Need new term end date</i> 05/16/2028 <i>GT</i>
Gabriel Tilly, Treasurer	08/28/2028
Gabrielle Benfield, Secretary	05/16/2028
Rachel Benfield, Board Member	12/31/2026
Richard Cummings, Board Member	12/31/2026
Jessica Long, Board Member	12/31/2026
Pete McConnell, Board Member	12/31/2026
Art Baltes, Board Member	12/31/2026

Describe the Board term limit policy:
 The Executive Board (i.e. President, Vice President, Treasurer, and Secretary) serve 3-year terms ending on the date of their 3-year anniversary since elected.
 Board members serve until the last day of the year that they were elected and must be re-elected each year thereafter.

Three Highest Paid Staff Names	Annual Salary
Jennifer Elliott, President	\$ 0.00
Heather Hamilton, Vice President	\$ 0.00
Gabriel Tilly, Treasurer	\$ 0.00

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 5 – PROGRAM/PROJECT NARRATIVE

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

The Portland Festival, a cornerstone of the Louisville cultural landscape, is a historic two-day community celebration scheduled for June 5th and 6th, 2026. Now entering its 52nd year, this event serves as a vital homecoming and celebration of one of the city's most storied neighborhoods. As a 100% volunteer-run 501(c)(3) nonprofit, the festival is a grassroots endeavor that brings the community together through a traditional parade, two stages of live music, and a vibrant marketplace featuring 150 vendors of local merchants and artisans, alongside 8 local food trucks. A signature highlight for the 2026 program is the debut of the "Best of the West" stage. This new performance venue is dedicated specifically to highlighting the immense talent located within Portland and the broader West End of Louisville. By elevating local performers, the festival provides a platform for artists from marginalized communities to showcase their work to a large-scale audience, fostering cultural pride and neighborhood visibility.

The specific client population addressed by this program resides in a region of Louisville that faces significant systemic challenges and a stark lack of local amenities. Within the 40212 zip code, demographic data reveals a community with high economic need, including a poverty rate of approximately 32.2% and a median household income significantly below the city average. The area is a majority-minority community, with approximately 60% of residents identifying as Black or African American. Crucially, the neighborhood suffers from a lack of consistent, high-quality entertainment options within its borders, and transportation is a primary barrier for residents seeking culture elsewhere in the city.

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

We are seeking \$3260 in funds to cover the costs of professional services for portable toilets and handwashing stations for our event. This is a necessary expense for our event to happen.

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

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

N/A

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

- The funding request is a reimbursement of the following expenditures that will probably be incurred after the application date, but prior to the execution of the grant agreement:
- ✓ If selecting this option, the invoice, receipt and payment documentation should not be available as of the date of this application.
- The Grantee will be required to submit financial reporting in accordance with the reporting schedule provided in the grant agreement.

- Reimbursements should not be made before application date unless an emergency can be demonstrated by the primary council sponsor. The funding request is a reimbursement of the following expenditures (attach invoices or proof of payment):
- ✓ Attach a copy of invoices and/or receipts to provide proof of purchase of activities associated with the work plan identified in this application.
 - ✓ Attach a copy of cancelled checks to provide proof of payment of the invoices or receipts associated with the work plan identified in this application.

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

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

The Portland Festival is a 100% volunteer-run organization built by residents with deep roots in the neighborhood. To ensure the community's voice remains the driving force, we host monthly public meetings where neighbors are invited to join the planning process. Our leadership reflects this heart; the board is composed of a diverse group of residents committed to the neighborhood's future, ensuring the festival is managed by people personally invested in Portland's success. We anticipate the 2026 event will act as a major economic and cultural bridge for Portland and our neighboring communities. By scaling our operations, we are providing significantly more opportunities for regional entrepreneurship; we have increased our food truck capacity from 2 to 8 and expanded our vendor marketplace from 20 to 15 makers. Furthermore, the addition of a second stage—the 'Best of the West' Stage—doubles our cultural programming, creating a premier space for talent from across the area. We will measure this impact through on-site paper surveys and digital QR codes. This allows us to track specific, quantifiable metrics including: Geographic Reach: Tracking attendee zip codes to measure our success in drawing in attendees from neighboring communities. Cultural Representation: Using a 1–10 scale to evaluate how well the festival represents Portland's roots while remaining welcoming to visitors. Economic Success: Gauging vendor and food truck success to justify future expansion. Retention: Identifying the ratio of first-time attendees to returning attendees to measure the event's expanding social fabric. Our feedback application IS LIVE (CHECK IT OUT!) and can be found at: <https://forms.gle/PxCaeFbkSSFMJZPC9>

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

Since we started planning the 2026 Portland Festival in June of 2025, we have received overwhelming support from local businesses, individuals, and organizations looking to interact and integrate with the Portland Festival organization. This is exemplified through over 100 vendor applications, over 60 band applications, and more food vendors than ever offered in recent festival history. We have been able to reconnect with former supporters of our organization as well as blossoming new relationships with local organizations, artists, and non-profits such as Habitat for Humanity, Portland Museum, Portland Now, and Delta502 Foundation. We have received more than \$10,000 in donations from local businesses and individuals who want to see the Portland Festival return to its former glory. We are hitting home a focus on building relationships with organizations whose goal is bettering the local community for all, with an emphasis on youth development, family engagement, and increased cultural and artistic expression. This event has been held for over 50 years with an estimated maximum attendance of over 10,000 people. Public board meetings for the Portland Festival have provided an opportunity for all members of the Portland community to have a voice and impact in shaping the Portland Festival for 2026 and years to come.

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 6 – PROGRAM/PROJECT BUDGET SUMMARY

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

Program/Project Expenses	Column 1	Column 2	Column (1+2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
A: Personnel Costs Including Benefits	0	0	0
B: Rent/Utilities	0	\$ 5,990.64	\$ 5,990.64
C: Office Supplies	\$ 0.00	0	0
D: Telephone	0	0	0
E: In-town Travel	0	0	0
F: Client Assistance (See Detailed List on Page 8)	0	\$ 0.00	0
G: Professional Service Contracts	0	\$ 314.27	\$ 314.27
H: Program Materials	0	\$ 0.00	\$ 0.00
I: Community Events & Festivals (See Detailed List on Page 8)	3260	\$ 46,834.70	\$ 50,094.70
J: Machinery & Equipment	\$ 0.00	\$ 0.00	\$ 0.00
K: Capital Project	\$ 0.00	\$ 20,000.00	\$ 20,000.00
L: Other Expenses (See Detailed List on Page 8)	0	\$ 75.00	\$ 75.00
*TOTAL PROGRAM/PROJECT FUNDS	\$ 3,260.00	\$ 73,214.61	\$ 76,474.61
% of Program Budget	4.26%	95.74%	100%

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

Other State, Federal or Local Government	0
United Way	2500
Private Contributions (do not include individual donor names)	\$ 70,714.61
Fees Collected from Program Participants	0
Other (please specify)	\$ 0.00
Total Revenue for Columns 2 Expenses **	\$ 73,214.61

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

**Must equal or exceed total in column 2.

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

Detail for Client Assistance, Community Events & Festivals or Other Expenses shown on Page 7 (circle one and use multiple sheets if necessary)	Column 1	Column 2	Column (1 + 2)=3
	Proposed Metro Funds	Non-Metro Funds	Total Funds
Portalets	\$ 3,260.00		\$ 3,260.00
Bands		\$ 3,300.00	\$ 3,300.00
Best of the West		\$ 1,200.00	\$ 1,200.00
Barricades		\$ 2,000.00	\$ 2,000.00
Deposit Returns		\$ 350.00	\$ 350.00
Square Fees		\$ 800.00	\$ 800.00
Insurance		\$ 5,346.00	\$ 5,346.00
Permits		\$ 5,000.00	\$ 5,000.00
Security		\$ 13,738.70	\$ 13,738.70
Signage		\$ 1,500.00	\$ 1,500.00
Stage		\$ 7,000.00	\$ 7,000.00
Supplies		\$ 4,100.00	\$ 4,100.00
T-Shirts		\$ 2,000.00	\$ 2,000.00
Equipment		\$ 500.00	\$ 500.00
Administrative Fees		\$ 75.00	\$ 75.00
			\$ 0.00
			\$ 0.00
Total	\$ 3,260.00	\$ 46,909.70	\$ 50,169.70

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

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

Donor*/Type of Contribution	Value of Contribution	Method of Valuation
Volunteers (159 hours)	\$ 5,531.61	2024 Federal volunteer valuation of \$34.79/hr
Kroger, Gift Card to Purchase Packaged Snacks and Beverages for Volunteers	500	Value of gift cards
Various local businesses and individuals, gift cards and merchandise for raffles	\$ 250.00	Value of gift cards and purchase price of items
<i>Total Value of In-Kind (to match Program Budget Line Item. Volunteer Contribution & Other In Kind)</i>	\$ 6,281.61	

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

Agency Fiscal Year Start Date: 1/1/2026

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

If YES, please explain:

LOUISVILLE METRO COUNCIL NEIGHBORHOOD DEVELOPMENT FUND APPLICATION

SECTION 7 – CERTIFICATIONS & ASSURANCES

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

Standard Assurances

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

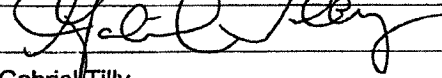
Standard Certifications

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

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

SECTION 8 – CERTIFICATIONS & ASSURANCES

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

Signature of Legal Signatory:		Date:	04/23/2026
Legal Signatory: (please print):	Gabriel Tilly	Title:	Treasurer
Phone:	(502) 821-2456	Extension:	
Email:	g.tilly@portlandfestival.org		



Louisville Metro Government
Office of Management and Budget

Neighborhood Development Fund Training Attestation

Grantee Organization Name: Portland Festival, Inc.

Grantee Representative Name: Gabriel Tilly

I agree that I am an authorized representative and/or signatory of the organization named above and attest to having viewed the Neighborhood Development Fund training presentation. I understand the reporting requirements of the Neighborhood Development Fund grant. Additionally, after viewing the presentation, I have correctly answered the below questions.

Please check:



I viewed the NDF training material on the website

Answer the following questions before signing (Circle or write in the correct answer).

1. The NDF funding your agency received is a gift from LMG? True or False
2. Name the three budget categories that require a detail list.
Client Assistance, Community Events/Festivals and Other Expenses
3. If your agency charged gross pay to NDF, you are required to provide additional documentation to satisfy reporting requirements. True or False
4. Which four questions should your financial support documentation answer at all times?
Who, What, When and Where
5. Your agency is considered noncompliant if you do not account for funds received and/or your financial report is missing support documentation? True or False
6. Canceled check, bank statement, invoice and receipt are considered proof of payment. True or False.

Gabriel Tilly
Grantee Representative Signature

04/18/2026
Date

NOTE: Please return to Roxanne Steele

E-mail address: Roxanne.Steele@louisvilleky.gov

Fax: 502-574-3219

Mailing Address: Louisville Metro Government
ATTN: NDF Coordinator
611 West Jefferson St.

DEPARTMENT OF THE TREASURY

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

Date: **FEB 16 2018**

PORTLAND FESTIVAL INC
PO BOX 11124
LOUISVILLE, KY 40211-0000

Employer Identification Number:
82-3164072
DLN:
26053429005108
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 23, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

PORTLAND FESTIVAL INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

Letter 947

BALANCE SHEET

Current Assets	<i>As of June 21</i>	2026 <i>CLW</i>
Cash		\$ 27,882.34
Inventory		\$ 5,000.00
Accounts Receivable		\$ -
Prepaid Expenses		\$ -
Other		\$ -
Total Current Assets		\$ 32,882.34
Current Liabilities		
Accounts Payable		\$ 18,014.75
Accrued Wages		\$ -
Income Taxes Payable		\$ -
Interest Payable		\$ -
Other		\$ 2,400.00
Total Current Liabilities		\$ 20,414.75
Balance		\$ 12,467.59

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2025

Open to Public Inspection

A For the 2025 Calendar year, or tax year beginning 2025-01-01 and ending 2025-12-31

B Check if available

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

C Name of Organization: PORTLAND FESTIVAL INC3329 Northwestern Parkway,
Louisville, KY, US, 40212

D Employee Identification

Number 82-3164072

E Website:

www.portlandfestival.orgF Name of Principal Officer: Jennifer Elliott2516 Bank Street, Louisville,
KY, US, 40212

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 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 the 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.

Commonwealth of Kentucky
Alison Lundergan Grimes, Secretary of State

NAOI
1000331.09
Alison Lundergan Grimes
Secretary of State
Received and Filed
10/23/2017 2:48:24 PM
Fee receipt: \$8.00

Alison Lundergan Grimes
Secretary of State
P. O. Box 718
Frankfort, KY 40602-0718
(502) 564-3490
<http://www.sos.ky.gov>

Articles of Incorporation
Non-profit Corporation

NAI

For the purposes of forming a non-profit corporation in Kentucky pursuant to KRS Chapter 273, the undersigned incorporator hereby submits the following Articles of Incorporation to the Office of the Secretary of State for filing:

Article I: The name of the company is

Portland Festival, Inc.

Article II: The street address of the company's initial registered office in Kentucky is

401 Lochinvar Pl, Douglass Hills, KY 40243

and the name of the initial registered agent at that address is Hancock Law Offices, PLLC

Article III: The mailing address of the company's initial principal office is

3329 Northwestern Pkwy, Louisville, KY 40212

Article IV: The name and mailing address of each incorporator is

Kerrie Clifford

403 N 26th St, Louisville, KY 40212

Article V: The number of directors constituting the initial board of directors is 4. The name and mailing address of each director is

Kerrie Clifford

403 N 26th St, Louisville, KY 40212

Mary Leffler

2823 Montgomery St, Louisville, KY 40212

Ladonna Estes

6320 Maravian Dr, Louisville, KY 40212

Leia Whitt

2619 Rowan St, Louisville, KY 40212

Article VI: The purpose of the company is: To organize and execute neighborhood festivals.

Executed by the Incorporator on Monday, October 23, 2017

Name of incorporator: Kerrie Clifford

Signature of individual signing on behalf of Incorporator: Kerrie Clifford

I, Hancock Law Offices, PLLC, consent to serve as the Registered Agent on behalf of the corporation.

Signature of Registered Agent or individual signing on behalf of the company serving as Registered Agent:

Nancy S Hancock

Request for Taxpayer Identification Number and Certification

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

Go to www.irs.gov/FormW9 for instructions and the latest information.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific instructions</i> on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>Portland Festival Inc</p>
	<p>2 Business name/disregarded entity name, if different from above.</p>
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) 501(c)(3)</p>
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>3329 Northwestern Parkway</p>
	<p>6 City, state, and ZIP code</p> <p>Louisville, KY 40212</p>
	<p>7 List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
8 2 - 3 1 6 4 0 7 2	

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* 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); 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 for Part II, later.

Sign Here	Signature of U.S. person	Date 05/07/2026
	<i>Gabriel Tilly, Treasurer</i>	

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Kentucky Secretary of State Michael G. Adams



Portland Festival, Inc.

Business Entity Search

File Annual Report

File LLC

Business Registration
Portal

Name Availability Search

Business Forms Library

Prepaid Account Status

Current Representative
Search

Founding Representative
Search

Registered Agent Search

Validate Certificate of
Existence/Authorization

File Amended Annual report

Change Address or Registered Agent

File Certificate of Assumed Name (DBA)

File Dissolution

Upload a Filing

File Registered Agent Resignation

Subscribe to changes made to this entity

Print & Mail – Request Certificates

General Information

Organization Number :	1000331
Name :	Portland Festival, Inc.
Profit or Non-Profit :	N - Non-profit
Company Type :	KCO - Kentucky Corporation
Industry :	Amusement and Recreation Services
Number of Employees :	Small (0-19)
Primary County :	Jefferson
Status :	A - Active
Standing :	G - Good
State :	KY
Country :	USA
File Date :	10/23/2017
Organization Date :	10/23/2017
Last Annual Report :	4/25/2026
Principal Office :	3329 Northwestern Pkwy Louisville, KY, 40212
Registered Agent :	Jennifer Elliott 2516 Bank Street

LOUISVILLE
LOUISVILLE, KY, 40212

Show Images

Show Activities

Show Current Officers

Show Initial Officers

Kentucky Unbridled Spirit

Privacy Security Disclaimer Accessibility

Contact Site Map

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52nd Annual Portland Festival - Louisville

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FREE TO ATTEND

JUNE 5 & 6, 2026

FRIDAY: 5 PM - 11 PM | SATURDAY: 1 PM - 11 PM

THE PARADE Saturday @ 12:00 PM

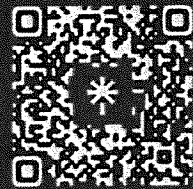
Starts: 2215 Portland Ave | Ends: N 33rd & Northwestern Pkwy

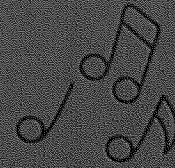
2 STAGES OF LIVE MUSIC, 150+ VENDORS & MAKERS, CAR SHOW, FOOD TRUCK ROW & COLD BEER (21+)

Location: N 33rd St & Northwestern Pkwy (Near the Library)

info@portlandfestival.org | linktr.ee/portlandfestival

PortlandFestival.org





2026 Portland Festival - 'Best of the West' Stage

Community Talent Showcase - June 6th

Grab the Mic! We want to see the West End shine.

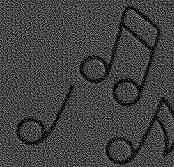
Sing a Song, Dance, Play an Instrument, Perform with your Best Friend!

NO JUDGES. NO PRESSURE. JUST FUN! Whether you're 5 or 85, we're here to cheer for you.



Questions? Want to sign up?

Call Richard at 502-681-8261 or email r.cummings@portlandfestival.org



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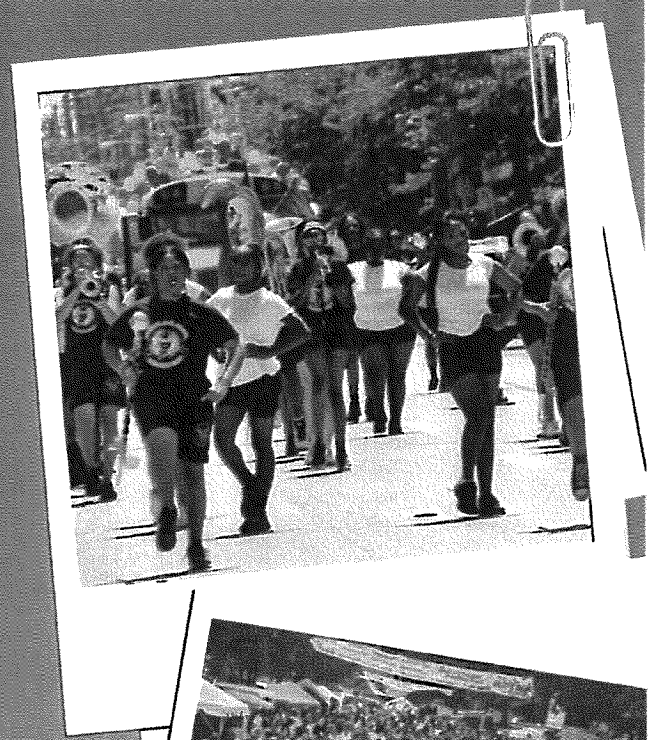


JUNE 5-6

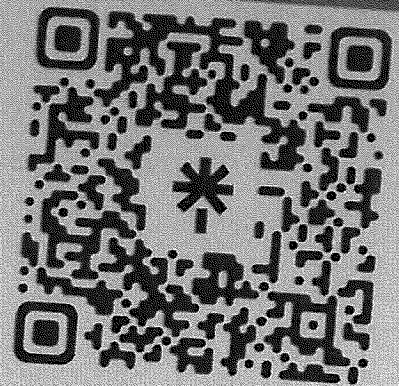
YOUTH & COMMUNITY ORGANIZATIONS



**JOIN OUR PARADE
AND TABLE AT THE
FESTIVAL**



SCAN TO APPLY



**BE A PART OF THE PORTLAND
FESTIVAL IN LOUISVILLE!**
**YOUTH GROUPS AND COMMUNITY
ORGANIZATIONS ARE INVITED TO
MARCH IN THE PARADE AND HOST A
COMMUNITY OUTREACH TABLE!**

LINKTREE.COM/PORTLANDFESTIVAL

FOR MORE INFORMATION EMAIL INFO@PORTLANDFESTIVAL.ORG

JOIN US!

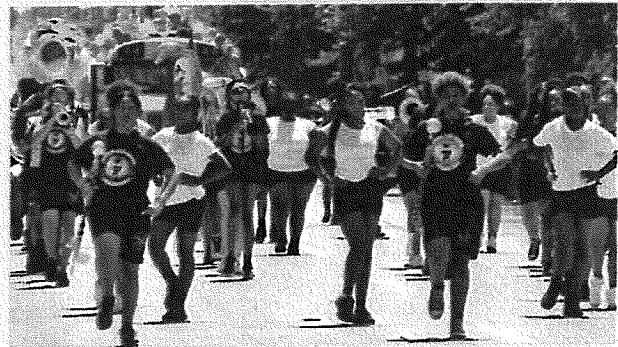
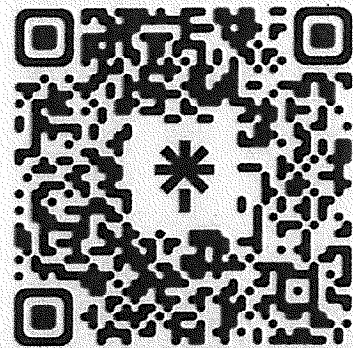
52ND ANNUAL PORTLAND PARADE

Saturday June 6th, 12pm

ENTRY IS FREE FOR EVERYONE

2026 CONTESTS :

- BEST OVERALL FLOAT
- BEST KIDS' FLOAT
- BEST GROUP PERFORMANCE
- BEST PORTLAND SPIRIT
- BEST CLASSIC CAR
- BEST "COOL" CAR
- BEST COSTUME / MASCOT



JOIN THE FUN - OPEN TO ALL!

- YOUTH GROUPS AND CLUBS
- NONPROFITS AND COMMUNITY ORGS
- ALL 'COOL' AND UNIQUE CARS
- INDIVIDUALS IN FUN COSTUMES
- CAR SHOW AFTER THE PARADE!

**Scan the QR code or visit our Linktree to access the
Parade Sign-Up Form!**

[LINKTREE.COM/PORTLANDFESTIVAL](https://linktree.com/portlandfestival)

Parade@Portlandfestival.org | 502-681-8261
Joining the Car Show! Contact KG at 502-778-6627



The 2026 Portland Festival Parade: Participant Guide

52 Years of Tradition — Everyone is Welcome!

Route & Schedule

- **Date:** Saturday, June 6th, 2026
- **Lineup:** 10:30 AM
- **Step-off:** 12:00 PM Sharp
- **Start:** 2137 Portland Ave (Louisville, KY 40212)
- **End:** 3305 Northwestern Pkwy (Louisville, KY 40212)
- **The Walk:** Exactly 1.0 mile on very flat terrain. No hills!

Parade Contests & Categories

Compete for bragging rights and community pride in these categories:

- **Best Overall Float & Best Kids' Float**
- **Best Group Performance**
- **Best Portland Spirit**
- **Best Classic Car & Best 'Cool' Car**
- **Best Costume / Mascot**

Why Join?

- **The Crowd:** 10,000+ attendees.
- **The Kickoff:** Leads directly into the festival featuring food trucks, over 100 vendors, cold beer for 21+, two stages of live music, and rides. It's perfect to bring your whole family!
- **The Cause:** We are a 100% volunteer-run 501(c)(3). Your participation keeps this tradition alive.

Ready to Sign Up?

Use the link below to secure your spot in the lineup:

Parade Application: <https://forms.gle/UEgveuhvaXAabcJY8>

Questions? Reach out to our parade team at: parade@portlandfestival.org or call 502-681-8261.

Car show!

Want to Join the car show? Contact KG's Body Shop at (502) 778-6627.