

LCTV ENDOWMENT FUND BOARD  
THURSDAY, DECEMBER 5, 2019 AT 7:00 P.M.

AT  
LOWELL CITY HALL  
FLAT RIVER CONFERENCE ROOM  
301 EAST MAIN STREET  
FIRST FLOOR

1. CALL TO ORDER; ROLL CALL

2. ELECTION OF OFFICERS

- a. Chairperson (currently Dennis Kent)
- b. Vice Chair (currently Bill Thompson)
- c. Recording Secretary

3. APPROVAL OF THE AGENDA

4. APPROVAL OF THE MINUTES

- a. February 26, 2019

5. PUBLIC COMMENTS

6. REVIEW OF MEMBERS

CITY:

Jim Salzwedel	-	until term on City Council expires
Mark Mundt	-	term expiring 12/31/2019
Dennis Kent	-	term expiring 12/31/2020
Jeff Dickerman	-	term expiring 12/31/2021

LOWELL CHARTER TOWNSHIP:

William C. Thompson	-	until term on Township Board expires
Sue Simmonds	-	term expiring 12/31/18

VERGENNES TOWNSHIP:

Tim Wittenbach	-	until term on Township Board expires
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7. OLD BUSINESS

- a. Listing of 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018 and 2019 grant awards.

8. NEW BUSINESS

- a. Review amount of grant funds available for awards.
- b. Discuss application process, timeline, and lessons from last year.
- c. Review grant application. Any necessary revisions?
- d. Schedule future meetings

9. BOARDMEMBER COMMENTS

10. ADJOURNMENT

LCTV ENDOWMENT FUND BOARD  
TUESDAY, FEBRUARY 26, 2019  
7:00 P.M.

**1. CALL TO ORDER; ROLL CALL**

The meeting was called to order at 7:00 p.m. by Chair Dennis Kent.

Present:	City of Lowell	Dennis Kent Mark Mundt Jim Salzwedel Jeff Dickerman
	Lowell Charter Township	Bill Thompson Sue Simmonds
	Vergennes Township	Tim Wittenbach

Absent: None.

Also Present: Deputy Clerk Amy Brown.

**2. APPROVAL OF AGENDA**

IT WAS MOVED BY SALZWEDEL and seconded by THOMPSON to approve the agenda as written.

YES: 7. NO: 0. ABSENT: 0. MOTION CARRIED.

**3. APPROVAL OF THE MINUTES**

IT WAS MOVED BY THOMPSON and seconded by DICKERMAN to approve the minutes of the December 5, 2018 meeting as corrected.

YES: 7. NO: 0. ABSENT: 0. MOTION CARRIED.

**4. PUBLIC COMMENTS**

Gary Eldridge spoke on behalf of the grant submitted from Lowell Arts concerning Lowell Arts Facility rental and performances. Explained there purpose in rentals and performances would be as a means to sustain themselves more in the future as well as bring people to the community that would not normally be here.

Deborah Smith and Rob Holsclaw spoke on behalf of the Junior Achievement of the Michigan Great Lakes stating they would like to use grant funds for purchasing Junior Achievement kits that supply all the items the volunteers need to teach the Junior Achievement programs in the student classrooms. This year, they would like to have enough kits for a complete grade of the Lowell Area Schools. (For example: the complete 4<sup>th</sup> grade students in all of the Lowell Area Schools) and also stated the Lowell Schools Superintendent Greg Pratt, is a big supporter of their Junior Achievement program.

5. **OLD BUSINESS**

a. Progress Reports – Comments.

The Boardmembers were pleased with the progress reports they had received.

Chair Kent stated he would like someone from the foundation to be in attendance next year at this grant fund meeting.

6. **NEW BUSINESS**

a. Financial Statement from Grand Rapids Foundation.

The Financial Statement from the Grand Rapids Foundation was explained by Chair Kent and accepted.

b. Review of 2019 grant applications – Possible Final Recommendations to City Council.

After reviewing and discussing the grant applications, the board agreed to fund all of the requests as follows:

<b>Applicant</b>	<b>Description</b>	<b>Rec. Amt.</b>
City of Lowell	LCTV Fund Administration Expenses.....	\$4,000.00
City of Lowell	Showboat Replacement Project – Public Restrooms.....	\$50,000.00
FR Outreach Ministries	Upgrade security system at FROM. ....	\$13,760.93
Friends of the Library	Library Reading Garden.....	\$4,500.00
Junior Achievement -MI Great Lakes	Business Education for Lowell Youth.....	\$2,000.00
Lowell Area Arts Council	Lowell Arts Facility Rental and Performances.....	\$6,000.00
Lowell Charter Township	Grand River Riverfront Park .....	\$20,000.00
Lowell Area Historical Museum	Exhibit Gallery Renovation & New Exhibit.....	\$3,000.00
Lowell YMCA	Energize Lowell.....	\$1,110.00

IT WAS MOVED BY THOMPSON and seconded by DICKERMAN to recommend the City Council approve \$104,370.93 in grants as noted above.

YES: 7. NO: 0. ABSENT: 0. MOTION CARRIED.

c. Determine if an additional meeting is necessary for final recommendations to City Council.

By general consensus, the board agreed the meetings were not necessary.

d. Schedule 2019/2020 Meetings.

By general consensus, the board agreed to meet on December 5, 2019 at 7:00 p.m. Further meetings will be established.

7. **ADJOURNMENT**

IT WAS MOVED BY SALZWEDEL and seconded by SIMMONDS to adjourn at 8.58 p.m.

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Dennis J. Kent  
Chair

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Mark Mundt  
Recording Secretary

## 2009

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
Gilda's Club Grand Rapids	Lowell Program, Phase 1	\$10,000.00
Lowell Area Recreational Authority	Connecting Lowell Area Trailways	\$15,000.00
LAPAC-Lowell Area Schools	Public Access Channel Enhancement	\$10,750.00
City of Lowell	Englehardt Public Library Roof	\$10,000.00
Rotary Club of Lowell Community Foundation	Richard's Park Project	\$5,000.00
Lowell Charter Township	CDBG Sidewalk Project	\$4,000.00
Flat River Outreach Ministries	Heating/AC Unit Replacement	\$10,000.00
07-19-2010 – City of Lowell	Englehardt Pubic Library Roof – amendment to the library roofing project including exterior improvements.	\$8,700.00
09-07-2010 - City of Lowell	Englehardt Public Library Roof – amendment for completion of library exterior trim work	\$2,300.00
11-01-2010 – Lowell Charter Township	CDBG Sidewalk Project – amendment to accommodate pedestrian bridge	\$10,000.00
<b>TOTAL MONIES GIVEN</b>		<b>\$85,750.00</b>

## 2010

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	Upgrading public street lighting	10,654.00
Flat River Outreach Ministries	River of Hope Campaign - One heating, ventilation and air conditioning unit.	12,700.00
Lowell Area Historical Museum	Educational Programs for Children	2,255.00
Lowell Area Schools	Grand Rapids Community College Satellite Courses in Lowell	18,443.00
Lowell Charter Township	Lowell Township Riverfront Park Bleacher Project	4,000.00
Lowell Music Boosters	Music Boosters	2,000.00
Lowell Police Department	Stop Stick pursuit termination device.	1,200.00
City of Lowell	Creekside Park baseball field improvements	7,000.00
City of Lowell	Audio Visual Technology Enhancement Grant	10,100.00
City of Lowell	Stoney Lakeside Park Skateboard Park	27,400.00
<b>TOTAL MONIES GIVEN</b>		<b>\$95,752.00</b>

## 2011

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell, Light & Power and Police Dept.	Lowell Area Emergency Communications	\$12,026.00
Lowell Area Fire & Emergency Services Authority	Jaws of Life Replacement	\$18,250.00
Lowell High School	Senior Class Trip - Big City Night	\$ 1,000.00
Lowell Area Historical Museum	Walking Tour of Historic Downtown Lowell	\$1,400.00
City of Lowell	City Trees Program	\$ 15,000.00
City of Lowell	East Side Riverbank Improvement	\$50,000.00
City of Lowell	City Web Site Upgrade	\$ 14,530.00
Greater Lowell Chamber Foundation	Ivan K. Blough Scholarship Start-up Fund	\$ 25,000.00
Lowell Dog Park	Lighting System	\$ 2,000.00
Lowell Area Arts Council	Performing Arts Sound System	\$ 12,356.00
Lowell Music Boosters	Music Scholarships, Equipment	\$ 20,000.00
City of Lowell	Recreation Park Signs	\$ 2,000.00
Fallasburg Historical Society	Orlin Douglass/Tower Farm Preservation Project	\$ 7,950.00
Lowell Area Schools	Public Access Channel (WLHS TV) Mobile/Remove Upgrade	\$ 7,134.00
Lowell Area Schools	Mobile Technologies	\$ 15,000.00
	Total Monies Given	<u>\$203,646.00</u>

## 2012

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
Lowell Area Schools	Lowell Music Boosters Band & Choir	\$32,000.00
Lowell Area Historical Museum	Educational Programs for Children	\$1,445.00
Lowell Police Dept.	First Aid & Firearms training and equipment update	\$3,000.00
Lowell Area Fire & Emergency Services Authority	Remote Controls for Truck Bays	\$1,800.00
Lowell Area Fire & Emergency Services Authority	Fire Prevention	\$2,000.00
Lowell Charter Township	Riverfront Park New Soccer/Lacrosse Fields Project	\$24,000.00
City of Lowell	Sidewalk Replacement Program	\$24,500.00
City of Lowell	Burch Field Handicap Accessibility	\$7,500.00
City of Lowell	Urban Forest Initiative	\$10,000.00
LowellArts!	Capital Purchases: Easy-Up Tent, Tables & Table Covers for Special Events	\$6,292.00
	Totals:	\$112,537.00

2013

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Riverwalk/Library State Planning	\$12,000.00
City of Lowell	Street Reconstruction: Sibley Street	\$50,000.00
City of Lowell	Urban Forest Initiative	\$12,000.00
KCYF	Golf Carts and Trailer for Fair and Community Events	\$4,000.00
Lowell Area Fire Dept.	24' x 32' Storage Garage	\$15,000.00
Lowell Charter Twp.	Park Ash Tree Removal	\$7,000.00
Lowell Dog Park	Lowell Dog Park Drinking Water Source	\$2,000.00
	<b>Totals:</b>	<b>\$106,000.00</b>

2014

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Creekside/Stoney Lake Restroom Repairs	\$10,000.00
City of Lowell	Riverwalk Amenities	\$2,500.00
City of Lowell	Street Reconstruction-Bowes Road	\$50,000.00
City of Lowell	Urban Forest Initiative	\$5,000.00
Fallasburg Hist.	Orlin Douglass/Tower Farm Preservation Project	\$6,600.00
KCYF	Golf Carts & Trailer of Fair and Community Events	\$3,450.00
Lowell Amer. Legion	Oakwood Cemetery Civil War Memorial Restoration Project	\$5,000.00
Lowell Schools	Low Power RM Radio Station	\$18,436.75
	<b>TOTAL MONIES GIVEN</b>	<b>\$106,391.75</b>

2015

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	Street Projects	\$108,798.21

2016

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Sidewalk Replacement Program	\$27,600.00
City of Lowell	2016 Spring/Fall Tree Planting	\$5,000.00
City of Lowell	Creekside Park & Stoney Lake Asphalt	\$15,990.00
Lowell Area Fire/ Lowell Police Dept.	Portable Communications Upgrade	\$41,830.00
	<b>Totals:</b>	<b>\$94,420.00</b>

2017

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Voice Over Internet Protocol (VOIP) Phone System	\$40,000.00
Fallasburg Historical Society	FHS Website Dev. & Design – Phase II	\$4,000.00
GR Amateur Astronomical	Purchase of Land	\$25,000.00
Lowell Area Schools	Broadcast Audio Console/Mixer	\$3,526.30
Lowell Charter Township	GR Park – Eight Pickelball Courts	\$20,000.00
Lowell Rotary Club	Rebuild the Lowell Showboat	\$20,000.00
Vergennes Township	AV Equipment in Twp. Chambers	\$2,465.00
Vergennes Township	Vergennes Twp. Fiber Optic Expansion	\$14,500.00
	<b>Totals:</b>	<b>\$133,491.30</b>

2018

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
FROM	Phone System & Light Upgrade	\$13,804.00
Englehardt Library	Library Reading Garden	\$10,000.00
GR Amateur Astronomical	Golf Cart Purchase	\$6,150.00
Chamber Foundation/Chamber Of Commerce	New Stage, Cover & Equipment	\$20,000.00
Lowell Area Recreation Authority	Extend existing paved trail from Gee Dr. to Alden Nash	\$25,000.00
Lowell Area Schools	Bushnell Playground	\$19,395.00
Lowell Area Schools	Program Delay Manager	\$2,429.12
LowellArts!	LowellArts 2 <sup>nd</sup> Floor Heating & Cooling	\$11,315.45
	<b>Totals:</b>	<b>\$112,093.57</b>



2019

<b>Agency Name</b>	<b>Project</b>	<b>Amt Appvd</b>
City of Lowell	LCTV Fund Administration Expenses	\$4,000.00
City of Lowell	Showboat Replacement Project – Public Restroom	\$50,000.00
FROM	Upgrade Security System at FROM	\$13,760.93
Friends of the Library	Library Reading Garden	\$4,500.00
Junior Achievement MI Great Lakes	Business Education for Lowell Youth	\$2,000.00
Lowell Area Arts Council	Lowell Arts Facility Rental and Performances	\$6,000.00
Lowell Charter Township	Grand River Riverfront Park	\$20,000.00
Lowell Area Historical Museum	Exhibit Gallery Renovation & New Exhibit	\$3,000.00
Lowell YMCA	Energize Lowell	\$1,110.00
	Totals:	\$104,370.93

# FUND STATEMENT



Ms. Sue M. Olin  
City of Lowell  
301 East Main Street  
Lowell, MI 49331

**7/1/2019 through 9/30/2019**  
**LCTV Endowment Fund (agency fund)**

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## **BUILDING A LASTING LEGACY FOR TOMORROW**

<b>Opening Endowment Balance (July)</b>	<b>\$2,532,142.70</b>
Interest and Dividends	\$8,226.88
Investment Gains/Losses	(\$24,126.79)
Investment Manager Fees	(\$2,705.50)
Grand Rapids Community Foundation Support	(\$4,718.20)
Transfers to/from Spendable*	(\$108,190.00)
<b>Ending Endowment Balance</b>	<b>\$2,400,629.09</b>

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## **SUPPORTING CHARITIES TODAY**

<b>Opening Spendable Balance (July)</b>	<b>\$1,777.43</b>
Transfers to/from Endowment*	\$108,190.00
<b>Ending Grantmaking Balance</b>	<b>\$109,967.43</b>

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## **BALANCE SHEET ITEMS**

Market Value of Investments	\$2,510,596.52
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\*Transfer to/from Spendable is your fund's spending rate (average of 16 quarters multiplied by 5%) less estimated fee for this fiscal year. If you have questions about this calculation, please call 616-454-1751

Ready to Go Green? If you'd prefer paperless fund statements, we can help. Please call Jonse Young at 616-454-1751 x108 or email [jyoung@grfoundation.org](mailto:jyoung@grfoundation.org) to request online access.

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301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085

## LCTV ENDOWMENT FUND 2019

The Lowell Cable Television (LCTV) Fund is a nonprofit endowment fund established on September 17, 2007 by means of the sale of the assets of Lowell Cable Television. A portion of the annual investment earnings are distributed in agreement with the Grand Rapids Community Fund and may be available for grants each year.

The LCTV Board was created to solicit and review grant applications for projects that benefit the Greater Lowell Community including the City of Lowell, Lowell Township and Vergennes Township. LCTV Board grant recommendations are subject to final approval by the Lowell City Council.

### The LCTV Fund promotes projects that are:

- Non-profit making activities
- Benefit a broad segment of the Lowell Area Community
- Enhance the quality of life in the area
- Encourage cooperation among the communities
- Qualify as one-time capital improvement projects

### The Fund does not support:

- |                          |                           |                                  |
|--------------------------|---------------------------|----------------------------------|
| *Individuals             | *Political projects       | *Salaries or continuing expenses |
| *Religious Organizations | *Profit-making activities | *Routine Maintenance             |

### Grant Schedule:

Applications must be submitted to and received at the Lowell City Hall no later than 5:00 p.m., **February 8<sup>th</sup>, 2019**. The LCTV Board reserves the right to modify the grant application schedule in future years. Funding requested by grant applicants may also be modified based on available LCTV revenue. The selected project applicants will be formally notified and the projects will be publicized consistent with City policies and practices. Applicants may be requested to present additional information to the LCTV Board and/or the Lowell City Council prior to the final decision.

The LCTV Board will make its recommendations formally to the City Council by the second regular meeting in March. The City Council will approve the projects recommended by the LCTV Board, with or without changes, based on funding levels, city and area needs, etc., at the second meeting in March.

### Application Process:

1. Applications are available at Lowell City Hall, Lowell Charter Township Hall, Vergennes Township Hall, Englehardt Public Library, Lowell Area Schools Administration Building and City and townships web sites.
2. Please write your grant application using the cover sheet and included application form.
3. Do not include materials other than the application and requested attachments.
4. Send or deliver 9 copies of the application and attachments as listed:
  - a cover letter that introduces the proposal
  - details for a specific project that includes a breakdown of expenses and key items the grant monies will be used for

- a list of contacts, directors and project leaders
  - letters of support or recommendation
  - estimation of how many area residents will benefit from **or use** the project and description of how they may benefit
  - documentation of how a project will continue to be supported after the initial expense
  - if there are multiple parts to your request, please prioritize key items.
  - if requesting multiple grants requests from one organization, please prioritize
  - proof of 501(c)(3) or governmental unit status
5. **All requirements of prior year awarded grants and status reports must be completed before any grant request for 2019 will be reviewed.**

**Applicants will be required to enter into an agreement with the City, which will outline the terms and conditions of the grants, as well as the reporting requirements, prior to any distribution of funds to the applicants. The agreement shall be finalized by December 31 of the grant year.**

**Grant applications shall be submitted to Susan Ullery, Lowell City Clerk, at 301 E. Main Street in Lowell, Michigan 49331. If you have any questions please contact Susan Ullery, City Clerk (616-897-8457).**

**Thank you for your interest.**

**Sincerely,**

***LCTV Endowment Fund Board***

**LCTV FUND GRANT APPLICATION  
2019**

**Organization Information**

**Additional information may be attached as necessary**

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Administrator \_\_\_\_\_

Contact Person (if different from above, name, title, phone#) \_\_\_\_\_

Is yours a 501(c)(3) organization  or governmental unit ? (Check One)

Year of Incorporation: \_\_\_\_\_ Current Organizational Operating Budget \$ \_\_\_\_\_

What is the **mission/purpose** of your organization? \_\_\_\_\_

\_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose of Grant (one sentence): \_\_\_\_\_

\_\_\_\_\_

Dates of the Project: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Amount and sources of other funding for this project: \_\_\_\_\_

\_\_\_\_\_

If a multiple year request, please specify the amounts requested per year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature, Chairperson, Board of Directors*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Name and Title*

\_\_\_\_\_  
*Signature, Administrator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Name and Title*

## **Need**

What need is being addressed by this project, and how will the project meet the need? Explain the *precise* reason for your project (avoiding generalities):

## **Plan**

Specifically explain how your project will be conducted or implemented, and how the grant money being requested will be used, including breakdown of expenses and cost of key items and proposed schedule. Attach pictures or drawings of the project if applicable.

## **Impact**

Describe how this project will positively impact the City of Lowell and the greater Lowell community, and who will be served by your project.

## **Project Management**

Who will be managing the project and what are their qualifications?

## **Evaluation**

If funded, your project will be assessed for impact, effectiveness, and efficiency. Describe how you will determine if the project is a success and the data you will use to make that determination. (Note: Grant recipients may be asked to write follow-up reports and make presentations.)

## **Community Cooperation**

List the Lowell area groups and partners who have agreed to support your project. Please include their names and affiliations. Describe specifically the nature of their collaboration on this project. Attach letters of support, if available.

## **Sustainability/Funding**

Explain your group's plan for future sustainability and maintenance in terms of continued financial and/or logistical support, and who you anticipate to provide the support.