

PARISH OF CADDO, LOUISIANA

GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: Shreveport Green

Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:

1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable means of economic development for Caddo Parish.
4. Funds cannot be used for the following:
  - a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;
  - b. Equipment used in any other program other than the one the Parish is funding;
  - c. To benefit non-Caddo citizens.
5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1<sup>st</sup> - June 30<sup>th</sup> of the appropriation year (due July 31<sup>st</sup>), and a report detailing the use of the funds from July 1<sup>st</sup> - December 31<sup>st</sup> of the appropriation year (due January 31<sup>st</sup> of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31<sup>st</sup> report has not been timely submitted; an approved appropriation will **not** be funded if the January 31<sup>st</sup> report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.
7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
8. Funds must be spent **in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA)**. Listing items in the detailed budget does not make them eligible for reimbursement; the items must be covered in the CEA.

# SECTION I: INTRODUCTION AND FUNDING PURPOSE

It is important that each section of this request be completed.

1. Name of Entity: Shreveport Green

Commission District: All

Address: 2615 Southern Ave

Shreveport, LA 71104

Is this the address of the organization's headquarters?  Yes  No

If not, please list headquarter address: \_\_\_\_\_

Does your organization provide services in more than one commission district?

Yes  No

If yes please list other districts served and addresses (if available):

District \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: Mr. / Mrs. / Ms. Donna Curtis

Title: Executive Director

Phone Number: (318) 219-1888

Fax: (318) 219-1882

Email: dcurtis@shreveportgreen.org

Past Grant Recipient?  Yes  No

2. Purpose for which Parish funds would be used (Check one and give brief description):

Economic Development:

Education:

Social Welfare:

To provide a supply of cleanup tools and supplies for community organizations. We will have bags, buckets, litter-getters, tents, water, and ice chests available to check out for organizations including neighborhoods, churches, schools, and civic clubs. We will also provide assistance with planning and informational brochures on clean neighborhoods.

3. Amount of this funding request: \$10,000

4. During what time period will the funds be used: 4/1/22 through 12/31/22

5. Are audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

1/1/20 through 12/31/20

6. Are you exempt from Federal Income Tax?  Yes  No

Under IRS Code Section: 501 c 3

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No

Date of last time filed: 08/1/21

8. Quarterly drawdowns are agreed to be acceptable:  Yes  No

*(If not, please propose an alternate drawdown schedule and explain)* Since we will be purchasing the supplies in bulk for use during the year, we would appreciate having the funding provided at the beginning of the program.

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?

Yes  No *(If so, please explain claim)*

10. Are you in good standing with the State of Louisiana?  Yes  No

Please provide a copy of your Certificate of Good Standing.

11. Please attach any other information that you wish to submit in support of your application.

## **SECTION II: PROPOSAL NARRATIVE**

### **Background and Capacity of Organization:**

Shreveport Green is a nonprofit organization dedicated to promoting a healthy, sustainable, and economically vital community through public outreach, community enhancement, and a specific respect for the natural and built environment. Shreveport Green fills a unique niche in the city. We provide a service no one else does. Founded in 1990, we have been successful in identifying not only problem areas, but also potential areas for improvement. As a nonprofit, we have been able to access private funds, in-kind donations, and grants that previously had not been dedicated to community projects. We direct 11,000 volunteers a year in community projects, completing over 31,000 hours. Although we work in all corners of the parish, we offer specialized programming to lower income neighborhoods through our Neighborhood Program: detailed maintenance assistance, enhancement projects, community gardens, and administrative assistance with cleanups. ShrevCORPS works with a minimum of 12 young people a year, providing services parish-wide including community gardens, enhancement projects, recycling drives, cleanups, mobile food market, and household hazardous waste collection. We are a fiscally conservative, well-run organization. A board of directors of 20, reflecting the demographics of the community, governs us. This is a "hands on" board – participating in projects and fundraising - as well as keeping a close eye on the finances and mission of the organization.

### **Prior Experience of Organization:**

Shreveport Green has been providing services for 31 years. Our projects educate & add to the quality of life of the citizens and the economic development of the community – litter abatement activities actually clean communities, increasing the visual and economic value as well as improving safety and health problems. Landscaping & tree planting add to the visual & environmental as well as increasing the land value. Community gardens directly impact the health of citizens through providing fresh produce & teaching how to prepare healthy foods. Our Mobile Market is currently reaching 13 different neighborhoods, including Vivian. Our urban farm

helps sustain our Mobile Market; we have constructed twenty-one community gardens at schools, community centers, and public areas and assist with the maintenance of several more. In addition to constructing handicapped accessible gardens at *MLK Health Center the Urban Farm*; we've also created Mobile Market events regularly in Allendale, Mooretown, Lakeside, Queensborough, Highland, and Cedar Grove neighborhoods. During these events we sell fresh, regionally grown food for reasonable prices; prepare cooking demonstrations; and provide recipes for healthy preparation. **Household Hazardous Waste Collection:** We hold 8 collections a year, helping 1,931 citizens from all over the parish dispose of HHW properly. **Cleanups:** We organize an average of 76 cleanups each year: Groups from Vivian to Southern Hills, from Greenwood to Stoner Hill ask for assistance. In addition to assisting with facilitation, we are able to provide bags, litter-getters, gloves, and water. Some of the most notable ones are: **1.** April, 2021 – Great American Cleanup – 876 volunteers – 39 groups; 18.5 tons of trash; **2.** 2021 – 48 additional cleanups. **3.** *Tarp Your Load* - November 2020/April 2021 – gave out 300 tarps with bungee cords to Caddo Parish residents along with information about uncovered loads. **Enhancement:** We assisted 16 neighborhood groups & area parks with enhancement projects, providing plants and information for volunteers. **Tree Planting:** Held a Tree Giveaway in November 2021 and gave away 250 trees. Additionally we plant an average of 150 trees a year in the community. We also provide presentations to town councils and civic clubs from Vivian to Broadmoor. We celebrated NeighborWoods in October with the planting of approximately 21 street trees. **Landscaping:** We worked with 4 schools on flower/pollinator beds; pruned & mulched 24 trees in area parks, landscaped Oakland Cemetery; and celebrated trees during Arbor Week. **Outreach/Education** – Delivered 87 presentations in 2020-21 sharing information on litter, recycling, trees, community living, solid waste, & healthy lifestyle. We directly reached 23,000 citizens in all neighborhoods & communities, from Vivian to the DeSoto Parish line! **Recycling** – We collected 2,000 pounds of electronics and held two paper shredding events where we collected 4 tons of paper to be recycled. **Mobile Market** – We have held 65 mobile market events in 2020/2021. In 2021, we purchased a new van which enabled us to reach even more neighborhoods. COVID slowed us down somewhat, but we “pivoted” and delivered fresh produce free to most of our “customers”

in the neighborhoods.....free of charge. Due to COVID restrictions, we applied for special grants to be able to provide many of our citizens in food desert neighborhoods fresh produce – direct from area farms – and from our farm!

### **Extent of Neighborhood Involvement**

We work closely with 23 separate neighborhoods – attending neighborhood meetings; organizing cleanups; planting trees; delivering fresh produce; and providing environmental information. We produce a monthly digital newsletter that reaches over 1,200 citizens. We recognize citizens regularly for attractive landscaping, community volunteering, and other positive endeavors. This month we recognized 22 citizens as Clean Block Citizens who agreed to clean their blocks weekly. In May, they will be part of a parish-wide sunflower planting project.

### **Description of Project and Soundness of Project**

More than anything else, we have requests to supply neighborhood volunteer groups with litter-getters, bags, and gloves for community cleanups. We are limited by the sheer number of requests. Bags and gloves are difficult to keep in stock. Litter-getters are expensive. We are also limited by the number of litter-getters needed. By providing a “warehouse” for supplies for neighborhood and volunteer groups, we can better serve all of the groups that turn to us for help! We have the space to house the supplies and would like to additionally supply small tents and ice chests when needed.

### **Joint Group Application and Collaboration**

We will work with all neighborhood and volunteer groups who request assistance. They will be required to check out supplies and be responsible for their prompt return. Funding will only be used by Shreveport Green to purchase supplies for this program.

### **Identify Needs and Gaps in Services in Neighborhood**

In order to “harness” the power of volunteers, we need to equip them with supplies. Our neighborhoods are littered with fast food trash, uncontained garbage, and waste tires. Our government can’t possibly clean every street in every neighborhood. It takes the citizens to assist with this problem. We work with volunteers every day who want to do good things for their community. We need to lend them a hand by equipping them with the tools they need to clean their communities.

**ATTACHMENT A: CONTACT INFORMATION**

List the names, addresses, and Commission District (if applicable) of all board members.

<b>Name</b>	<b>Address</b>	<b>Commission District</b>
<b>Richard Corbett</b>	163 Preston Ave, 71105	District 8
<b>Mandell Davis</b>	10429 Richard Pratt Drive 71115	District 9
<b>John Harrison</b>	150 Hallette Drive 71115	District 9
<b>Crystalyn Whitaker-Nelson</b>	458 Ratcliff 71104	District
Larry Raymond	6675 North Park Circle 71107	District 1
<b>Charlotta Nordyke</b>	119 Fountainbleu 71115	District 9
<b>Helen Powell</b>	832 Oneonta Street 71106	
<b>Judy Roemer</b>	311 Glen Erica Street, 71106	District
<b>Cary Sullivan</b>	428 Travis St 71101	
<b>Mike Thomas</b>	3050 Martin Luther King Dr, 71107	

List the names, addresses, and Commission District (if applicable) of all board members.

<b>Name</b>	<b>Address</b>	<b>Commission District</b>
<b>Lora Timberlake</b>	3718 Dawson Rd Shreveport, LA 71119	District 12
<b>Dr. Joe White</b>	509 Sleepy Hollow Shreveport, LA 71115	District 9
<b>Sandy Walton</b>	6871 Greenwood Rd Shreveport, LA 71119	District 12
<b>Lynn Yancey</b>	350 John's Bluff Shreveport, LA 71106	District 9



## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**

### March/April

1. Purchase all supplies needed to hold an organized cleanup. Bags, litter-getters, vests, tents, and ice chests will be purchased. We will also stock bottled water sufficient for several months.
2. Create a sign-in and sign-out sheet to track supplies.
3. Advertise program through social media, targeted email, etc.....
4. Begin loaning out litter-getters, vests, tents, and ice chests as well as providing bags to groups.
5. Order printed materials to help with organizing cleanups and maintaining clean neighborhoods.

### May - December

1. Continue loaning supplies to groups as needed.
2. Continue advertising program through social media, etc...
3. Maintain records on supplies and groups who participated.
4. Purchase bottled water as needed.

### July

1. Complete mid-year report!

### December

1. Complete year-end report!

Shreveport Green has implemented a cleanup program for 30 years. We continue to get requests for equipment and supplies and are able to help as we can. Our bag supply is diminished; our litter-getters are showing the wear (and loss) of several years; and our vest collection is depleted. As an improvement to the cleanup program, we'd like to add ice chests and tents. We have had several requests for them over the last few years and have not been able to loan them. We would like to purchase several tents with the parish logo on them as well as some well-identifiable ice chests.

We have proven our ability to lead groups and assist in organizing cleanups over the last 30 years. Annually we assist with approximately 64 smaller cleanups and two parish-wide. Over 10,000 volunteers are counted annually.

Donna Curtis, Executive Director, has organized cleanups; participated in cleanups; and encouraged citizens to understand the need for a clean parish. For over 30 years, she has been active in the day-to-day administration of Shreveport Green as well as a boots-on-the-ground worker.

Casaundra Calloway, Neighborhood and Education Director, has developed an inclusive spirit in the neighborhoods as well as assisted in organizing cleanups and clean neighbor programs for 28 years.

**ATTACHMENT C:  
Caddo Parish Appropriation BUDGET FORM**  
Please provide detailed explanation of each line item.

Organization Name Shreveport Green

Budget Year 2022

Line Item Object	Funding Amount			Total
	Parish Amount	Other Amounts*	In-Kind <i>(Including Food Bank)</i>	
Litter-getters	\$ 2,000		\$700	\$2,700
Bags	\$ 1,800		\$2,000	\$3,800
Safety vests	\$ 1,500		\$100	\$1,600
Tents	\$ 1,300		0	\$1,300
Ice chests	\$ 800		\$100	\$ 900
Gloves	\$ 1,600		\$250	\$1,850
Printed Materials	\$ 1,000		\$750	\$1,750
Admin	0		\$4,000	\$4,000
<b>Total</b>	\$10,000		\$7,800	\$ 17,800

\*Please provide a detailed listing of the funding source for other amounts.

\*If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.

**AFFIDAVIT**

I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.

**Signature:**

*Anna Curtis*

**Title:**

*Executive Director*

**Date:**

*3/21/22*

State of  
Louisiana  
Secretary of  
State



**COMMERCIAL DIVISION**  
**225.925.4704**

Fax Numbers  
225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

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Name	Type	City	Status
SHREVEPORT GREEN	Non-Profit Corporation	SHREVEPORT	Active

**Previous Names**

SHREVEPORT CLEAN COMMUNITY COMMISSION, INCORPORATED (Changed: 7/13/1992)

**Business:** SHREVEPORT GREEN

**Charter Number:** 34109540N

**Registration Date:** 3/28/1983

**Domicile Address**

3625 SOUTHERN AVE.  
SHREVEPORT, LA 71104

**Mailing Address**

C/O DONNA CURTIS  
3625 SOUTHERN AVE.  
SHREVEPORT, LA 71104

**Status**

**Status:** Active

**Annual Report Status:** In Good Standing

**File Date:** 3/28/1983

**Last Report Filed:** 4/14/2021

**Type:** Non-Profit Corporation

**Registered Agent(s)**

<b>Agent:</b>	DONNA CURTIS
<b>Address 1:</b>	3625 SOUTHERN AVE.
<b>City, State, Zip:</b>	SHREVEPORT, LA 71104
<b>Appointment Date:</b>	6/15/1992

**Officer(s)**

**Additional Officers: No**

<b>Officer:</b>	DAVID MACEY
<b>Title:</b>	Treasurer
<b>Address 1:</b>	660 MCCORMICK
<b>City, State, Zip:</b>	SHREVEPORT, LA 71105

<b>Officer:</b>	LARRY RAYMOND
<b>Title:</b>	President
<b>Address 1:</b>	6675 NOTH PARK CIRCLE

City, State, Zip: SHREVEPORT, LA 71107

## Amendments on File (2)

Description	Date
Amendment	3/4/1985
Name Change	7/13/1992

[Print](#)

Internal Revenue Service

Department of the Treasury

District Director

Returns Program Management  
Staff - Taxpayer Assistance  
P.O. Box 1055 - Room 1109  
STOP 520  
401 West Peachtree St., NW  
Atlanta, GA 30370

Date: SEP 25 1992

Shreveport Green  
3007 Knight Street  
Suite 107  
Shreveport, LA 71105

Date of Inquiry:

09/21/92

Refer Reply To:

RPN:ED:TPA

EIN:

72-0070610

Dear Taxpayer:

This is in response to your request for confirmation of your exemption from Federal income tax.

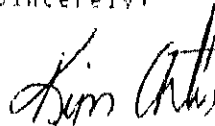
Our records indicate your organization was granted exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code by our letter dated May 1985. You were further determined not to be a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 509(a)(2).

Contributions to you are deductible as provided in section 170 of the Code.

The tax exempt status recognized by our letter referred to above is currently in effect and will remain in effect until terminated, modified or revoked by the Internal Revenue Service. Any change in your purposes, character, or method of operation must be reported to us so we may consider the effect of the change on your exempt status. You must also report any change in your name and address.

Thank you for your cooperation.

Sincerely,



Exempt Organizations Coordinator