



Grove CID Executive and Finance Committee Meeting

TO BE HELD

April 10, 2023, at 10:00 AM

Via Zoom

Mobile : US: + 19294362866,,83979992078# US

Meeting URL: <https://us06web.zoom.us/j/83979992078>

Meeting ID: 839 7999 2078

NOTICE & PROPOSED AGENDA

TAKE NOTICE that on April 10th, 2023, at 10:00 AM via Zoom, the Grove Community Improvement District (the "District") will hold an **Executive and Finance Committee** meeting to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

- 1. Call to Order**
- 2. Approval of Meeting Minutes**
- 3. Approval of Financials**
- 4. Grove Funding Request**
- 5. Landscaping Recommendation**
- 6. Other Business**
- 7. Adjournment**

This meeting is open to the public; provided, however, a portion of the meeting may be closed to discuss select matters as provided by Section 610.021, RSMo.

Representatives of the news media may obtain copies of this notice, and persons with disabilities wishing to attend can contact: Park Central Development, 4512 Manchester #100, St. Louis, 63110, (314) 535-5311.

DATE POSTED: 4-7-2023

Time Posted: 10:00 AM

• **The Grove Community Improvement District** •

4512 Manchester, Suite #100 Saint Louis, MO 63110 (314) 535-5311

www.thegrovestl.com



Grove CID Executive Committee Meeting Minutes
March 13th, 2023 at 10:00am
ZOOM

Committee members present: Kelly Spencer, Matt Bauer, Tatyana Telnikova, Don Bellon,

Committee members not in attendance: Kelly Kenter

Others in attendance: Annette Pendilton, Abdul Abdullah, Brian James, Jazzmine Johnson (Park Central)

1. **Call to Order:** K. Spencer called the meeting to order at 10:05 AM.
2. **Approval of Previous Minutes:** Don Bellon made a motion to approve the minutes. Matt Bauer seconded the motion. All in favor, motion passes.
3. **Proposed Budget for FY2024:**
M. Bauer went over the proposed budget for FY 2024 and answered any questions. The board had no questions, will go to the full board for vote.
4. **Landscaping Contracts:**
A. Abdullah presented bids for landscaping for Grove CID. M. Bauer motioned to approve up to \$17,000 for landscaping. K. Spencer seconded the motion. All in favor, motion passes.
5. **Adjournment:** m. Bauer motioned to adjourn the meeting at 10:31AM. Second by D. Bellon.

• The Grove Community Improvement District •

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www.thegrovestl.com

Grove CID
Balance Sheet Comparison
As of April 4, 2023

	<u>Total</u>	
	<u>As of Apr 4, 2023</u>	<u>As of Apr 4, 2022</u>
		<u>(PY)</u>
ASSETS		
Current Assets		
Bank Accounts		
1072 Bill.com Money Out Clearing	3,916.00	-6,531.25
Operating (9310)	0.00	103,309.29
Reliance (4124)	0.00	0.00
Sales and Use Tax (0668)	76,037.87	338,641.75
Simmons - Grove 8418	151,922.13	
Simmons CD's	300,000.00	
Special Assessments (3269)	0.00	0.00
Total Bank Accounts	\$ 531,876.00	\$ 435,419.79
Accounts Receivable		
Accounts Receivable - SE	0.00	0.00
Other Accounts Receivable	1,912.85	1,912.85
Sales Tax Receivable	10,916.32	10,916.32
Total Accounts Receivable	\$ 12,829.17	\$ 12,829.17
Other Current Assets		
CID Assmt Rec CY14	1,052.00	1,052.00
CID Assmt Rec CY15	2,032.00	2,032.00
CID Assmt Rec CY16	912.00	912.00
CID Assmt Rec CY17	-4,193.00	-4,193.00
Due to From Special Events	60.46	60.46
Prepaid Expenses	-5,771.00	-5,771.00
Receivables	0.00	0.00
Total Other Current Assets	-\$ 5,907.54	-\$ 5,907.54
Total Current Assets	\$ 538,797.63	\$ 442,341.42
Fixed Assets		
15000 Furniture and Equipment	0.00	0.00
Accum Depr - Furn & Equip	0.00	0.00
Accumulated Amort-Intangible As	-11,775.00	-11,775.00
Construction in Process	0.00	0.00
Intangible Assets	18,971.00	18,971.00
Total Fixed Assets	\$ 7,196.00	\$ 7,196.00
TOTAL ASSETS	\$ 545,993.63	\$ 449,537.42
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 Accounts Payable	-7,807.16	-10,983.19
Total Accounts Payable	-\$ 7,807.16	-\$ 10,983.19

Credit Cards			
Reliance Credit Card		0.00	0.00
Total Credit Cards	\$	0.00	\$ 0.00
Other Current Liabilities			
25800 Unearned/Deferred Revenue		0.00	0.00
Accrued Liabilities		0.00	0.00
Deferred Inflows of Resources		944.00	944.00
Total Other Current Liabilities	\$	944.00	\$ 944.00
Total Current Liabilities	-\$	6,863.16	-\$ 10,039.19
Total Liabilities	-\$	6,863.16	-\$ 10,039.19
Equity			
32000 Retained Earnings		463,690.72	426,951.10
Fund Balance		11,120.00	11,120.00
Net Income		78,046.07	21,505.51
Total Equity	\$	552,856.79	\$ 459,576.61
TOTAL LIABILITIES AND EQUITY	\$	545,993.63	\$ 449,537.42

Tuesday, Apr 04, 2023 02:19:50 PM GMT-7 - Cash Basis

Grove CID
Budget vs. Actuals: FY_2022_2023 - FY23 P&L
 July 2022 - March 2023

	Total		
	Mar-23	Actual YTD	Budget
Income			
40000 Revenue			
40100 CID 1% Sales and Use Tax	32,882.16	307,203.90	225,000.00
40150 Special Assessments	36,671.63	110,043.94	90,000.00
40200 Interest Earnings	216.90	447.37	
46400 Reserves			28,972.52
Total 40000 Revenue	\$ 69,770.69	\$ 417,695.21	\$ 343,972.52
Unapplied Cash Payment Income	0	0.00	
Total Income	\$ 69,770.69	\$ 417,695.21	\$ 343,972.52
Gross Profit	\$ 69,770.69	\$ 417,695.21	\$ 343,972.52
Expenses			
60100 Administrative Support			
60110 Administration-Park Central		38,010.00	38,010.00
60115 Postage/Office Supplies		398.86	
60130 Directors & Officers Insurance			0.00
60135 General Liability Insurance		21,009.05	
60140 Audit Services		8,500.00	8,000.00
60150 Legal Services		7,685.00	3,000.01
60160 Bank Fees and Charges		5.00	
60170 Storage Facility		613.28	525.01
Total 60100 Administrative Support	\$ 0.00	\$ 76,221.19	\$ 49,535.02
60200 Marketing			
60215 Promotional Materials		600.00	1,350.00
60220 Website & Design Services	1,550.00	11,545.88	9,150.02
Total 60200 Marketing	\$ 1,550.00	\$ 12,145.88	\$ 10,500.02
60270 Sponsorships	2,666.67	70,166.33	40,950.00
60300 Public Improvements			
60310 Grove Signs Electricity	105.09	1,909.97	1,162.52
60315 Street Lighting Impr-Electricit	836.36	3,701.61	6,750.00
60320 Grove Signs Repairs & Mnt		7,244.03	3,750.02
60325 Holiday Decorations		7,820.68	
60330 Other Public Improvements		5,376.35	
Total 60300 Public Improvements	\$ 941.45	\$ 26,337.61	\$ 11,662.54
60400 Public Services			
60410 Litter Control	3,300.00	38,120.05	34,500.01
60415 Public Pkg lot-Litter Control		300.00	
60420 Landscaping			3,375.00
Total 60400 Public Services	\$ 3,300.00	\$ 38,420.05	\$ 37,875.01
60500 Security & Public Safety			
60515 Cameras		11,400.00	
60530 Thursday Security Patrols	3,016.25	19,261.25	39,487.50

60531 Friday Security Patrols	4,488.75	18,168.75	39,487.50
60532 Saturday Security Patrols	4,940.00	13,252.50	39,487.50
60533 Sunday Security Patrols	2,731.25	12,943.75	39,487.50
60534 Other Security Patrols	380.00	15,485.00	
Miscellaneous		25,000.00	
Total 60500 Security & Public Safety	\$ 15,556.25	\$ 115,511.25	\$ 157,950.00
Unapplied Cash Bill Payment Expense		0.00	
Uncategorized Expense	846.83	846.83	
Total Expenses	\$ 24,861.20	\$ 339,649.14	\$ 308,472.59
Net Operating Income	\$ 44,909.49	\$ 78,046.07	\$ 35,499.93

Tuesday, Apr 04, 2023 02:06:52 PM GMT-7 - Cash Basis



SPECIAL EVENT FUNDING REQUEST

PART I - INSTRUCTIONS AND DEFINITIONS

PURPOSE:

This document sets forth the guidelines and categories for requests for funds (in excess of \$1,000) from the Grove Community Improvement District. Applications will be accepted from organizations that will sponsor and promote activities within the Grove CID that bring substantial numbers of visitors to the District.

TIMETABLE FOR REVIEW:

The Grove CID will distribute applications to organizations that express an interest in receiving funds for upcoming Fiscal Year. Projects must meet the guidelines and criteria outlined in this document. Completed applications should be submitted to the Grove CID Administrative Offices C/O Park Central Development AT LEAST 90 DAYS BEFORE THE PROPOSED EVENT.

Applications may be mailed or hand delivered to the Grove CID c/o Park Central Development:

Attn: Alayna Graham, Administrator
4512 Manchester Avenue
Suite 100
St. Louis, MO 63110

APPLICATION AND EVALUATION PROCEDURE:

The following procedure will be strictly followed. Applicants are cautioned not to contact any member of the Grove CID Board regarding their request. All contacts should be channeled through the Grove CID administrative office. Please read the following instructions carefully and call the Grove CID Office with any questions. Incomplete or incorrect applications will be returned.

The Grove CID Administrator will review all applications to determine if they meet the established criteria for funding. The Grove CID office staff will notify qualifying applicants who are finalists. All finalists will then be invited to present their applications to the Grove CID Executive & Finance Committee at the regular scheduled meeting the second Monday of the month. The Grove CID Executive & Finance Committee will vote on each qualifying applicant and prepare, in priority order, their recommendations for funding. Funding recommendations of the Grove CID Executive & Finance Committee are final. All materials submitted with applications will become a matter of public record, open to inspection by any citizen of the State of Missouri subject to the Sunshine Law.

OVERALL GUIDELINES

Applications must conform to the guidelines specified by the Grove CID. Applications that do not conform to these guidelines will not be considered for funding. The funding limits are subject to final approval by the Grove CID Executive & Finance Committee. Funding is available for major events staged in the District that attract large numbers of visitors to the District.

TYPES OF EVENTS:

Programs, festivals, or special events should have a history of, or the potential for attracting visitors, either as participants or spectators, generating retail sales at district area businesses. Consideration will



also be given to events that can generate national, state, or regional media exposure for Grove CID and its offerings.

ELIGIBLE ORGANIZATIONS:

Not-For-Profit Organizations under section 501 of the Internal Revenue Code (a copy of the IRS determination letter provided by the applicant confirms federal tax-exempt status) and For-Profit Organizations are eligible for funding. Organizations must have significant District ties, established primarily to produce cultural programs, festivals, or special events, utilizing private sector community financial support and volunteers as well as paid staff to carry out the objectives of the organization.

PROJECT GUIDELINES:

1. Project must take place (at least partially) within the Grove CID boundaries.
2. Applicant must make project accessible to the public and to disabled persons.
3. Applicant must submit a list of the Board of Directors, organization staff and event staff– if applicable.
4. Applicant must have comprehensive marketing and advertising plan.
5. Applicant must have comprehensive trash/recycling plan.
6. Applicant must have comprehensive safety & security plan.
7. Applicant must submit proof of non-profit status – if applicable.
8. Applicant must submit proof of good corporate standing – if applicable.
9. Applicant must submit proof of taxes paid with the City of St. Louis and the Grove CID – if applicable.
10. Applicant must submit most recent preliminary final/attendance and final reports if you have received a grant in the past from the Grove CID.
11. Applicant must match the amount requested on a dollar-for-dollar basis, showing revenue specifically contributed for program (50% of this match may be in-kind contributions, accompanied by a list of fair and reasonable market value).
12. Applications failing to meet deadline will not be considered.
13. Multiple events must be separate and distinct applications with separate summaries and budgets.
14. Invoice must be made to the Grove CID. No funds will be forwarded in anticipation of the receipt of an invoice.
15. A complete detailed project budget must be submitted that includes all expenses.
16. The complete detailed project budget must include all revenues.
17. All information should be submitted on 8 ½ x 11" white paper.
18. A certificate of liability insurance, naming the Grove CID as an additional insured, is required before any reimbursements can be released.

Funding Administration: No funding may be reimbursed until the Grove CID Executive & Finance Committee approves the funding.

Funding Manager: Organizations receiving funding shall designate a Funding Manager. That individual shall be responsible for maintaining the official file with application, correspondence, funding, narrative progress reports, request for funds/reimbursements, invoices and sample of promotional materials used. The organizations funding manager will insure that all elements of the funding application are followed, that narrative progress reports are submitted in a timely manner, that requests for funds are accurate and appropriate attachments are included, and that the event funding is closed out efficiently with the necessary reports and financial submitted. It is the funding manager's responsibility to see that any applicable Federal, State or City laws and policies are followed.

APPLICATION GUIDELINES:

1. If you are applying for more than one event, separate applications and distinct separate budgets are required.



2. State the goals and objectives for each event for which you are applying for.
3. Describe what benefits will be received from each event or promotion for which you are applying.
4. Describe how the event increases awareness of the Grove CID as a visitor destination, increases the number of visitors, their length of stay, and promotes intra-regional travel by visitors.
5. Describe how the effectiveness of each event will be evaluated.
6. Describe how financial resources will be monitored.
7. Describe, in detail, how the event will be implemented.
8. Attach copies of letters of commitment to substantiate matching funds.

STATUS REPORTS:

Initial Plan: A preliminary status report is due at the time of submission of application indicating an overall status of the event and revenue generated to the Grove CID.

Interim Status Report: A detailed interim status report will be required sixty (60) days prior to the event. This report will identify at what point you are with the planning of the event.

Final Status Report: A detailed final status report is due within sixty (60) days of the close of the event.

PROCEDURES FOR DRAW OF FUNDS

Funds will be dispersed according to the following schedule:

- 33% within 7 business days of receipt and approval of Initial Plan
- 33% within 7 business days of receipt and approval of Interim Status Report
- 33% within 7 business days of receipt and approval of Final Status Report

An invoice must be submitted to the Grove CID office for interim draws and for final payment. All payments are on a reimbursement basis only and made after proof of paid invoices are presented. Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application. Organizations receiving funding should take into consideration that it will take a minimum of 5 business days for the Grove CID to process a check. Copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate payment may need accompany request for funds.

USE OF GROVE COMMUNITY IMPROVEMENT DISTRICT FUNDS

Grove CID grant funds must be used to promote and advertise the entertainment district. Any event must seek to draw existing and new patrons to the district.

NOTICE: All collateral material and advertisements must list the Grove CID as one of the event sponsors.

FUNDING CATEGORY GUIDELINES

I. Sponsorships and Event Bid Fees: Minimum one-day event with 1000 or more participants. Funds are to be used exclusively for advertising and promotion. The maximum is \$15,000 for events with a minimum of three years of result history.

II. First Time Events: These would include newly created events, or ones that have little history. The maximum amount per event is \$5,000. Subsequent year funding will be determined by results of the first or second year.

CRITERIA FOR EVALUATION OF APPLICATIONS



Applications will be scored in three (3) categories with a maximum score of one hundred (60) points per applicant.

I. SOUNDNESS OF PROPOSED PROJECT - Maximum 30 Points.

The extent to which the project has clearly identified objectives; has assigned responsibilities and accountability; has a realistic timetable for implementation; has additional funding sources available that will be utilized; will accomplish its stated objectives.

II. STABILITY AND MANAGEMENT CAPACITY - Maximum 15 Points.

A proven record or demonstrated capacities of the organization to develop resources, effectively plan, organize and implement the proposed project. The organization has a successful history of service in and to the City of St. Louis. Ability of the organization to administer public grants and to prepare and deliver the necessary progress reports to the Grove CID.

III. QUALITY AND UNIQUENESS OF PROPOSED PROJECT -Maximum 15 Points.

Extent, to which the activity provides a program for the Grove visitors and its residents, which is of significant merit and that, without such assistance, would not take place in the District. After the fourth year of requesting CID Special Event Funding the event should have enough sponsors to fund the event without using the CID Special Event Funding. If a request for funding is submitted after the fourth year, the Executive & Finance Committee will take the request under consideration and forward a recommendation to the Grove CID Board of Directors. A detailed explanation letter of why the funding request is needed will be required before any review of the application takes place. For second and third year requests special consideration will be given to organizations that have secured additional support through private or corporate contributions.

FUNDS MAY NOT BE USED FOR:

Projects that are restricted to private or exclusive participation. Legal, medical, engineering, accounting, auditing, planning, marketing, feasibility studies or other consulting services. Salaries or supplements to salaries for existing or future staff, or employment of personnel directly or indirectly related to the project or event. Real property or capital improvements, new construction, renovation or restoration to facilities. Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art. Interest or reduction of deficits and loans. Expenses incurred or obligated prior to or after the project period. Advertising and promotional materials distributed at the event site or after the event. Payments for services or goods purchased for previous or other events.

One copy of the following items is required and should be attached to your original application:

Charter, Articles of Incorporation, By-Laws, Proof of Current Status

IRS Determination Letter of non-profit status (if applicable)

List of current Officers, Board members & event staff with terms (if applicable)

Copy of financial statement of your most recent fiscal year (except government entities)

Proof of taxes paid with the City of St. Louis and the Grove CID (if applicable)

Proof of Liability Insurance

List of other Financial Commitments

Event financial from previous year (if applicable)



THE GROVE COMMUNITY IMPROVEMENT DISTRICT

FISCAL YEAR 2023

SPECIAL EVENT GRANT APPLICATION

1. NAME OF EVENT/PROJECT: Grove Fest Summer Showcase
2. DATE OF EVENT/PROJECT: June 30, 2023
3. LOCATION OF EVENT/PROJECT (address and/or specific location where event/project will take place):
Address: Platypus, Urban Chestnut, The Gramophone, Swade, Handlebar, Rehab
City, State, Zip: St, Louis, MO 63110
4. NAME OF APPLICANT/HOST ORGANIZATION:
Legal Name: Blank Slate Creative LLC
Address: 17 Westmoreland Pl
City State Zip: St. Louis, MO 63108
5. CONTACT PERSON/TITLE:
Name Colin O'Brien
Title: President
Telephone No. () 314-686-2655 Fax No. () NA
E-mail: colin@blankslate.live
6. TYPE OF ORGANIZATION - IRS STATUS (TAX ID NO.)
If applicable, attach Articles of Incorporation, Bylaws.
FID NO. LLC, S-Corp, EIN: 84-2794793
7. ATTACH A LIST OF MEMBERS OF THE ORGANIZATION'S BOARD OF DIRECTORS
8. ATTACH A LIST OF ORGANIZATIONAL AND EVENT STAFF OF THE ORGANIZATION.
9. ATTACH MOST RECENT ANNUAL FINANCIAL REPORT FOR ORGANIZATION AND BUDGET FOR THE UPCOMING YEAR.
10. ATTACH PROOF OF GOOD CORPORATE STANDING (IF APPLICABLE)
11. ATTACH PROOF OF CITY OF TAXES PAID IN CITY OF ST. LOUIS & GROVE CID (IF APPLICABLE)
12. ATTACH A DESCRIPTION OF EVENT/PROJECT.
13. ANTICIPATED NUMBER OF EVENT ATTENDEES: 500-2000



14. ANTICIPATED NUMBER OF EVENT VENDORS: 8-15
14. LIABILITY/MEDICAL INSURANCE? No Yes
If Yes, indicate insurance carrier, contact and telephone number: Take1
(Grove CID must be named additionally insured and be provided a COI)
15. HAS VENUE/FACILITY BEEN SECURED? No Yes
If Yes, indicate location, contact and telephone number: See above venues. List attached
16. IS EVENT ACCESSIBLE TO THE PUBLIC AND DISABLED PERSONS? No Yes
17. ATTACH EVENT/PROJECT BUDGET WITH ITEMIZED CATEGORIES OF REVENUE AND EXPENSES.
18. AMOUNT OF FUNDING REQUESTED: \$ 10,000
19. INTENDED USE OF THE FUNDS: Artist pay
20. ATTACH PROOF OF MATCHING FUNDS (EQUAL OR GREATER THAN AMOUNT REQUEST FROM THE GROVE CID)
21. ATTACH MARKETING AND ADVERTISING PLAN.
22. ATTACH TRASH RECYCLING PLAN.
23. ATTACH SAFETY & SECURITY PLAN.
22. HOW WILL THE EVENT/PROJECT BENEFIT THE GROVE CID?
23. HAVE YOU RECEIVED GROVE CID SPECIAL EVENT FUNDING IN THE PAST? No Yes
If Yes, indicate name and date of event/project and amount received.
24. IF YOU HAVE RECEIVED PREVIOUS GROVE CID EVENT FUNDING, PLEASE PROVIDE PRELIMINARY & FINAL ATTENDANCE FIGURES AND FINAL REPORT. ALSO, PLEASE PROVIDE COPIES OF ALL EVENT PROMOTIONAL MATERIALS, INCLUDING RADIO OR TELEVISION SCRIPTS, BILLBOARD COPY, PRINTED FLIERS, ADS, OR OTHER MATERIAL YOU PURCHASED WITH GROVE CID MONEY. (ONLY PROVIDE MATERIAL ON THE MOST RECENT YEAR SPECIAL EVENT MONEY WAS RECEIVED.)
25. WHAT RESEARCH DO YOU HAVE REGARDING THE DEMOGRAPHICS OF YOUR ATTENDEES? HOW DO YOU MEASURE THE SUCCESS OF YOUR EVENT? HOW DO YOU MEASURE THE EFFECTIVENESS OF YOUR PROMOTION?



VERIFICATION OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION

I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: _____

Official's Name & Title (Typed): _____

ON This _____ day of, 20____, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared _____, to me known to be the person named in and who executed the foregoing document.

Notary Public: _____

My Commission Expires: _____

CONTACT PERSON AS LISTED ON PAGE ONE OF APPLICATION

I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: _____

Official's Name & Title (Typed): Colin O'Brien, President

ON This Mar 27 day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared Colin O'Brien, to me known to be the person named in and who executed the foregoing document.

Notary Public: _____

My Commission Expires: _____



SAMPLE Budget of Event/Special Project

ANTICIPATED REVENUE:

Admissions \$12,500
 Booth/Space Rentals..... \$0

Corporate Sponsorships (Please List):

SWADE	\$ In Kind	Covering some artist costs
Urban Chestnut	\$ In Kind	Beer samples
Four Hands	\$ In Kind	Beer samples
.....	\$	

Other Revenue:

..... \$
 \$
 Applicant Revenue..... \$
 Sub-Total \$

Grove CID Funding Sought..... \$10,000
 Sub Total \$

In-Kind Contributions of Services, Equipment, Accommodations, Advertising (Please List):

SWADE	\$	\$1,000
Urban Chestnut	\$	\$2,500
Four Hands	\$	\$2,500
Estimated Value of In-Kind Revenue	\$	

TOTAL ESTIMATED REVENUE \$28,500

ANTICIPATED EXPENSES:

Personnel:

Administrative.....	\$	\$6,500
Artistic.....	\$	\$10,000
Technical/Production.....	\$	\$10,000
Contracted Services (Please List):		

..... \$
 \$
 \$

Space Rental.....	\$	
Travel	\$	
Advertising/Marketing	\$	
Other (Please List):	\$	\$2,000

..... \$
TOTAL ESTIMATED EXPENSES \$28,500



Preliminary Status Report

EVENT NAME: Grove Fest Summer Showcase
REPORT DATE: 3/23/2023
ORGANIZATION: Blank Slate Creative LLC
CONTACT PERSON: Colin O'Brien TITLE: President
ADDRESS: 17 Westmoreland Pl, STL MO, 63108
PHONE: 314-686-2655 FAX: _____

On an attached sheet, answer the following questions and attach it to your application.

PRELIMINARY INFORMATION:

1. Is this a first time event? Yes
2. If not, how many times has this event taken place?
3. What is the estimated revenue generated by this event?
In the ballpark of \$25,000-\$30,000
4. What is the estimated number of participants expected at this event?
Minimum target of 500 tickets sold
5. If event planning is in progress, what has been done, what remains to be done, and are there any problems?
We have booked all acts and venues. Next steps is to announce and put tickets on sale.
6. If the event planning has not been started, why?
7. List the advertising, marketing, and/or public relations that have been contracted or placed to date?
Nothing so far. But we will have a robust marketing campaign including:
 - Custom website
 - Custom socials
 - Cross posts with participating artists and venues
 - Paid digital adverts
 - Online ticket service
 - Printed posters and flyers



Interim Status Report

EVENT NAME: _____

REPORT DATE: _____

ORGANIZATION: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

FAX: _____

On an attached sheet, answer the following questions to identify the status of the event. Submit this report at least quarterly.

INTERIM – These questions will identify the current status of the upcoming event. (After the Grove CID staff reviews this Interim Status Report, if they feel you are behind schedule on the planning stages, they will make recommendations to help get the event back on schedule.)

1. Has the planning of this event started?
2. At what point are you at with the planning stage for this event? (Percent of completion)
3. What is the total dollar amount to date of matching contributions?
4. What is the status of the advertising and promotion for this event?
5. Have you submitted any advertisements or printed pieces to the CID staff?
6. Please supply a sample and indicate the ad schedule.
7. How has the public interest for this event been up to this point?



Final Status Report

EVENT NAME: _____

REPORT DATE: _____

ORGANIZATION: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

FAX: _____

On an attached sheet, answer the following questions for each element in your scope of work.

Final – These questions should be answered for your final status report.

1. Is this a first time event? If not, how many times has this event taken place?
2. 5. What is the total revenue generated for this event?
3. 6. Total expenses. (Have all vendors been paid?)
4. List the vendors that have been paid, if not, what invoices are still outstanding and why?
5. What is the number of participants that came to this event?
6. What is the percentage of the total participants from out of the St. Louis region?
7. What problems occurred if any during the event?
8. List the advertising, marketing, and/or public relations that have been contracted or placed to date?
9. How can the event be improved or expanded?



SPECIAL EVENTS FUNDING REQUEST ADDENDUM INFORMATION

GROVE FEST SUMMER SHOWCASE

1. Event Board of Directions
 - a. Blank Slate Creative LLC
 - i. President & Sole Proprietor: Colin O'Brien
 - b. In collaboration with Alonzo Townsend
2. Marketing Plan
 - a. Create a custom website for the Grove Fest Summer Showcase (event)
 - b. Create a Facebook event for the event
 - c. Design poster and basic marketing creative for event
 - d. Promote organically via Facebook, Instagram, TikTok, and Twitter
 - e. Run paid promotions on Facebook, Instagram, Google, and Spotify
 - f. Cross promote with organic posts on partner, venue, and artist socials
 - g. Distribute posters and flyers across region
 - h. Engage a radio partner
3. Trash/Recycling
 - a. All participating venues are indoor stores and venues. Each will manage additional trash and recycling created by event traffic.
4. Safety/Security
 - a. Each venue will be staffed with two security guards to check tickets. Additional staff provided by participating venues to check IDs as necessary.
5. Blank Slate is NOT a non-profit
6. Event Description:

Date: June 30, 2023

Time: 6:00PM - 12:00AM

Guests will purchase a \$25 wristband which will get them free 4oz beer samples and other giveaways at 5-6 venues across the Grove. We will activate concerts and other art exhibits at each participating venue.

Tonina will headline with her full band. Her first show in STL in years. It will draw significant attention. We will get custom cups made for the event that each bar will have to pour beers in.

Here are the other venues and music ideas. These aren't confirmed yet:

Handlebar:

DJ Mahf - 6:00-9:00

4oz 4Hands Pours

SWADE:

Brock Seals (doing live artwork) - 6:00-9:00

Cannabis sample of some kind

Gramophone:

Marquis Knox (rare solo acoustic show) - 7:00-7:45

Josh Eaker (solo acoustic) - 8:00-8:45

Urban Chestnut:

DJ Nico Marie - 7:30-8:30

Tonina - 9:00-10:00

(outdoor show)

Platypus:

TBD Punk Rock After Party - 11:00-12:00

We think our costs on this event will be \$15,000-\$20,000. We will know more once we have venues and acts confirmed.

If you all can cover \$10,000-\$15,000 that will be enough to get us rolling and confirm the date.



SPECIAL EVENT FUNDING REQUEST

PART I - INSTRUCTIONS AND DEFINITIONS

PURPOSE:

This document sets forth the guidelines and categories for requests for funds (in excess of \$1,000) from the Grove Community Improvement District. Applications will be accepted from organizations that will sponsor and promote activities within the Grove CID that bring substantial numbers of visitors to the District.

TIMETABLE FOR REVIEW:

The Grove CID will distribute applications to organizations that express an interest in receiving funds for upcoming Fiscal Year. Projects must meet the guidelines and criteria outlined in this document. Completed applications should be submitted to the Grove CID Administrative Offices C/O Park Central Development AT LEAST 90 DAYS BEFORE THE PROPOSED EVENT.

Applications may be mailed or hand delivered to the Grove CID c/o Park Central Development:

Attn: Alayna Graham, Administrator
4512 Manchester Avenue
Suite 100
St. Louis, MO 63110

APPLICATION AND EVALUATION PROCEDURE:

The following procedure will be strictly followed. Applicants are cautioned not to contact any member of the Grove CID Board regarding their request. All contacts should be channeled through the Grove CID administrative office. Please read the following instructions carefully and call the Grove CID Office with any questions. Incomplete or incorrect applications will be returned.

The Grove CID Administrator will review all applications to determine if they meet the established criteria for funding. The Grove CID office staff will notify qualifying applicants who are finalists. All finalists will then be invited to present their applications to the Grove CID Executive & Finance Committee at the regular scheduled meeting the second Monday of the month. The Grove CID Executive & Finance Committee will vote on each qualifying applicant and prepare, in priority order, their recommendations for funding. Funding recommendations of the Grove CID Executive & Finance Committee are final. All materials submitted with applications will become a matter of public record, open to inspection by any citizen of the State of Missouri subject to the Sunshine Law.

OVERALL GUIDELINES

Applications must conform to the guidelines specified by the Grove CID. Applications that do not conform to these guidelines will not be considered for funding. The funding limits are subject to final approval by the Grove CID Executive & Finance Committee. Funding is available for major events staged in the District that attract large numbers of visitors to the District.

TYPES OF EVENTS:

Programs, festivals, or special events should have a history of, or the potential for attracting visitors, either as participants or spectators, generating retail sales at district area businesses. Consideration will



also be given to events that can generate national, state, or regional media exposure for Grove CID and its offerings.

ELIGIBLE ORGANIZATIONS:

Not-For-Profit Organizations under section 501 of the Internal Revenue Code (a copy of the IRS determination letter provided by the applicant confirms federal tax-exempt status) and For-Profit Organizations are eligible for funding. Organizations must have significant District ties, established primarily to produce cultural programs, festivals, or special events, utilizing private sector community financial support and volunteers as well as paid staff to carry out the objectives of the organization.

PROJECT GUIDELINES:

1. Project must take place (at least partially) within the Grove CID boundaries.
2. Applicant must make project accessible to the public and to disabled persons.
3. Applicant must submit a list of the Board of Directors, organization staff and event staff– if applicable.
4. Applicant must have comprehensive marketing and advertising plan.
5. Applicant must have comprehensive trash/recycling plan.
6. Applicant must have comprehensive safety & security plan.
7. Applicant must submit proof of non-profit status – if applicable.
8. Applicant must submit proof of good corporate standing – if applicable.
9. Applicant must submit proof of taxes paid with the City of St. Louis and the Grove CID – if applicable.
10. Applicant must submit most recent preliminary final/attendance and final reports if you have received a grant in the past from the Grove CID.
11. Applicant must match the amount requested on a dollar-for-dollar basis, showing revenue specifically contributed for program (50% of this match may be in-kind contributions, accompanied by a list of fair and reasonable market value).
12. Applications failing to meet deadline will not be considered.
13. Multiple events must be separate and distinct applications with separate summaries and budgets.
14. Invoice must be made to the Grove CID. No funds will be forwarded in anticipation of the receipt of an invoice.
15. A complete detailed project budget must be submitted that includes all expenses.
16. The complete detailed project budget must include all revenues.
17. All information should be submitted on 8 ½ x 11" white paper.
18. A certificate of liability insurance, naming the Grove CID as an additional insured, is required before any reimbursements can be released.

Funding Administration: No funding may be reimbursed until the Grove CID Executive & Finance Committee approves the funding.

Funding Manager: Organizations receiving funding shall designate a Funding Manager. That individual shall be responsible for maintaining the official file with application, correspondence, funding, narrative progress reports, request for funds/reimbursements, invoices and sample of promotional materials used. The organizations funding manager will insure that all elements of the funding application are followed, that narrative progress reports are submitted in a timely manner, that requests for funds are accurate and appropriate attachments are included, and that the event funding is closed out efficiently with the necessary reports and financial submitted. It is the funding manager's responsibility to see that any applicable Federal, State or City laws and policies are followed.

APPLICATION GUIDELINES:

1. If you are applying for more than one event, separate applications and distinct separate budgets are required.



2. State the goals and objectives for each event for which you are applying for.
3. Describe what benefits will be received from each event or promotion for which you are applying.
4. Describe how the event increases awareness of the Grove CID as a visitor destination, increases the number of visitors, their length of stay, and promotes intra-regional travel by visitors.
5. Describe how the effectiveness of each event will be evaluated.
6. Describe how financial resources will be monitored.
7. Describe, in detail, how the event will be implemented.
8. Attach copies of letters of commitment to substantiate matching funds.

STATUS REPORTS:

Initial Plan: A preliminary status report is due at the time of submission of application indicating an overall status of the event and revenue generated to the Grove CID.

Interim Status Report: A detailed interim status report will be required sixty (60) days prior to the event. This report will identify at what point you are with the planning of the event.

Final Status Report: A detailed final status report is due within sixty (60) days of the close of the event.

PROCEDURES FOR DRAW OF FUNDS

Funds will be dispersed according to the following schedule:

- 33% within 7 business days of receipt and approval of Initial Plan
- 33% within 7 business days of receipt and approval of Interim Status Report
- 33% within 7 business days of receipt and approval of Final Status Report

An invoice must be submitted to the Grove CID office for interim draws and for final payment. All payments are on a reimbursement basis only and made after proof of paid invoices are presented. Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application. Organizations receiving funding should take into consideration that it will take a minimum of 5 business days for the Grove CID to process a check. Copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate payment may need accompany request for funds.

USE OF GROVE COMMUNITY IMPROVEMENT DISTRICT FUNDS

Grove CID grant funds must be used to promote and advertise the entertainment district. Any event must seek to draw existing and new patrons to the district.

NOTICE: All collateral material and advertisements must list the Grove CID as one of the event sponsors.

FUNDING CATEGORY GUIDELINES

I. Sponsorships and Event Bid Fees: Minimum one-day event with 1000 or more participants. Funds are to be used exclusively for advertising and promotion. The maximum is \$15,000 for events with a minimum of three years of result history.

II. First Time Events: These would include newly created events, or ones that have little history. The maximum amount per event is \$5,000. Subsequent year funding will be determined by results of the first or second year.

CRITERIA FOR EVALUATION OF APPLICATIONS



Applications will be scored in three (3) categories with a maximum score of one hundred (60) points per applicant.

I. SOUNDNESS OF PROPOSED PROJECT - Maximum 30 Points.

The extent to which the project has clearly identified objectives; has assigned responsibilities and accountability; has a realistic timetable for implementation; has additional funding sources available that will be utilized; will accomplish its stated objectives.

II. STABILITY AND MANAGEMENT CAPACITY - Maximum 15 Points.

A proven record or demonstrated capacities of the organization to develop resources, effectively plan, organize and implement the proposed project. The organization has a successful history of service in and to the City of St. Louis. Ability of the organization to administer public grants and to prepare and deliver the necessary progress reports to the Grove CID.

III. QUALITY AND UNIQUENESS OF PROPOSED PROJECT -Maximum 15 Points.

Extent, to which the activity provides a program for the Grove visitors and its residents, which is of significant merit and that, without such assistance, would not take place in the District. After the fourth year of requesting CID Special Event Funding the event should have enough sponsors to fund the event without using the CID Special Event Funding. If a request for funding is submitted after the fourth year, the Executive & Finance Committee will take the request under consideration and forward a recommendation to the Grove CID Board of Directors. A detailed explanation letter of why the funding request is needed will be required before any review of the application takes place. For second and third year requests special consideration will be given to organizations that have secured additional support through private or corporate contributions.

FUNDS MAY NOT BE USED FOR:

Projects that are restricted to private or exclusive participation. Legal, medical, engineering, accounting, auditing, planning, marketing, feasibility studies or other consulting services. Salaries or supplements to salaries for existing or future staff, or employment of personnel directly or indirectly related to the project or event. Real property or capital improvements, new construction, renovation or restoration to facilities. Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art. Interest or reduction of deficits and loans. Expenses incurred or obligated prior to or after the project period. Advertising and promotional materials distributed at the event site or after the event. Payments for services or goods purchased for previous or other events.

One copy of the following items is required and should be attached to your original application:

Charter, Articles of Incorporation, By-Laws, Proof of Current Status

IRS Determination Letter of non-profit status (if applicable)

List of current Officers, Board members & event staff with terms (if applicable)

Copy of financial statement of your most recent fiscal year (except government entities)

Proof of taxes paid with the City of St. Louis and the Grove CID (if applicable)

Proof of Liability Insurance

List of other Financial Commitments

Event financial from previous year (if applicable)



THE GROVE COMMUNITY IMPROVEMENT DISTRICT

FISCAL YEAR 2023

SPECIAL EVENT GRANT APPLICATION

1. NAME OF EVENT/PROJECT: Grove Fest Summer Showcase
2. DATE OF EVENT/PROJECT: June 30, 2023
3. LOCATION OF EVENT/PROJECT (address and/or specific location where event/project will take place):
Address: Platypus, Urban Chestnut, The Gramophone, Swade, Handlebar, Rehab
City, State, Zip: St, Louis, MO 63110
4. NAME OF APPLICANT/HOST ORGANIZATION:
Legal Name: Blank Slate Creative LLC
Address: 17 Westmoreland Pl
City State Zip: St. Louis, MO 63108
5. CONTACT PERSON/TITLE:
Name Colin O'Brien
Title: President
Telephone No. () 314-686-2655 Fax No. () NA
E-mail: colin@blankslate.live
6. TYPE OF ORGANIZATION - IRS STATUS (TAX ID NO.)
If applicable, attach Articles of Incorporation, Bylaws.
FID NO. LLC, S-Corp, EIN: 84-2794793
7. ATTACH A LIST OF MEMBERS OF THE ORGANIZATION'S BOARD OF DIRECTORS
8. ATTACH A LIST OF ORGANIZATIONAL AND EVENT STAFF OF THE ORGANIZATION.
9. ATTACH MOST RECENT ANNUAL FINANCIAL REPORT FOR ORGANIZATION AND BUDGET FOR THE UPCOMING YEAR.
10. ATTACH PROOF OF GOOD CORPORATE STANDING (IF APPLICABLE)
11. ATTACH PROOF OF CITY OF TAXES PAID IN CITY OF ST. LOUIS & GROVE CID (IF APPLICABLE)
12. ATTACH A DESCRIPTION OF EVENT/PROJECT.
13. ANTICIPATED NUMBER OF EVENT ATTENDEES: 500-2000



14. ANTICIPATED NUMBER OF EVENT VENDORS: 8-15
14. LIABILITY/MEDICAL INSURANCE? No Yes
If Yes, indicate insurance carrier, contact and telephone number: Take1
(Grove CID must be named additionally insured and be provided a COI)
15. HAS VENUE/FACILITY BEEN SECURED? No Yes
If Yes, indicate location, contact and telephone number: See above venues. List attached
16. IS EVENT ACCESSIBLE TO THE PUBLIC AND DISABLED PERSONS? No Yes
17. ATTACH EVENT/PROJECT BUDGET WITH ITEMIZED CATEGORIES OF REVENUE AND EXPENSES.
18. AMOUNT OF FUNDING REQUESTED: \$ 10,000
19. INTENDED USE OF THE FUNDS: Artist pay
20. ATTACH PROOF OF MATCHING FUNDS (EQUAL OR GREATER THAN AMOUNT REQUEST FROM THE GROVE CID)
21. ATTACH MARKETING AND ADVERTISING PLAN.
22. ATTACH TRASH RECYCLING PLAN.
23. ATTACH SAFETY & SECURITY PLAN.
22. HOW WILL THE EVENT/PROJECT BENEFIT THE GROVE CID?
23. HAVE YOU RECEIVED GROVE CID SPECIAL EVENT FUNDING IN THE PAST? No Yes
If Yes, indicate name and date of event/project and amount received.
24. IF YOU HAVE RECEIVED PREVIOUS GROVE CID EVENT FUNDING, PLEASE PROVIDE PRELIMINARY & FINAL ATTENDANCE FIGURES AND FINAL REPORT. ALSO, PLEASE PROVIDE COPIES OF ALL EVENT PROMOTIONAL MATERIALS, INCLUDING RADIO OR TELEVISION SCRIPTS, BILLBOARD COPY, PRINTED FLIERS, ADS, OR OTHER MATERIAL YOU PURCHASED WITH GROVE CID MONEY. (ONLY PROVIDE MATERIAL ON THE MOST RECENT YEAR SPECIAL EVENT MONEY WAS RECEIVED.)
25. WHAT RESEARCH DO YOU HAVE REGARDING THE DEMOGRAPHICS OF YOUR ATTENDEES? HOW DO YOU MEASURE THE SUCCESS OF YOUR EVENT? HOW DO YOU MEASURE THE EFFECTIVENESS OF YOUR PROMOTION?



VERIFICATION OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION

I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: _____

Official's Name & Title (Typed): _____

ON This _____ day of, 20____, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared _____, to me known to be the person named in and who executed the foregoing document.

Notary Public: _____

My Commission Expires: _____

CONTACT PERSON AS LISTED ON PAGE ONE OF APPLICATION

I HEREBY CERTIFY that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Special Event Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: _____

Official's Name & Title (Typed): Colin O'Brien, President

ON This Mar 27 day of, 2023, before me, the undersigned, a Notary Public in and for the State of Missouri, personally appeared Colin O'Brien, to me known to be the person named in and who executed the foregoing document.

Notary Public: _____

My Commission Expires: _____



SAMPLE Budget of Event/Special Project

ANTICIPATED REVENUE:

Admissions \$12,500
 Booth/Space Rentals..... \$0

Corporate Sponsorships (Please List):

SWADE	\$ In Kind	Covering some artist costs
Urban Chestnut	\$ In Kind	Beer samples
Four Hands	\$ In Kind	Beer samples
.....	\$	

Other Revenue:

..... \$
 \$
 Applicant Revenue..... \$
 Sub-Total \$

Grove CID Funding Sought..... \$10,000
 Sub Total \$

In-Kind Contributions of Services, Equipment, Accommodations, Advertising (Please List):

SWADE	\$	\$1,000
Urban Chestnut	\$	\$2,500
Four Hands	\$	\$2,500
Estimated Value of In-Kind Revenue	\$	

TOTAL ESTIMATED REVENUE \$28,500

ANTICIPATED EXPENSES:

Personnel:

Administrative.....	\$	\$6,500
Artistic.....	\$	\$10,000
Technical/Production.....	\$	\$10,000
Contracted Services (Please List):		

..... \$
 \$
 \$

Space Rental.....	\$	
Travel	\$	
Advertising/Marketing	\$	
Other (Please List):	\$	\$2,000

..... \$
TOTAL ESTIMATED EXPENSES \$28,500



Preliminary Status Report

EVENT NAME: Grove Fest Summer Showcase
REPORT DATE: 3/23/2023
ORGANIZATION: Blank Slate Creative LLC
CONTACT PERSON: Colin O'Brien TITLE: President
ADDRESS: 17 Westmoreland Pl, STL MO, 63108
PHONE: 314-686-2655 FAX: _____

On an attached sheet, answer the following questions and attach it to your application.

PRELIMINARY INFORMATION:

1. Is this a first time event? Yes
2. If not, how many times has this event taken place?
3. What is the estimated revenue generated by this event?
In the ballpark of \$25,000-\$30,000
4. What is the estimated number of participants expected at this event?
Minimum target of 500 tickets sold
5. If event planning is in progress, what has been done, what remains to be done, and are there any problems?
We have booked all acts and venues. Next steps is to announce and put tickets on sale.
6. If the event planning has not been started, why?
7. List the advertising, marketing, and/or public relations that have been contracted or placed to date?
Nothing so far. But we will have a robust marketing campaign including:
 - Custom website
 - Custom socials
 - Cross posts with participating artists and venues
 - Paid digital adverts
 - Online ticket service
 - Printed posters and flyers



Interim Status Report

EVENT NAME: _____
REPORT DATE: _____
ORGANIZATION: _____
CONTACT PERSON: _____ TITLE: _____
ADDRESS: _____
PHONE: _____ FAX: _____

On an attached sheet, answer the following questions to identify the status of the event. Submit this report at least quarterly.

INTERIM – These questions will identify the current status of the upcoming event. (After the Grove CID staff reviews this Interim Status Report, if they feel you are behind schedule on the planning stages, they will make recommendations to help get the event back on schedule.)

1. Has the planning of this event started?
2. At what point are you at with the planning stage for this event? (Percent of completion)
3. What is the total dollar amount to date of matching contributions?
4. What is the status of the advertising and promotion for this event?
5. Have you submitted any advertisements or printed pieces to the CID staff?
6. Please supply a sample and indicate the ad schedule.
7. How has the public interest for this event been up to this point?



Final Status Report

EVENT NAME: _____

REPORT DATE: _____

ORGANIZATION: _____

CONTACT PERSON: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

FAX: _____

On an attached sheet, answer the following questions for each element in your scope of work.

Final – These questions should be answered for your final status report.

1. Is this a first time event? If not, how many times has this event taken place?
2. 5. What is the total revenue generated for this event?
3. 6. Total expenses. (Have all vendors been paid?)
4. List the vendors that have been paid, if not, what invoices are still outstanding and why?
5. What is the number of participants that came to this event?
6. What is the percentage of the total participants from out of the St. Louis region?
7. What problems occurred if any during the event?
8. List the advertising, marketing, and/or public relations that have been contracted or placed to date?
9. How can the event be improved or expanded?



SPECIAL EVENTS FUNDING REQUEST ADDENDUM INFORMATION

GROVE FEST SUMMER SHOWCASE

1. Event Board of Directions
 - a. Blank Slate Creative LLC
 - i. President & Sole Proprietor: Colin O'Brien
 - b. In collaboration with Alonzo Townsend
2. Marketing Plan
 - a. Create a custom website for the Grove Fest Summer Showcase (event)
 - b. Create a Facebook event for the event
 - c. Design poster and basic marketing creative for event
 - d. Promote organically via Facebook, Instagram, TikTok, and Twitter
 - e. Run paid promotions on Facebook, Instagram, Google, and Spotify
 - f. Cross promote with organic posts on partner, venue, and artist socials
 - g. Distribute posters and flyers across region
 - h. Engage a radio partner
3. Trash/Recycling
 - a. All participating venues are indoor stores and venues. Each will manage additional trash and recycling created by event traffic.
4. Safety/Security
 - a. Each venue will be staffed with two security guards to check tickets. Additional staff provided by participating venues to check IDs as necessary.
5. Blank Slate is NOT a non-profit
6. Event Description:

Date: June 30, 2023

Time: 6:00PM - 12:00AM

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Tonina will headline with her full band. Her first show in STL in years. It will draw significant attention. We will get custom cups made for the event that each bar will have to pour beers in.

Here are the other venues and music ideas. These aren't confirmed yet:

Handlebar:

DJ Mahf - 6:00-9:00

4oz 4Hands Pours

SWADE:

Brock Seals (doing live artwork) - 6:00-9:00

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Josh Eaker (solo acoustic) - 8:00-8:45

Urban Chestnut:

DJ Nico Marie - 7:30-8:30

Tonina - 9:00-10:00

(outdoor show)

Platypus:

TBD Punk Rock After Party - 11:00-12:00

We think our costs on this event will be \$15,000-\$20,000. We will know more once we have venues and acts confirmed.

If you all can cover \$10,000-\$15,000 that will be enough to get us rolling and confirm the date.

Landscaping Proposals

Proposal #1:



ST. LOUIS SELECT
— LANDSCAPING —

The Grove CID Flower Pots -MAINT 23	\$3,932.22
The Grove CID Landscape Beds -MAINT 23	\$4,380.63
The grove CID Options -LAND 23	\$1,787.56
Tree Wells The Grove CID -LAND 23	\$6,913.15
Total:	\$17,013.56

Proposal #2:



Tree Well Maintenance - 2 times annually	\$5,360.00
Annual Planters - 2 times annually	\$7,750.00
T&M Weeding, Bed Prep, & Planting Services	\$0
Planter Bed Maintenance - 2 times annually	\$3,440.00
Total:	\$16,550.00

Landscaping Proposal #1



ST. LOUIS SELECT
LANDSCAPING

The Grove CID Flower Pots -MAINT 23	\$3,932.22
The Grove CID Landscape Beds -MAINT 23	\$4,380.63
The grove CID Options -LAND 23	\$1,787.56
Tree Wells The Grove CID -LAND 23	\$6,913.15
Total:	\$17,013.56

The Grove CID Flower Pots -MAINT 23

Cost

Annual Bed Prep	\$1,577.49
Annual Installation	\$2,354.73

The Grove CID Landscape Beds -MAINT 2

Cost

Spring Cleanup	\$671.48
Bed Maintenance	\$632.12
Bed & Tree Ring Edging	\$309.66
Mulch Installation	\$1,033.34
Bush Trimming Round 1	\$471.79
Bush Trimming Round 2	\$471.79
Fall Cleanup	\$790.45

Tree Wells The Grove CID -LAND 23

Cost

Spring Cleanup	\$531.16
Bed Maintenance	\$1,262.64
Bed & Tree Ring Edging	\$870.84
Mulch Installation	\$3,288.99
Bed Pre-Emergent of Landscape Beds	\$323.90
Fall Cleanup	\$635.62

The grove CID Options -LAND 23

Watering	\$1,577.49
Tree Prep	\$605.17
Tree Planting	\$538.21
Shrub Planting	\$382.64

Landscaping Proposal #2



Tree Well Maintenance - 2 times annually in April/May and September/October

Includes required labor and below specified materials for maintaining the tree wells, per following specifications: Remove and haul away existing mulch and topsoil, as necessary, to prevent mulch spilling onto the surrounding concrete and building up on the tree trunks. Clean-up, edge, weed, apply pre-emergent, and mulch in all wells. Haul away all job related debris.

Items	Description	
MULCH	~40 yards, Double Ground, Dyed-Brown Mulch and pre-emergent (20 yards, 2 times a year)	
DISPOSAL	Proper disposal of unwanted vegetative debris.	
LABOR RATE		
Group Total:		\$5,360.00

Planter Bed Maintenance - 2 times annually in April/May and September/October

Includes required labor and below specified materials for maintaining planter beds, per following specifications: Remove and haul away existing mulch and topsoil, as necessary, to prevent mulch spilling onto the surrounding concrete. Clean-up, including cutting off the ornamental grasses and pruning shrubs. Edge, weed, apply pre-emergent, and mulch in all planter beds. Haul away all job related debris.

Items	Description	
MULCH	~10 yards, Double Ground, Dyed-Brown Mulch (5 yards, 2 times a year)	
DISPOSAL	Proper disposal of unwanted vegetative debris.	
LABOR RATE		
Group Total:		\$3,440.00

Annual Planters - 2 times annually in April/May and September/October

Includes required labor and below specified material for installing annuals, per following specifications. Remove and haul away spent annuals, and old potting soil. Install new potting soil and fertilizer. Install seasonal annuals (approx. 8 per pot). Clean up and haul away all job related debris.

Items	Description	
SOIL MIX	Potting Mix plus Fertilizer	
ANNUAL	4" Annual (8 plants per pot, 2 times per year)	
DISPOSAL	Proper disposal of unwanted vegetative debris.	
LABOR RATE		
Group Total:		\$7,750.00



Service Proposal

THE GROVE COMMUNITY IMPROVEMENT DISTRICT
4512 MANCHESTER AVENUE
ST. LOUIS, MISSOURI 63110

Sales: St. Louis Select Landscaping & Lawn Care
 2701 Williams Creek Rd. High Ridge, Mo 63049

The Grove CID Flower Pots -MAINT 23
 4512 Manchester Avenue St. Louis, Missouri 63110

Est ID: EST1896592

Date: Dec-05-2022

St. Louis Select Landscaping would like to thank you for opportunity to work with you. Let this be proof that we strive with our customer service and do our very best to be as competitively priced as possible without sacrificing quality. We have a unique team of professionals that is assigned to each project to ensure that you receive the best quality, customer service, and experience that our industry has to offer. We spare no expense to make sure that St. Louis Select Landscaping is a company you can refer to your closest friends and family. We are excited to work together and are eager to answer any questions you may have.

Flower Services	Visits	Billing Type	Visit Price	Season Price
Annual Bed Prep	1	Per Visit	\$1,577.49	\$1,577.49

Prep each of the 15 planted pots by removing any old plants / root balls, debris and installing new planting media.

Annual Installation	1	Per Visit	\$2,354.73	\$2,354.73
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Installation of annual flowers will commence after the threat of any late frost. Types of flowers planted shall be selected for normal site conditions and discussed with The Grove prior to installation.

This agreement is hereby made and entered into this _____ day of _____, 2022 _____, hereafter called Owner and St. Louis Select Landscaping & Lawn Care, LLC, hereafter called Contractor.

The said parties, for the considerations hereinafter mentioned, hereby agree to the following:

1. The contractor agrees to provide the following services: Listed on the service proposal.
2. The contractor agrees to provide all materials required to perform the foregoing.
3. The owner hereby agrees to pay the Contractor, for the aforesaid services, the sum of \$_____ plus Time and material jobs, in the following manner: Upon Completion of Work. Interest shall accrue on all unpaid balances at the rate of 1 and ½ percent per month. ___ payments starting _____ each in the amount of \$_____. Any time and material jobs will be billed separately from set monthly payments.
4. St. Louis Select Landscaping & Lawn Care LLC may terminate this agreement at anytime if _____ fails to pay St. Louis Select Landscaping & Lawn Care LLC as herein provided. In the event St. Louis Select Landscaping & Lawn Care LLC hires counsel to collect any overdue bill, St. Louis Select Landscaping & Lawn Care LLC shall be entitled to reasonable attorney's fees

5. All proposed deviations in the work ordered by the Owner must be in writing, the contract sum being increased or decreased accordingly to the Contractor. Any claims for increases in the cost of the work must be presented by the Contractor to the Owner in writing, and written approval of the Owner shall be obtained by the Contractor before proceeding with the ordered change of revision.
6. In the event the Contractor is delayed in the prosecution of the work by acts of God, fire, flood or any other unavoidable casualties; or by labor strikes, later delivery of materials; or by neglect of the Owner, the time for completion of the work shall be extended for the same period as the delay occasioned by any of the aforementioned causes.
7. Neither the Owner nor Contractor shall have the right to assign any rights of interest occurring under this agreement without the written consent of the other, nor shall the Contractor assign any sums due, or to become due, to him under the provisions of this agreement.
8. This agreement, and any breach thereof, shall be interpreted under laws of the State of Missouri
9. In the event of Owner's breach of its obligations under this Contract, Owner shall be responsible for Contractor's reasonable costs of collection incurred in enforcing said Contract. Reasonable costs of collection shall include but not be limited to attorney's fees, court costs, and expert witness fees.
10. If work becomes unacceptable, an agent working on behalf of _____, will notify Contractor via certified mail giving the Contractor 30 days to fix the problem. If at the end of that 30 days the work has not been corrected, the Contract will be dissolved.
11. **Multi Year Contracts:** are subject to rate increases based on a change in prevailing wage which is determined each year and set by Department of Labor. Please contact your St Louis Select representative with any questions you might have.
12. At any time during the term of this Agreement, should the average retail price of fuel in the St. Louis area exceed \$3.25 per gallon for more than a fifteen (15) day period in any one month, St. Louis Select Landscaping, LLC shall be entitled to levy a surcharge as follows on that month's invoice amount:
 \$3.25 - \$3.50/gal. - 1.5%
 \$3.51 - \$4.00/gal. - 2.0%
 \$4.01 - \$4.50/gal. - 3.0%
 \$4.51+/gal. - 4.0%

St. Louis Select Landscaping & Lawn Care LLC : Client
 Name:

By: By:

Date: Date:

Estimate authorized by:

Estimate approved by:

St. Louis Select Landscaping &
 Lawn Care 2701 Williams
 Creek Rd. High Ridge, Mo 63049

Signature Date: 12/05/2022

Signature Date:

Email: gregs@stlselectlawn.com



Service Proposal

THE GROVE COMMUNITY IMPROVEMENT DISTRICT
4512 MANCHESTER AVENUE
ST. LOUIS, MISSOURI 63110

Sales: St. Louis Select Landscaping & Lawn Care
 2701 Williams Creek Rd. High Ridge, Mo 63049

The Grove CID Landscape Beds -MAINT 23
 4512 Manchester Avenue St. Louis, Missouri 63110

Est ID: EST1896481

Date: Dec-05-2022

St. Louis Select Landscaping would like to thank you for opportunity to work with you. Let this be proof that we strive with our customer service and do our very best to be as competitively priced as possible without sacrificing quality. We have a unique team of professionals that is assigned to each project to ensure that you receive the best quality, customer service, and experience that our industry has to offer. We spare no expense to make sure that St. Louis Select Landscaping is a company you can refer to your closest friends and family. We are excited to work together and are eager to answer any questions you may have.

Services	Visits	Billing Type	Visit Price	Season Price
Spring Cleanup	1	Per Visit	\$671.48	\$671.48
A general spring cleanup shall be provided one time in the beginning of the season to cut back ornamental grasses, cut back herbaceous perennials and remove debris that has accumulated over winter.				
Bed Maintenance	2	Per Visit	\$316.06	\$632.12
This service will be performed 2x per season. Weeds will be either pulled and or sprayed with a non selective herbicide to eliminate the presence of undesired vegetation in landscape beds.				
Bed & Tree Ring Edging	2	Per Visit	\$154.83	\$309.66
Beds will be edged to create a neat appearance.				
Mulch Installation	2	Per Visit	\$516.67	\$1,033.34
All mulched beds will be brought up to or maintained at depth of approximately 2" using Hardwood Mulch.				
Bush Trimming Round 1	1	Per Visit	\$471.79	\$471.79

This task will be performed as stated on all shrubs in healthy condition. Shrubs that are in major decline, and/or have been damaged over more than 1/3 and are considered unproductive are not included in this proposal. Any shrubs larger than 7' requiring special equipment such as a high-lift truck or ladder that cannot be properly trimmed from the ground are not covered in this proposal.

Shrub Pruning - Shrubs will be pruned to maintain good shape and to remove dead, damaged or unproductive branches. Shrubs will be pruned at the proper time of year to maximize natural color.

Formal Hedges - All formal hedge rows shall be sheared to maintain a tight formal appearance. Hedges are defined as "two or more plants in a row."

Bush Trimming Round 2 **1 Per Visit** **\$471.79** **\$471.79**

This task will be performed as stated on all shrubs in healthy condition. Shrubs that are in major decline, and/or have been damaged over more than 1/3 and are considered unproductive are not included in this proposal. Any shrubs larger than 7' requiring special equipment such as a high-lift truck or ladder that cannot be properly trimmed from the ground are not covered in this proposal.

Shrub Pruning - Shrubs will be pruned to maintain good shape and to remove dead, damaged or unproductive branches. Shrubs will be pruned at the proper time of year to maximize natural color.

Formal Hedges - All formal hedge rows shall be sheared to maintain a tight formal appearance. Hedges are defined as "two or more plants in a row."

Fall Cleanup **1 Per Visit** **\$790.45** **\$790.45**

This service consists of the removing weeds, debris and leaf debris

This agreement is hereby made and entered into this _____ day of _____, 2022 _____, hereafter called Owner and St. Louis Select Landscaping & Lawn Care, LLC, hereafter called Contractor.

The said parties, for the considerations hereinafter mentioned, hereby agree to the following:

1. The contractor agrees to provide the following services: Listed on the service proposal.
2. The contractor agrees to provide all materials required to perform the foregoing.
3. The owner hereby agrees to pay the Contractor, for the aforesaid services, the sum of \$_____ plus Time and material jobs, in the following manner: Upon Completion of Work. Interest shall accrue on all unpaid balances at the rate of 1 and 1/2 percent per month. ___ payments starting _____ each in the amount of \$_____. Any time and material jobs will be billed separately from set monthly payments.
4. St. Louis Select Landscaping & Lawn Care LLC may terminate this agreement at anytime if _____ fails to pay St. Louis Select Landscaping & Lawn Care LLC as herein provided. In the event St. Louis Select Landscaping & Lawn Care LLC hires counsel to collect any overdue bill, St. Louis Select Landscaping & Lawn Care LLC shall be entitled to reasonable attorney's fees
5. All proposed deviations in the work ordered by the Owner must be in writing, the contract sum being increased or decreased accordingly to the Contractor. Any claims for increases in the cost of the work must be presented by the Contractor to the Owner in writing, and written approval of the Owner shall be obtained by the Contractor before proceeding with the ordered change of revision.
6. In the event the Contractor is delayed in the prosecution of the work by acts of God, fire, flood or any other unavoidable casualties; or by labor strikes, later delivery of materials; or by neglect of the Owner, the time for completion of the work shall be extended for the same period as the delay occasioned by any of the aforementioned causes.
7. Neither the Owner nor Contractor shall have the right to assign any rights of interest occurring under this agreement without the written consent of the other, nor shall the Contractor assign any sums due, or to become due, to him under the provisions of this agreement.
8. This agreement, and any breach thereof, shall be interpreted under laws of the State of Missouri

9. In the event of Owner's breach of its obligations under this Contract, Owner shall be responsible for Contractor's reasonable costs of collection incurred in enforcing said Contract. Reasonable costs of collection shall include but not be limited to attorney's fees, court costs, and expert witness fees.

10. If work becomes unacceptable, an agent working on behalf of _____, will notify Contractor via certified mail giving the Contractor 30 days to fix the problem. If at the end of that 30 days the work has not been corrected, the Contract will be dissolved.

11. **Multi Year Contracts:** are subject to rate increases based on a change in prevailing wage which is determined each year and set by Department of Labor. Please contact your St Louis Select representative with any questions you might have.

12. At any time during the term of this Agreement, should the average retail price of fuel in the St. Louis area exceed \$3.25 per gallon for more than a fifteen (15) day period in any one month, St. Louis Select Landscaping, LLC shall be entitled to levy a surcharge as follows on that month's invoice amount:

\$3.25 - \$3.50/gal. - 1.5%

\$3.51 - \$4.00/gal. - 2.0%

\$4.01 - \$4.50/gal. - 3.0%

\$4.51+/gal. - 4.0%

St. Louis Select Landscaping & Lawn Care LLC : Client
Name:

By: By:

Date: Date:

Estimate authorized by:

Estimate approved by:

St. Louis Select Landscaping &
Lawn Care 2701 Williams
Creek Rd. High Ridge, Mo 63049

Signature Date: 12/05/2022

Signature Date:

Email: gregs@stlselectlawn.com



Service Proposal

THE GROVE COMMUNITY IMPROVEMENT DISTRICT
4512 MANCHESTER AVENUE
ST. LOUIS, MISSOURI 63110

Sales: St. Louis Select Landscaping & Lawn Care
 2701 Williams Creek Rd. High Ridge, Mo 63049

The grove CID Options -LAND 23
 4512 Manchester Avenue St. Louis, Missouri 63110

Est ID: EST1896670

Date: Dec-05-2022

St. Louis Select Landscaping would like to thank you for opportunity to work with you. Let this be proof that we strive with our customer service and do our very best to be as competitively priced as possible without sacrificing quality. We have a unique team of professionals that is assigned to each project to ensure that you receive the best quality, customer service, and experience that our industry has to offer. We spare no expense to make sure that St. Louis Select Landscaping is a company you can refer to your closest friends and family. We are excited to work together and are eager to answer any questions you may have.

Optional Services	Visits	Billing Type	Visit Price	Season Price
Watering	1	Per Visit	\$261.55	\$261.54

This service will be performed on the 15 flower pots. This covers a per occurrence watering and hand weeding service.

Tree Prep	1	Per Visit	\$605.17	\$605.17
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This is to remove 1' of soil and mulch to an 8x8' tree well. Additional T/M charges will apply for removing stump / roots. Tree wells that are bigger than 8x8 will be assessed additional charges.

Tree Planting	1	Per Visit	\$538.21	\$538.21
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Installation of (1) 2" Oak or Maple tree. Different varieties of tree may have additional charges.

Trees and shrubs are perishable items and require proper care, attention, and maintenance from the client. All plants that are covered by mechanical irrigation or where the client has purchased a watering program through St. Louis Select, will be covered by a 1 year 1 time plant replacement warranty covering materials and labor, from the date of install. This excludes trees in turf areas. These trees will need to have water bags installed and filled one time per week under a watering program. Trees and shrubs will be eligible for replacement when 50% or more of the plant has died.

This estimate does not include staking and cabling of trees. If you feel this is necessary for your site there will be a \$35 per tree charge for installation and a \$25 per tree removal charge.

Shrub Planting	1	Per Visit	\$382.64	\$382.64
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This cost is based on planting (3) #5 Green Velvet Boxwood. This service and its true cost will vary based on plant type(s) and Quantity.

Trees and shrubs are perishable items and require proper care, attention, and maintenance from the client. All plants that are covered by mechanical irrigation or where the client has purchased a watering program through St. Louis Select, will be covered by a 1 year 1 time plant replacement warranty covering materials and labor, from the date of install. This excludes trees in turf areas. These trees will need to have water bags installed and filled one time per week under a watering program. Trees and shrubs will be eligible for replacement when 50% or more of the plant has died.

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This agreement is hereby made and entered into this _____ day of _____, 2022 _____, hereafter called Owner and St. Louis Select Landscaping & Lawn Care, LLC, hereafter called Contractor.

The said parties, for the considerations hereinafter mentioned, hereby agree to the following:

1. The contractor agrees to provide the following services: Listed on the service proposal.
2. The contractor agrees to provide all materials required to perform the foregoing.
3. The owner hereby agrees to pay the Contractor, for the aforesaid services, the sum of \$_____ plus Time and material jobs, in the following manner: Upon Completion of Work. Interest shall accrue on all unpaid balances at the rate of 1 and ½ percent per month. ___ payments starting _____ each in the amount of \$_____. Any time and material jobs will be billed separately from set monthly payments.
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entitled to levy a surcharge as follows on that month's invoice amount:

\$3.25 - \$3.50/gal. - 1.5%

\$3.51 - \$4.00/gal. - 2.0%

\$4.01 - \$4.50/gal. - 3.0%

\$4.51+/gal. - 4.0%

St. Louis Select Landscaping & Lawn Care LLC :
Name:

Client

By:

By:

Date:

Date:

Estimate authorized by:

Estimate approved by:

St. Louis Select Landscaping &
Lawn Care 2701 Williams
Creek Rd. High Ridge, Mo 63049

Signature Date:

12/05/2022

Signature Date:

Email:

gregs@stlselectlawn.com



Service Proposal

THE GROVE COMMUNITY IMPROVEMENT DISTRICT
4512 MANCHESTER AVENUE
ST. LOUIS, MISSOURI 63110

Sales: St. Louis Select Landscaping & Lawn Care
 2701 Williams Creek Rd. High Ridge, Mo 63049

Tree Wells The Grove CID -LAND 23
 4512 Manchester Avenue St. Louis, Missouri 63110

Est ID: EST1896413

Date: Dec-05-2022

St. Louis Select Landscaping would like to thank you for opportunity to work with you. Let this be proof that we strive with our customer service and do our very best to be as competitively priced as possible without sacrificing quality. We have a unique team of professionals that is assigned to each project to ensure that you receive the best quality, customer service, and experience that our industry has to offer. We spare no expense to make sure that St. Louis Select Landscaping is a company you can refer to your closest friends and family. We are excited to work together and are eager to answer any questions you may have.

Services	Visits	Billing Type	Visit Price	Season Price
Spring Cleanup	1	Per Visit	\$531.16	\$531.16
A general spring cleanup shall be provided one time in the beginning of the season to cut back ornamental grasses, cut back herbaceous perennials and remove debris that has accumulated over winter.				
Bed Maintenance	2	Per Visit	\$631.32	\$1,262.64
This service will be performed 2x per season. Weeds will be either pulled and or sprayed with a non selective herbicide to eliminate the presence of undesired vegetation in landscape beds.				
Mulch Installation	2	Per Visit	\$1,644.50	\$3,288.99
All mulched beds will be brought up to or maintained at depth of approximately 2" using Double ground Hardwood Mulch.				
Bed & Tree Ring Edging	2	Per Visit	\$435.42	\$870.84
All mulched beds and tree rings will be edged to create a neat appearance.				
Fall Cleanup	1	Per Visit	\$635.62	\$635.62
This service consists of the removal of weeds, debris and leaves.				
Bed Pre-Emergent of Landscape Beds	2	Per Visit	\$161.95	\$323.90

Bed pre-emergent materials will be supplied to all mulched areas to prevent weed seed germination.

This agreement is hereby made and entered into this _____ day of _____, 2022 _____, hereafter called Owner and St. Louis Select Landscaping & Lawn Care, LLC, hereafter called Contractor.

The said parties, for the considerations hereinafter mentioned, hereby agree to the following:

1. The contractor agrees to provide the following services: Listed on the service proposal.
2. The contractor agrees to provide all materials required to perform the foregoing.
3. The owner hereby agrees to pay the Contractor, for the aforesaid services, the sum of \$_____ plus Time and material jobs, in the following manner: Upon Completion of Work. Interest shall accrue on all unpaid balances at the rate of 1 and 1/2 percent per month. ___ payments starting _____ each in the amount of \$_____. Any time and material jobs will be billed separately from set monthly payments.
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St. Louis Select Landscaping & Lawn Care LLC : Client
Name:

By:

By:

Date:

Date:

Estimate authorized by:

Estimate approved by:

St. Louis Select Landscaping &
Lawn Care 2701 Williams
Creek Rd. High Ridge, Mo 63049

Signature Date:

12/05/2022

Signature Date:

Email:

gregs@stlselectlawn.com

1515 Lonedell Industrial Court
 Arnold, MO 63010
 Phone: 636-296-4660



Grove Community Improvement District
 Cell: 314-535-5311

Job Address:
 4512 Manchester Avenue
 St. Louis, MO 63110

Print Date: 12-6-2022

Grove Community Improvement District - Proposal



Tree Well Maintenance - 2 times annually in April/May and September/October

Includes required labor and below specified materials for maintaining the tree wells, per following specifications: Remove and haul away existing mulch and topsoil, as necessary, to prevent mulch spilling onto the surrounding concrete and building up on the tree trunks. Clean-up, edge, weed, apply pre-emergent, and mulch in all wells. Haul away all job related debris.

Items	Description
MULCH	~40 yards, Double Ground, Dyed-Brown Mulch and pre-emergent (20 yards, 2 times a year)
DISPOSAL	Proper disposal of unwanted vegetative debris.
LABOR RATE	
Group Total:	\$5,360.00

Planter Bed Maintenance - 2 times annually in April/May and September/October

Includes required labor and below specified materials for maintaining planter beds, per following specifications: Remove and haul away existing mulch and topsoil, as necessary, to prevent mulch spilling onto the surrounding concrete. Clean-up, including cutting off the ornamental grasses and pruning shrubs. Edge, weed, apply pre-emergent, and mulch in all planter beds. Haul away all job related debris.

Items	Description
MULCH	~10 yards, Double Ground, Dyed-Brown Mulch (5 yards, 2 times a year)

DISPOSAL Proper disposal of unwanted vegetative debris.

LABOR RATE

Group Total: **\$3,440.00**

Annual Planters - 2 times annually in April/May and September/October

Includes required labor and below specified material for installing annuals, per following specifications. Remove and haul away spent annuals, and old potting soil. Install new potting soil and fertilizer. Install seasonal annuals (approx. 8 per pot). Clean up and haul away all job related debris.

Items	Description
SOIL MIX	Potting Mix plus Fertilizer
ANNUAL	4" Annual (8 plants per pot, 2 times per year)
DISPOSAL	Proper disposal of unwanted vegetative debris.
LABOR RATE	
Group Total:	\$7,750.00

T&M Weeding, Bed Prep, & Planting Services

Includes required labor, and below specified materials to complete as-needed services outside of the above contract. Final price is dependent on the amount of man-hours used, plus drive time, and the materials used.

Items	Description
TOPSOIL	\$40.00 per yard. ~ 3/4 yard per tree well
SHRUB	\$20.00-\$50.00 Shrubs as needed, price dependent on type of plant
TREE	\$160.00 - \$200.00 15 gallon trees as needed, price dependent on type of tree
MULCH	\$40.00 / yard, Double Ground, Dyed-Brown Mulch including pre-emergent
DISPOSAL	\$50.00 / full truckload of debris
LABOR RATE	\$60.00 / Man-hour labor rate
Group Total:	\$0.00

Total Price: \$16,550.00

CONTRACTOR AGREEMENT

THIS AGREEMENT made by and between Shelton Landscape & Maintenance INC., hereinafter called the Contractor and Grove Community Improvement District, hereinafter called the Owner.

WITNESSETH, that the Contractor, and the Owner for the considerations named, agree as follows:

ARTICLE 1. SCOPE OF WORK

The contractor shall furnish all the materials and perform all the work shown and/or described in the specifications entitled above, as it pertains to work performed on property address, specified above.

ARTICLE 2. THE CONTRACT PRICE

The Owner shall pay the Contractor for the material and labor to be performed under the above specified Contract price, subject to additions and deductions pursuant to change orders authorized by both the Contractor and Owner.

ARTICLE 3. PROGRESS PAYMENTS

Payments of the Contract Price shall be timely paid in the manner following: Each project to be invoiced upon completion of work no deposit will be necessary unless the project exceeds an estimated cost of \$10,000.00 is due after the project has been completed and approved by the Owner or the general contractor.

All payments shall be timely paid pursuant to the above schedule to avoid any late payment fee. If payments are not received in such manner, Owner agrees to pay all interest accrued on any outstanding balance at a monthly percentage rate of 2%. **Any refusal to pay late fees will result in nullification of all warranties and lien waivers.**

Furthermore, Contractor maintains the absolute right to enter the property anytime, with or without notice, to remove and take possession of all unused materials, plants and all equipment owned or leased by Contractor. Contractor may also file a lien against the property pursuant to Section 429.010, et seq., of the Revised Statutes of Missouri to secure payment of work or labor completed, machinery or equipment rented, materials, trees, plants or any type of landscaping goods or services furnished.

ARTICLE 4. GENERAL PROVISIONS

1. The Contractor shall furnish a plan and scale drawing showing the shape, size dimensions, and specifications **for any engineered or permit required project**, a description of the work to be completed, a description of the materials and equipment to be used, and the agreed consideration for the project.
2. **Any unforeseen expenses arising from engineering design changes by St. Louis County or otherwise, hidden sub grade complications; including any utility or irrigation lines or pipes, footings, old concrete, ledge rock and boulders will be billed at a cost of time and materials. If the homeowner or contractor is not made available within 24 hours to witness and assess the situation, work will continue without a change order and documentation of the excavation and costs will be provided.**
3. Contractor is not an engineering firm and is not licensed to practice engineering. Nothing in this Contract shall be construed as requiring Contractor to make any engineering calculations or engineering judgments. Owner may wish to consult with an engineer before signing the Contract.
4. **Contractor shall have no obligation to perform a change in the work unless Contractor and Owner sign a change order describing the change and the corresponding adjustment in the Contract Price. All change orders shall be in writing and signed by Owner and Contractor, and shall be incorporated into, and become a part of, the Contract.**
5. Contractor will call 1-800-DIG-RITE to mark all public utilities. Further, Contractor will make every effort to use caution to avoid unmarked underground obstructions not marked by Dig Rite, however any damage to unmarked private utilities, irrigation lines, invisible pet fences, underground electrical lines or other underground obstructions not located by Dig Rite will be the sole responsibility of the Owner, and Owner agrees to hold harmless, indemnify and defend Contractor from any liability resulting from damage to said obstructions.
6. Owner is responsible for disclosing all information pertinent to the construction plan and proposal, including structural elements, so to prevent negligent business. Contractor is not responsible for damage to Owner's property during demolition or removal of debris where not previously made aware by the Owner.
7. Contractor is not responsible for any cosmetic damage done to private or public roads, driveways, and/or sidewalks when accessing Owner's property for site enhancements. Contractor to use skid steer and mini excavator both with tracks as needed for proper

removal and installation. Contractor agrees to remove all debris and leave the premises in broom clean condition.

- 8. Contractor may at its discretion engage subcontractors to perform work hereunder, provided Contractor shall fully pay said subcontractors and in all instances, remain responsible for the proper completion of this Contract.
- 9. Contractor warrants it is adequately insured for injury to its employees and others incurring loss or injury because of the acts of Contractor, its employees or subcontractors.
- 10. Contractor shall charge to obtain all permits & local business licenses necessary for the work to be performed.**
- 11. Contractor shall not be liable for any delay due to circumstances beyond its control, including but not limited to weather, project changes, equipment failure, and casualty or general unavailability of materials.**
- 12. Included with this Contract is Contractor's standard Limited Warranty, found at www.shelton-landscape.com, which shall commence upon final completion of work and is valid only if full payment of work has been received.
- 13. All materials ordered or delivered to project site, as outlined in the scope of work, will be subject up to a 20% restocking fee if declined by the homeowner due to changes in the scope of work.**
- 14. This contract and its performance are governed by the laws of the place of the project. A lien waiver shall be furnished, if requested, to Owner upon payment of the Contract Price in full. Missouri law requires the furnishing of the following notice:

NOTICE TO OWNER

Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a mechanic's lien on the property which is the subject of this contract pursuant to Chapter 429, RSMO. To avoid this result, you may ask this contractor for "lien waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and material twice.

- 15. The Contract is the entire agreement and consists of these General Provisions, Scope of Work, Time of Completion, Contract Price, Progress Payments, and Shelton Landscape's Limited Warranty. There are no other agreements, oral or written, between Contractor and Owner. All previous statements, representations and promises by Contractor are null and void; there is no right to rely upon any such statement, representation or promise.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. SHELTON LANDSCAPE & MAINTENANCE is authorized to do the work as specified. Payment will be made as outlined above.

We Want To Thank You For Considering Shelton Landscape And Maintenance For Your Outdoor Projects. It Is Because Of Our Customers, Both New And Old, That We Continue To Be In Business For Over 40 Years, A Trusted Contractor With The Better Business Bureau, Angie's List, And Our Community As A Whole.

I confirm that my action here represents my electronic signature and is binding.

Signature:

Date:

Print Name:

Shelton Landscape Selection Criteria:

#1) Please see the attached Letter

#2) We use a traditional top down management approach. The Designer/Salesman in charge of your proposal/estimate, will be the person in charge of the account. She will be responsible for scheduling the project, designing the plant layouts, and ordering the materials. Once the project is scheduled, she will be in charge of running the crew, explaining the project, and making sure that the scope of work is completed. Once the work is completed, she will have the office manager send the bill. The designer/salesman will be your direct line of communication.

#3) Shelton Landscape uses multiple hiring processes. American Citizens and legal immigrants are hired through traditional hiring process of applications, resumes, and interviews. For the seasonal influx of work, we use the H2B program.

#4) See proposal for the price for instances. We will bill upon completion of projects, so a minimum of 2 per year. If additional work is requested, that will be billed upon completion as well.

#6) Sybergs Family of Restaurants – Attention Kirk Syberg, Owner (314) 757-9500

City of Arnold, Mo – Attention Judy Wagner, Director of Public Works

(636) 282-6650

SHELTON

Landscape & Maintenance



Shelton Landscape & Maintenance has been serving the metro St. Louis Area for over 40 years. We are a fully licensed and insured, full-service landscape company. Exceeding our customer's expectations has been key to our success. Our reputation speaks for itself, and is built upon:

- Honesty and trust
- 100% Customer satisfaction
- Quality workmanship and products
- Competitive pricing
- Repeat customers and referrals

As we continue to grow and ensure a stable foundation for Shelton's future success, please allow one of our great designers to turn your outdoors into a space you can enjoy and be proud of.

Be sure to visit our website at www.shelton-landscape.com for more information and examples of our work. We are located near Highway 55 and Highway 141, at 1515 Lonedell Industrial Court, Arnold, MO 63010.

We would love to add your name to our list of very satisfied customers, and allow you more time to relax. Thank you for considering Shelton Landscape & Maintenance. We are here if you need us!

Scott Shelton
Scott Shelton
President

Clay Deschler
Clay Deschler
Co-Owner

**Save Time & Enjoy
Your Weekend...
Leave the Hard
Work to Shelton!**

- **Landscape Design**
- **Retaining Walls**
- **Boulder Walls**
- **Paver Hardscapes**
- **Landscape Lighting**
- **Water Features**
- **Custom Decks**
- **Landscape Maintenance**
- **Lawn Maintenance**
- **Snow Removal**