

## **Oldham County Fiscal Court Grant Application Guidelines**

Oldham County Fiscal Court accepts grant applications from non-profit, tax-exempt organizations which meet these criteria:

- Have a significant presence in Oldham County.
- Serve a public purpose in concert with the goals and activities of OCFC.
- Have the capacity to be accountable for use of donated funds.
- Show support from the majority of their clients/beneficiaries.

### **Funding categories**

Arts and Humanities - activities which meet any or all of the following qualifications:

- Contribute to tourism in Oldham County.
- Conduct activity (e.g., record keeping) on behalf of Fiscal Court.
- Support community-wide celebrations.
- Encourage arts activity on the part of Oldham Countians.
- Play an educational role for Oldham Countians, particularly students.

Social Services - agencies which meet any or all of the following qualifications:

- Provide a needed service to disadvantaged Oldham Countians.
- Provide an emergency social service to Oldham Countians.
- Provide a social service not otherwise available to Oldham Countians.

Recreation - activities which meet any or all of the following qualifications:

- Serve Oldham County residents in facilities within the County.
- Activities are largely financially supported by the participants

### **Timing and Process**

In order to process grant applications in a timely and efficient manner, OCFC has established the following schedule:

- Accept grant applications postmarked up to December 30 or the last workday of each year.
- In January, Committee members except for review the compiled applications.
- In March, the Committee will convene to discuss their individual ratings.
- The Committee will make recommendations to the Fiscal Court for grant awards no later than the first Fiscal Court meeting in June.

### **Accountability**

Any agency or organization requesting funds will be held to a high standard for reporting its current financial situation and its specific intention for use of requested funds. Moreover, any agency or organization requesting funds, and which has previously received a grant from OCFC, will be asked to report in detail on the use to which those funds were put.

**Oldham County Fiscal Court  
Grant Application**

**Date of Application:** December 30, 2025

**Official Name of Organization:** BROWNSBORO COMMUNITY CENTER

**Address:** PO Box 275, Crestwood KY 40014

**EIN:** #51-0173430

**Date and Place of Incorporation:** April 27, 1971, in the Commonwealth of KY, Louisville KY

**Name, Complete Address, Email and Phone Number of Contact Person:**

Sara M Sulier

6701 Briarhill Road, Crestwood KY 40014

Sara.Sulier.SS@gmail.com

502-417-6233

**Purpose of Organization or Mission Statement and Services Rendered:**

**PURPOSE OF ORGANIZATION**

The purpose of Brownsboro Community Center is to serve as a welcoming and inclusive space that offers recreational and educational activities and events to Oldham Countians and provides an affordable rental venue for family and small business gatherings with free space to compatible 501c3 nonprofits. The Center strives to make a positive impact on the lives of individuals of all ages and backgrounds by fostering connections, encouraging healthy lifestyles, and providing opportunities for personal and collective growth.

**VISION STATEMENT**

Our vision is to be the heart of the Brownsboro and Oldham County community—a vibrant hub where people feel valued, supported, and inspired. We aim to cultivate a culture of creativity, lifelong learning, and wellness, ensuring that every member of our community feels a sense of belonging and empowerment to share their ideas, skills, and talents.

**MISSION STATEMENT**

The mission of Brownsboro Community Center is to design and deliver diverse programs, activities, and events that promote health, creativity, and cultural enrichment and preserve and maintain the facility and grounds as a safe, comfortable, and inviting venue. Through partnerships, inclusive initiatives, and responsive programming, we seek to unite residents, nurture individual growth, and build a stronger, more resilient community.

**ACCOUNTABILITY**

Brownsboro Community Center follows its 501c3 tax exempt organization status guidelines, adhering strictly to all applicable laws, regulations and rules of the IRS and Federal, State, and Local governments regarding its purpose, operations, financial activities, and governance.

## SERVICES RENDERED

### Key Success Factors

- Offering a variety of activities that appeal to all ages and backgrounds
- Encouraging healthy lifestyles through physical, mental, and emotional wellness programs
- Promoting creativity and cultural exchange by sharing ideas, skills, and talents
- Fostering a sense of belonging and community ownership
- Continually adapting programs to meet the evolving needs of the community

### How We Make a Positive Impact

1. Facilitating social connections and friendships by:
  - A. Hosting monthly fish fries and barbeques with average attendance of 100 Oldham Countians of all ages and backgrounds from all corners of the County
  - B. Providing access to facility and grounds to local non-profits for community events and activities
2. Providing accessible recreational and educational opportunities thru:
  - A. Access to a 2 acre grounds with picnic area, patios, convenient food service area, handicap accessible sidewalks connecting the main facility, picnic area, food service area, patios and parking area, and a comfortable indoor space with approved capacity for up to 80 guests, 2 restrooms, and a recently remodeled spacious kitchen with 2 stoves, 2 refrigerators, dishwasher, microwave, coffee pots, and all serving dishes and utensils
  - B. Free space for other non-profit community events to include Oldham County Girl Scout leadership meetings, American Red Cross Blood Drives, Poplar Grove Homemakers Club projects, Oldham County History Center community events, and more.
3. Hosting events that celebrate community values and interests by:
  - A. Collaborating with other non-profits to host one or more events annually that celebrate community such as the America 250 Oldham County History Center Farm Days event scheduled for August 2026.
  - B. Hosting monthly genealogy and craft workshops 6 times a year scheduled to begin in April 2026.
4. Supporting individual and community wellness by:
  - A. Continued focus on facility improvements that contribute to individual and community wellness.
  - B. Hosting annual American Red Cross blood drive.
  - C. Hosting weekly yoga attended by men and women of all ages with a focus on Senior mental and physical wellbeing.
  - D. Links to applicable senior and health news resources through our website (in progress available in 2026)
  - E. Providing affordable rental space for family gatherings and small business meetings serving 27 families and organizations in 2025.
5. Encouraging volunteerism and community involvement by:
  - A. Creating a strong volunteer program made up of both current and past Oldham County residents with giving hearts and community spirit, accounting for over 1900 volunteer hours annually through service to food events, community activities, board member governance, oversight of all facility maintenance and renovations, minor maintenance and landscaping.
  - B. Collaborating with other non-profit events and activities assisting with their events.

By clearly defining our purpose, vision, and mission, Brownsboro Community Center is positioned for ongoing success—creating a space where everyone can thrive and contribute to a vibrant, healthy, and connected community.

Amount Requested: \$10,000

Proposal for funding. On a separate page, please provide the following:

Statement of need for project  
Proposed use of funds to remediate the need  
Project budget

Attachments: - See BCC File#2

- List of Officers and Directors – Name, Office, Address, Business Affiliation, Compensation from Organization. ✓
- Copy of 501c (3) tax-exempt status letter from IRS. ✓
- Documentation for most recent form 990. ✓
- Documentation for most recent filing with KY Secretary of State. ✓
- Most recent Organization/Agency budget **summary**, or balance sheet, or income/expense statement (Please, no complete budgets!). ✓
- If a recipient of funds for the prior year, a statement of the use of those funds. N/A
- Photographs, videos, letters of support. ✓

Submission Guidelines:

Email complete applications to: Caroline Schoenig [CSchoenig@oldhamcountyky.gov](mailto:CSchoenig@oldhamcountyky.gov) no later than 12/30/2025.

## **STATEMENT OF NEED, PROPOSED USE OF FUNDS, AND PROJECT BUDGET:**

### **STATEMENT OF NEED**

The Brownsboro Community Center was built in 1868 as Brownsboro College. It served as a public one room schoolhouse from 1897 to 1943. After the school closed, several local families began renting the building for community gatherings and eventually purchased it, establishing the Brownsboro Social Club, later becoming the Brownsboro Community Center. By 2018, the center had fallen into disrepair, but dedicated community members and current Board members stepped in to save it from dissolution and began the task of completing the necessary renovations to preserve an over 15-year-old building. Since then, Oldham County community members have supported restoration efforts through grant funding, generous donations, as patrons, and with over 1500 hours of volunteer work annually, helping to preserve the center's original purpose and secure its future.

Preserving and maintaining an over 150 year old building has many challenges. Over the past seven years, the center has undergone numerous improvements starting with its 501c3 status. Improvements include the immediate repair of support beams followed by new carpet and paint, installation of new energy-efficient and environmentally safe outdoor lighting, the construction of handicap-accessible sidewalks connecting outdoor areas to the main facility and parking lot, and the addition of picnic tables benches for outdoor activities, and tables and chairs for indoor events. The center also gained an outdoor kitchen and patio, renovated meeting room and restrooms, and a completely remodeled kitchen. These upgrades have made the center more accessible and welcoming, enabling it to host a wider variety of events better serving all members of the community while providing a venue where families gather for special occasions, and small businesses, nonprofits, and organizations meet.

### **PROPOSED USE OF FUNDS TO REMEDIATE THE NEED:**

Due to storm damage this year, Brownsboro Community Center must replace the center roof, replace the gutters, restore the school bell tower, and add landscaping designed to prevent future harm to this historic site. Brownsboro Community Center is requesting \$10,000 funding from Oldham County Fiscal Court for use in completion of this project.

### **PROJECT BUDGET**

**INCOME:** \$70,000 TOTAL

Donations - \$14,000

Insurance - \$11,000

Grants - \$45,000

**EXPENSE:** \$70,000 TOTAL

Roof Replacement (Metal)- \$30,000

Gutters (Aluminum 6" W/Guards) - \$5,000

Repair of Structural Roof Damage - \$10,000

Repair Inside Ceiling Damage - \$7,000

Restoration of Bell Tower - \$8,000

Landscaping Prevention (Tree Removal and Landscaping) - \$10,000

## Brownsboro Community Center Board of Directors and Trustees

Brownsboro Community Center (BCC) voting members follow its 501c3 tax exempt organizational status guidelines, adhering strictly to all applicable laws, regulations and rules of the IRS and Federal, State, and Local governments regarding its purpose, operations, financial activities, and governance.

Greg Noel – President  
9577 Pekin Road, Greenville IN 47124  
Retired Truck Driver  
Zero Compensation from BCC

Carl Parrish - Trustee  
7701 Old Zaring Road, Crestwood KY  
Self-Employed  
Zero Compensation from BCC

Carolyn Brady– Vice President  
PO Box 275, Crestwood KY 40014  
Retired - Housewife  
Zero Compensation from BCC

Mary Johnson – Trustee  
7429 Old Brownsboro Rd, Crestwood KY  
Retired  
Zero Compensation from BCC

Sara Sulier – Treasurer  
6701 Briarhill Road, Crestwood KY 40014  
Retired Business Owner, Sea La Vie Vacation Property  
Retired Non-Profit Director  
Zero Compensation from BCC

Pam Meredith Waugh – Secretary  
6411 New Cut Road, Crestwood KY 40014  
Pharmacy Technician, Pharmacy Alternatives  
Zero Compensation from BCC

Monica Zaring – Social Media Chair  
9401 Floydsburg Road, Louisville KY 40245  
Zero Compensation from BCC

Julie Heitzman – Event Coordinator Committee Chair  
6012 Cherry Lane, Crestwood KY 40014  
Accounts Payable Clerk, Cave Hill Cemetery  
Zero Compensation from BCC

Ralph Snow - Facility Grounds Care Committee Chair  
1921 Covey Trace Road, La Grange KY  
Retired Allstate Concrete Co.  
Zero Compensation from BCC

Joe W McKinney - Trustee  
Retired Business Owner - Allstate Concrete Company  
7504 Hwy 329, Crestwood (Brownsboro), KY 40014  
Zero Compensation from BCC

Roy Parrish - Trustee  
Retired KY Dept of Corrections  
3200 South Hwy 53, LaGrange KY 40031  
Zero Compensation from BCC

Tommy Deibel – Trustee  
Retired Oldham County Farmer  
3806 Camden Lane, Crestwood KY 40014  
Zero Compensation from BCC

## INTERNAL REVENUE SERVICE

P. O. BOX 2508

CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 21 2020

BROWNSBORO COMMUNITY CENTER INC  
C/O ARTHUR E WHITE III  
PO BOX 12  
CRESTWOOD, KY 40014

RECEIVED

JAN 27 2020

Employer Identification Number:

51-0173430

DLN:

29053213320029

Contact Person:

MARIA S TRITCH

ID# 31549

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

July 26, 2019

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

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

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

Your exemption under IRC Section 501(c)(3) is effective as of the date listed at the top of this letter. You were exempt under Section 501(c)(4) prior to this date.

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

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

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities,

BROWNSBORO COMMUNITY CENTER INC

which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

Copy of filing information.

Form 990-N

Department of the Treasury  
Internal Revenue Service

Electronic Notice (e-Postcard)

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

OMB No.1545-2085

2024

Open to Public Inspection

A For the 2024 Calendar year, or tax year beginning January 01, 2024 and ending December 31, 2024

B Check if applicable.

Terminated for Business

Gross receipts are normally \$50,000 or less

C Name of Organization: BROWNSBORO COMMUNITY CENTER INC

D Employer Identification Number

PO Box 275

51-0173430

Crestwood, KY 40014 US

E Website:

brownsborocommunitycenter.org

F Name of Principal Officer: Sara McKinney Sulier

6701 Briarhill Road

Crestwood, KY 40014 US

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

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

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

**This document is provided for your records only. Your Form 990-N (e-Postcard) has been submitted electronically. No further action is needed.**

**Commonwealth of Kentucky**  
**Michael G. Adams, Secretary of State**

0006107  
 Michael G. Adams  
 KY Secretary of State  
 Received and Filed  
 5/4/2025 9:06:09 PM  
 Fee receipt: \$15.00

Michael G. Adams  
 Secretary of State  
 P. O. Box 1150  
 Frankfort, KY 40602-1150  
 (502) 564-3490  
<http://www.sos.ky.gov>

**Annual Report  
 Online Filing  
 For the Year 2025**

**ARP**

**Company:** BROWNSBORO COMMUNITY CENTER, INC.  
**Company ID:** 0006107  
**State of origin:** Kentucky  
**Formation date:** 4/27/1971 12:00:00 AM  
**Date filed:** 5/4/2025 9:03:06 PM  
**Fee:** \$15.00

**Principal Office**

P. O. BOX 275  
 CRESTWOOD, KY 40014

**Registered Agent Name/Address**

SARA SULIER  
 6701 BRIAR HILL ROAD  
 CRESTWOOD, KY 40014

**Current Officers**

President	Greg Noel	PO Box 275 Crestwood KY 40014
Secretary	Morgan Johnson	PO Box 275, Crestwood KY 40014
Treasurer	Sara J Sulier	6701 Briarhill Road Crestwood KY 40014
Vice President	Carolyn Brady	PO Box 275, Crestwood KY 40014

**Directors**

Director	Carl Parrish	7701 Old Zaring Road, Crestwood, KY 40014
Director	Julie Heitzman	6012 Cherry Lane, Crestwood, KY 40014
Director	Karin Soltau	4300 Glenarm Road, Crestwood, KY 40014
Director	Eric Ragan	7433 Old Brownsboro Road, Crestwood, KY 40014
Director	Joe McKinney	PO Box 275 Crestwood KY 40014
Director	Roy Parrish	PO Box 275 Crestwood KY 40014
Director	Tom Deibel	PO Box 275 Crestwood KY 40014
Director	Mary Johnson	PO Box 275 Crestwood KY 40014

County:	OLDHAM
Business size:	Small
Business type:	Miscellaneous Services

**Signatures**

<b>Signature</b>	Sara Sulier
<b>Title</b>	Treasurer

4:47 PM

12/29/25

Accrual Basis

**BCC Balance Sheet**  
**2025 Balance Sheet**  
As of December 31, 2025

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	<u>Dec 30, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Brownsboro Community Center	80,657.88
Total Checking/Savings	<u>80,657.88</u>
Total Current Assets	<u>80,657.88</u>
<b>TOTAL ASSETS</b>	<b><u>80,657.88</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24500 · Rental Deposit	2,077.56
Total Other Current Liabilities	<u>2,077.56</u>
Total Current Liabilities	<u>2,077.56</u>
Total Liabilities	2,077.56
Equity	
30000 · Opening Balance Equity	1,674.52
32000 · Retained Earnings	66,505.95
Net Income	<u>10,399.85</u>
Total Equity	<u>78,580.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>80,657.88</u></b>

## **Statements of community support for the Brownsboro Community Center.**

“As a lifetime Oldham Countian, I try to attend all the monthly dinners. It is a chance to enjoy great food, connect with neighbors, meet new people, and catch up with familiar faces. The fish fries and BBQs are a time of great conversation...sharing information and learning from others about local projects and events around the county.” Joyce McKinney, Prospect KY

“We are blessed to have this wonderful historical facility to hold our Family Reunions. I attended 4-H in this building as a young child and through my teenage years. Also, those of us who attended Ballardsville School are so happy to hold our class reunions at the center where we enjoy both a comfortable indoor facility and a spacious picnic area and yard.” Connie Klingenfus, Smithfield KY

“Christmas is a busy time of year for my large extended family, and we enjoy the Brownsboro Community Center twice in December, once for my daughter’s birthday celebration and again on Christmas Day for a family dinner. The whole family loves celebrating there where we have lots of room, a large newly remodeled kitchen, and a lovely Christmas tree with a Winter Photo Backdrop for taking family pictures.” Osanna Shepherd, Pe Wee Valley, KY

“Brownsboro Community Center has many special childhood memories for me. My father went to school at the center when it was a one-room schoolhouse. Everyone in my family volunteered at the center as I was growing up and now, I volunteer on the Board helping preserve both the center and the community spirit passed down to us by the families that founded it many years ago”. Greg Noel, Greensville, IN

As a Senior citizen, it’s great to have access to a safe, clean, and welcoming yoga class with an excellent yoga instructor who focuses on the importance of both mental and physical well-being.” Sharon Clore, Crestwood KY

“As a retiree, volunteering on the Board and helping with the groundskeeping of the Brownsboro Community Center is a great way to give back to the community while doing something I enjoy and being an active member keeps me in touch with friends and neighbors”. Ralph Snow, LaGrange, KY