



Grant Guidelines and Application

(For projects occurring between January 1, 2020 and December 31, 2020)

Deadline: October 15, 2019, 5:00 p.m.

Introduction

Cultural Coalition Grants are funded by the Oregon Cultural Trust and administered by the Jefferson County Cultural Coalition. Coalition Grant Awards typically range from \$250 to \$1,200. The intention of this grant program is to:

- Protect and stabilize cultural resources.
- Expand public awareness and improve the quality of arts, humanities and heritage.
- Increase access to and use of culture in Oregon.
- Ensure that Oregon-based cultural resources are strong and dynamic contributors to quality of life in Oregon's communities.

Cultural Coalition Vision Statement

The Jefferson County Cultural Coalition seeks to expand opportunities for citizens in arts, heritage, humanities, and culture while raising awareness in the community of their significance.

Cultural Coalition Mission Statement

The mission of the Jefferson County Cultural Coalition is to preserve and strengthen cultural expression in Jefferson County, to increase public participation in culture by enhancing an interest in culture, and to promote public access to cultural events.

Eligibility

Grants will be awarded only to established IRC 501(c)(3) non-profit organizations and IRC 170(c)(1) governmental units (schools or libraries). Individuals and groups may submit applications only if they obtain sponsorship by one of these two types of organizations. Grant recipients must reside in Jefferson County. Only projects that directly relate to and benefit Jefferson County will be considered. Applicants with Warm Springs-specific projects should seek funding from the Confederated Tribes of Warm Springs Washanaksha Cultural Coalition.

Arts, Heritage, Humanities Definitions

- **ARTS** include creative expression in the visual, performing, and narrative arts, design, crafts, and architecture.
- **HERITAGE** includes objects or ideas that are passed down from earlier generations. These features (language, festivals, buildings) represent a legacy of continuity with the past. The ties may be personal (family histories and stories, traditions), or natural (heritage trees, heirloom produce, ceremonial sites), or a combination of the two.
- **HUMANITIES** include literature, language, history, philosophy, art and other subjects that are represented by the liberal arts. This includes libraries, criticism, economics, and political science.

Purpose

Cultural Coalition Grants provide county recognition and support to significant cultural programs and projects, preserving and enhancing Jefferson County's diverse arts, heritage and humanities.

The Jefferson County Cultural Coalition has identified three priorities for funding. Applicants will be expected to address one of the three priorities with their application. These priorities are:

ACCESS: Cultural activities in Jefferson County will be affordable, accessible and inclusive.

Project strategies may include, but are not limited to:

- Subsidizing venue cost
- Subsidizing tickets
- Subsidizing transportation cost
- Creating traveling programs
- Creating and maintaining Internet resources
- Preserving historic properties

AWARENESS: Increase knowledge of cultural activities for residents of Jefferson County.

Project strategies may include, but are not limited to:

- Supporting marketing and public relations efforts
- Supporting advocacy efforts
- Reaching new audiences
- Enhancing visibility and promoting cultural activities

EDUCATION: Encourage cultural education and activities in Jefferson County.

Project strategies may include, but are not limited to:

- Creating programs in schools and other community venues
- Developing participatory workshops and activities
- Establishing mentorships
- Supporting subjects that are under-funded in traditional, public educational systems

Limitations

The following are **not eligible** for Cultural Coalition Grant funding:

- Tuition assistance for college, university, or other formal courses of study
- Projects that have already been completed
- Grants to offset project deficits
- Events whose primary purpose is to raise funds for a non-cultural cause
- Applicants which do not provide a minimum of 25% cash or in-kind match of the total project

Additionally, grant funds may not be used for the purchase of or provision of food, beverages, or refreshments for the project's activities or beneficiaries.

Guidelines for Grant Selection

- See grant scoring rubric on website: www.jeffersonculture.org.
- New projects will have priority over existing or past projects.

Benchmarks

All Jefferson County grant projects must meet one or more of the following benchmarks:

- **Diversity:** Celebrate rich and varied cultures
- **Stories/Oral Traditions:** Preserve the history of Jefferson County
- **Lifelong Learning:** Increase participation in the arts and raise awareness and interest in culture, arts, and heritage for all residents
- **Youth:** Provide opportunities for youth to participate in cultural events
- **Public Art:** Enhance and expand public spaces dedicated to arts, heritage, and humanities
- **Build:** Build capacity of individuals or organizations to promote culture
- **Cultural Tourism:** Engage travelers with Jefferson County's unique culture, lifestyle, and history
- **Economic Development:** Promote and encourage participation at local businesses and venues

Grant Review Process

Applications submitted to the Jefferson County Cultural Coalition will be reviewed by a vetting committee appointed by its Board of Directors. They will be scored and recommended for funding based upon the criteria outlined in the Scoring Rubric. The Board of Directors will review the committee's recommendations, determine awards, and announce them. The Coalition's fiscal agent, Jefferson County, will disburse funds.

Important Note to Applicants:

All applications must be typed using the exact format of the enclosed application form. Incomplete applications will not be considered. Please review the checklist at the end of the application to ensure you turn in a complete application.

Grant funds used for purposes other than those awarded must be refunded in full to the Jefferson County Cultural Coalition. Specific amendments to proposed budgets may be considered by the Board of Directors prior to the actual use of said funds.

Deadline: October 15, 2019, 5:00 p.m.

Applications received after 5:00 p.m. on October 15, 2019 will not be accepted.

Completed applications should be delivered to:

JEFFERSON COUNTY CULTURAL COALITION
PO BOX 842
MADRAS, OR 97741

Final reports

Individuals and organizations receiving Cultural Coalition Grants must complete a Report on Use of Cultural Coalition Grant Funds form provided by the Cultural Coalition. Final reports must be submitted within sixty (60) days of completion of the project, but no later than December 31, 2020. All grantees are subject to audit by the Oregon Cultural Trust.

Digital photographs

All grantees must submit a minimum of one digital photo taken of/during their project for use on the Jefferson County Coalition website.

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Jefferson County
Cultural Coalition

JEFFERSON COUNTY CULTURAL COALITION

**Grant Application
(For projects occurring between January 1, 2020 and December 31, 2020)**

Deadline: October 15, 2019, 5:00 p.m.

Applicant Information

Name of Organization: _____

Organization Contact Name: _____

Title: _____

E-Mail Address: _____

Tax Status Information:

- 501 (c) (3) public charity
- 170 (c) (1) government unit (school or library)

Tax ID (EIN): _____

Year Organization was founded: _____

Organization Address: _____

City: _____ State: _____ Zip Code: _____

Organization Website Address: _____

Primary Project Contact (if other than above)

Name: _____

Telephone: _____

E-Mail Address: _____

Project Information

Check the ONE priority that best describes your project:

(See the Grant Guidelines for definition of Access, Awareness, and Education)

- Access Awareness Education

Check ONLY ONE cultural discipline that best describes your project:

(See the Grant Guidelines for definition of Arts, Humanities and Heritage)

- Arts Humanities Heritage

Title of Project: _____

Amount of request for your project: \$ _____

What is the timeline for your project (when will it take place)?

Briefly describe your organization (maximum 100 words):

Briefly describe the project and how the money will be used. Describe only the central components of the project including location, activities, etc. (maximum 150 words):

Where did you learn about the Jefferson County Cultural Coalition Grant Opportunity?

1. How does the project fit the chosen priority (Access, Awareness or Education)? Please select only one. (maximum 150 words)

2. Explain the need for the project and the audience it will serve. How did you determine the need for this project? Provide an estimate as to how many people this project will benefit: (maximum 250 words)

3a. What are the specific project goals? Please be specific to the priority you chose. (maximum 250 words)

3b. How will you evaluate whether these goals have been met? (maximum 100 words)

4. Describe your work plan. List key dates and timeline. (maximum 150 words)

5. Which benchmarks will your project will meet and how? (maximum 100 words)

6. What resources do you have to complete the project? Consider partnerships, professional expertise, project staff, facility, organizational capacity and experience, and outreach in your response. (maximum 250 words)

7. Describe how Jefferson County Cultural Coalition will be recognized as a sponsor for your project. (news releases, banners, sandwich boards, programs, posters, flyers, etc., utilizing the full name and/or logo of Jefferson County Cultural Coalition.

8. Budget Plan for Your Project

Please provide a budget **for the project only**, not the operating budget of the organization. *Grant amounts range from \$250 to \$1,200. For each line item, please include whether it is projected or confirmed in the far-right column.*
In-kind definition: Services or materials provided at no cost

PROJECT REVENUE	Description	Cash	In-Kind	Projected	Confirmed
Ticket Sales					
Admission Fees					
Other Revenue					
Other Revenue					
Volunteer Hours <i>(use \$15/hour)</i>					
Sponsorships					
Individual Contributions					
Other Grant Revenue					
Applicant Cash					
Amount of this Request					
Revenue Subtotals	<i>Total your cash revenue and in-kind here</i>				
	TOTAL PROJECT REVENUE Include both cash and in-kind				

PROJECT EXPENSES	Description	Cash	In-Kind	TOTAL (cash & in-kind)
Artist/Speaker Fees				
Staff/ Administration				
Professional Services				
Marketing				
Printing				
Space Rental				
Materials/ Supplies				
Transportation/ Travel				
Ticket Subsidy				
Volunteer Hours <i>(use \$15/hour)</i>				
Other <i>(be specific)</i>				
Other <i>(be specific)</i>				
Other <i>(be specific)</i>				
	TOTAL PROJECT EXPENSES			

NOTE: Project totals for expenses and revenue must match.

Budget Narrative - REQUIRED

Explain line items or provide pertinent details about the project budget - specific use of Jefferson County Cultural Coalition funds, other grants awarded, other grants proposed, type of significant in-kind donations, special rates or agreements, etc. **Please attach a one-page typed addendum to each grant copy.** Do not include any information that is not relevant to the budget.

Authorization

The undersigned certifies that they are authorized to represent the organization applying for a grant and that the information contained in this application is accurate. The undersigned agrees that if a grant is awarded to the organization: (1) the grant will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without prior written approval from the Jefferson County Cultural Coalition (2) information about the organization and the grant may be used by the Oregon Cultural Trust and the Jefferson County Cultural Coalition in any published materials.

Signature of Individual, Director, or Board Chair: _____

Title _____ **Date** _____

Grant Application Checklist

- Ten copies of the application & budget narrative You do not need to include the instructional pages with your submissions.
- Current organization budget (single copy)
- Copy of IRS non-profit tax status determination letter (single copy)
- Site owner's statement of commitment (if appropriate for your project)
- Stamped, self-addressed envelope

*****PLEASE DO NOT SEND SUPPLEMENTARY MATERIALS. COVER LETTERS, BUSINESS CARDS, FLIERS/PAMPHLETS, LETTERS OF RECOMMENDATION (OTHER THAN SITE LETTERS) WILL NOT BE REVIEWED OR EVALUATED AS PART OF THIS GRANT APPLICATION*****

Mail or deliver all materials in one complete package to:

**JEFFERSON COUNTY CULTURAL COALITION
PO Box 842
MADRAS, OREGON 97741**

Receipt Deadline: Friday, October 15, 2019, 5:00 p.m.

NOTE: Applications will not be accepted after 5:00 p.m., no exceptions.